For Banner 9 Self Service we start from the Employee Dashboard. The following is the link to the pre-production version (PPRD). You will need to log into Inside.SOU before you can get into the Employee Dashboard.: https://employeessb-pprd.ec.sou.edu:8102/EmployeeSelfService

When you log in you will see a page that looks like the following. It can be slow the first time it comes up, but responds quickly after that.:

From the Employee Dashboard, you can see your leave balances, pay stubs, earnings, benefits, tax withholdings and job summaries. The testing we are doing is Enter Time that is under the My Activities box.

I already started my timesheet so I don't see the start timesheet button, but you will see the timesheets available.

If you click on the little I icon you can see when you started your timesheet, when it is due and who it is going to when you submit it.

List of Approvers

Originated On 08/04/2021, 02:51 PM by Raider Approver
Submit By 09/06/2021, 11:59 PM

Lisa Denney
Sequence 1.00
In the Queue

To open your timesheet for the first time, click on the Start Timesheet button. After that you can click on the line that describes the timesheet and it will open it up.

ellucian   Raider Approver

Employee Dashboard • Timesheet • Analyst Programmer 2, F99086-00, F, 369999, Information Technology

Analyst Programmer 2, F99086-00, F, 369999, Information Technology   ↺ Restart Time   Leave Balances

04/01/2021 - 04/30/2021	ⓘ 💬				In Progress	Submit By 09/06/2021, 11:59 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3

⊕ Add Earn Code

Earn Code	Start Time*	End Time*	Hours
Regular Earnings ▾	hh:mm a	hh:mm a	0.00

⊕ Add More Time

Exit Page   Cancel   Save   Preview

You click on the day you want to enter and, in the section, below enter the start and end time. If you type it in you have to put in HH:MM AM (or PM). The am / pm can be uppercase or lower case. If you click on the clock icon with the mouse you can use the arrow keys to scroll through the values. The minutes have to be on the quarter hour (08:00, 08:15, 08:30, 08:45).

Earn Code		Start Time*	End Time*	Hours	
Regular Earnings	⌄	08:00 AM ⊘	12:00 PM ⊘	4.00	⊖
		01:00 PM ⊘	05:00 PM ⊘	4.00	⊖

⊕ Add More Time

Exit Page   Cancel   Save   Preview

Once you enter the time, click on the save button. It will then show like the following. If you need to update. Click on the pencil icon.

Regular Earnin ⊘ 08:00 AM - 12:00 PM 4.00 Hours   ✏ ⧉ ⊖
gs
⊘ 01:00 PM - 05:00 PM 4.00 Hours

⊕ Add More Time

Total: 8.00 Hours | Account Distribution

If you need to put in different earn codes (like sick leave or vacation) along with working part of the day, click on the Add Earn Code button and it will open up another section where you can select a different earn code. After you select the earn code the start time and end time will show. Make sure you save after you enter all of the time.

If you have hours in a day that you want to copy to other days (like 8-12, 1-5), do the following:

Click on the day you want to copy. In this example I'm copying the 1st.

Click on the ⧉ icon (on the right side of the section that shows the hours). This will bring up a calendar that you can then select the specific days you want to copy to by clicking on those days or check copy to the end of pay period, but don't check include Saturdays or include Sundays. Probably don't want to do that until the end of furloughs. In this example I'm just going to copy it to the 3rd and 4th since I've filled out other days. Click on Save to do the copy. Cancel if you change your mind.

Copy Time Entry   ✕

Regular Earnings : 8.00 Hours (03/01/2021, MONDAY)

Select Options

Pay Period: 03/01/2021 - 03/31/2021						?
SUN	MON	TUE	WED	THU	FRI	SAT
28	1 8.00 Hours	2 4.00 Hours	3	4	5	6
7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11 8.00 Hours	12	13
14	15	16	17	18	19	20
21	22	23 8.00 Hours	24 6.50 Hours	25 8.00 Hours	26 8.00 Hours	27
28 1.50 Hours	29 8.00 Hours	30 8.00 Hours	31 6.50 Hours	1	2	3

☐ Copy to the end of pay period
☐ Include Saturdays
☐ Include Sundays

Cancel   Save

At any time while you are filling out your timesheet, you can click on the Leave Balances link ⏱ **Leave Balances** (in the upper right corner) to see what your current leave balances are. Remember this is currently as of February 2021. Possibly January 2021 depending on when leave what updated versus when we did this refresh. It opens up a pop-up box with leave information.
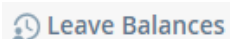
Employee Leave Balance   ✕

Leave Balances as of 07/19/2021

Sick Leave

Beginning Balance	116.60
Banked	0.00
Earned	8.00
Taken	0.00
Sick Leave in hours	124.60

Vacation Leave

Beginning Balance	245.00
Banked	0.00
Earned	16.00
Taken	32.00
Vacation Leave in hours	229.00

To see all of your time for the pay period clock on the Preview button at the bottom right corner.

This will create a report that will shows your timesheet in a variety of detail. First total hours for each day and earn code. Then the time in and out. Then weekly totals for each earn code. There is also a spot at the bottom that you can put in notes if you need to communicate something to your supervisor/approver. You can see who that is in the routing list.

If your time sheet is done click on the submit button. Your approver will be sent an email that you submitted your timesheet. If there is any issue with the timesheet they can return it to you for correction. If that happens you will get an email that it has been returned.

If you want to get back to the Employee Dashboard you can click on the Employee Dashboard link at the top. Clicking on Timesheet will take you back to the timesheet selection page.

Employee Dashboard ● Timesheet ● Analyst Programmer 2, F99086-00, F, 369999, Information Technology

Clicking   **Exit Page**   (at the bottom left of the page) will also take you back to the timesheet selection page.