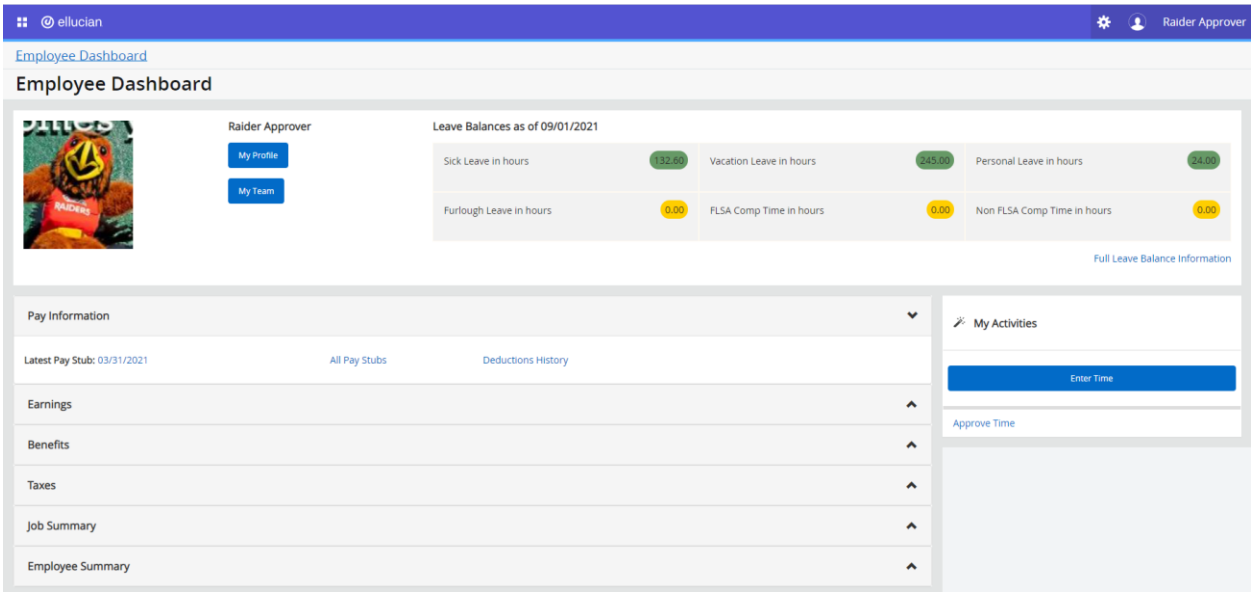
Web Time Entry 9 Overview – Unclassified

Employee Dashboard

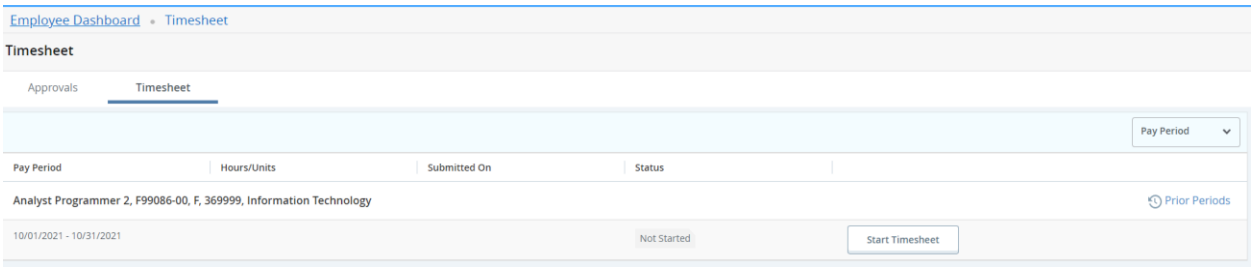
To Approve Timesheets, in Banner 9 Self Service you will first start out at your Employee Dashboard. You can get to the employee dashboard from InsideSOU under Online Services under the Banner Self-Service (SISWeb) section. Click on Employee Dashboard.

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. Supervisors can see who their team is under My Team. My Team contains contact information and leave balances for each team member. From the My Activities section employees can enter in Time and supervisors can review and approve timesheets.

If the timesheet has not been started yet you will see a start timesheet button.



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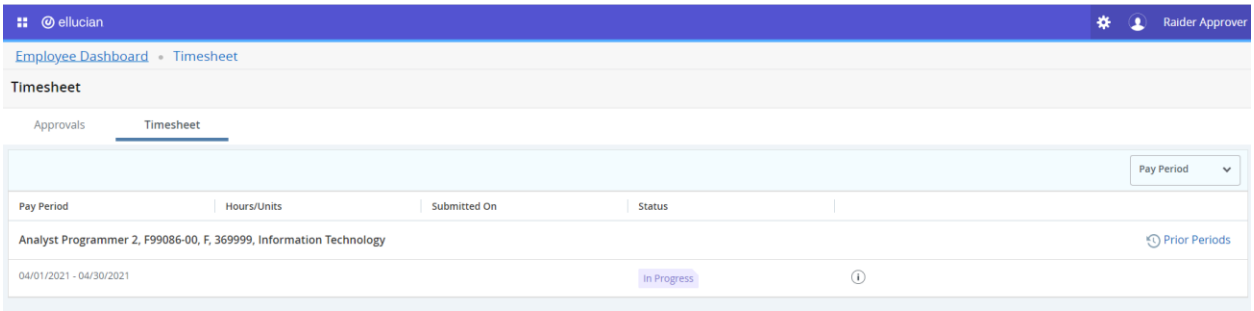
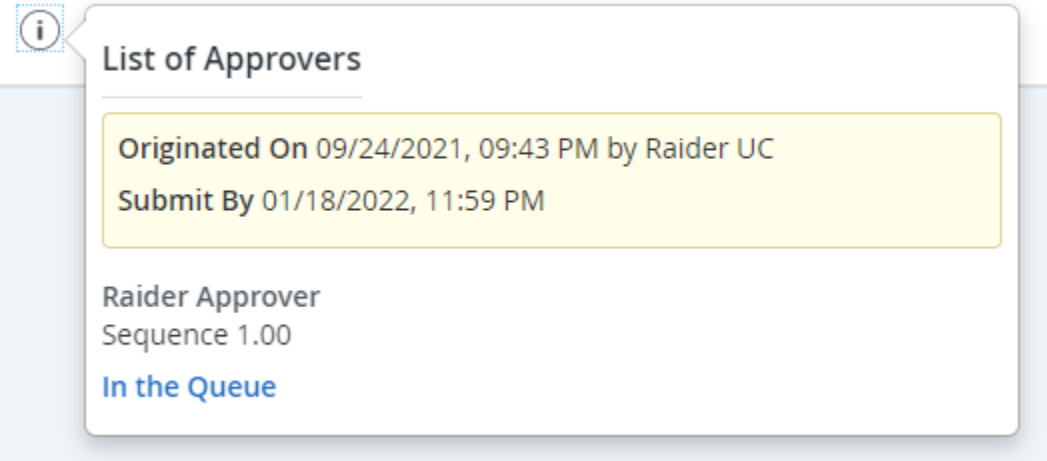
If the timesheet has already been started you won't see the start timesheet button, but you will see the timesheets available showing as In Progress.



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



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. If it is already in progress you can click anywhere on the line to open up the timesheet.

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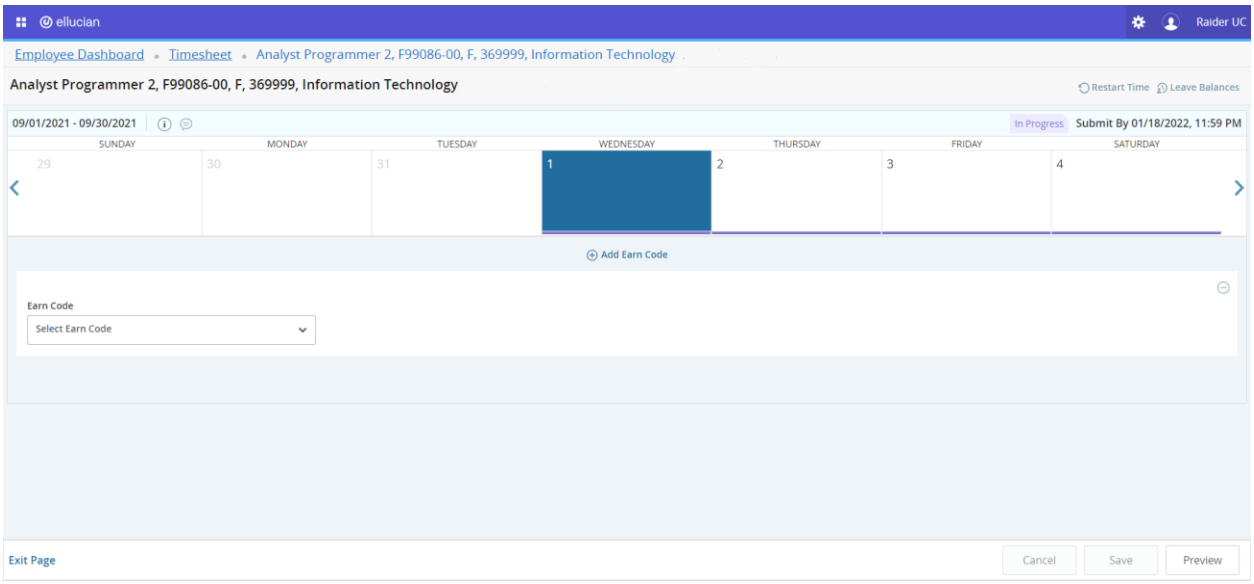
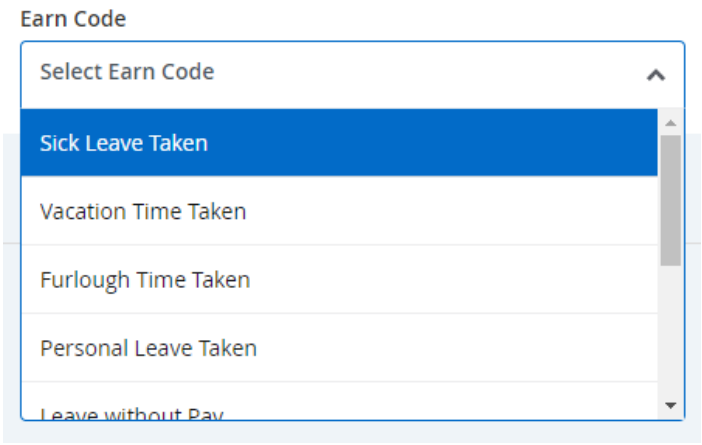
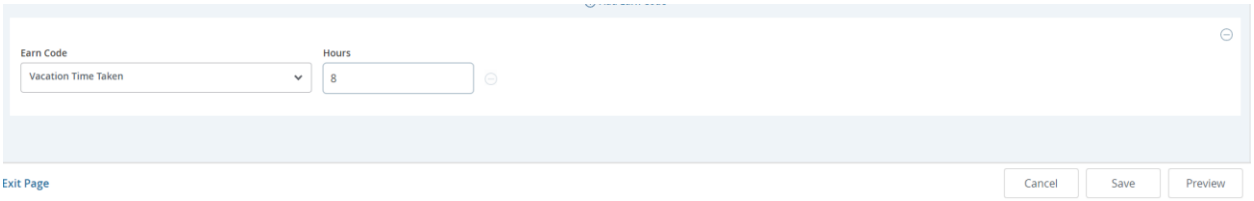
Entering Leave



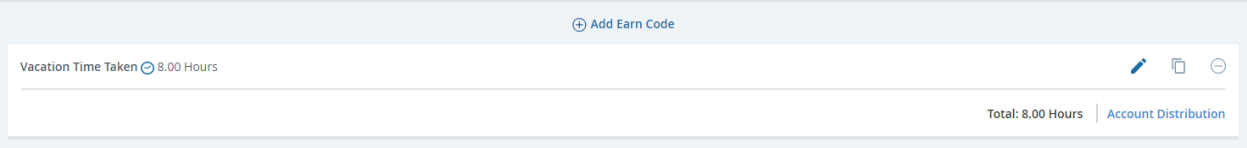
Click on the day you want to enter and, in the section, below select the Earn code you are entering leave time for. Then enter the number of hours. Once entered click the Save button in the bottom right hand corner.





If you try to click on a different day before saving you will ask if you are sure you want to leave this page. You may love unsaved changes.

Once it is saved, it will look like the following. If you need to update, click on the pencil icon. If you need to add a different leave code, click on the Add Earn Code link. If you want to delete the entry click on the ⊖ icon. You will be asked to confirm you want to delete. You then need to save to compete the deletion.

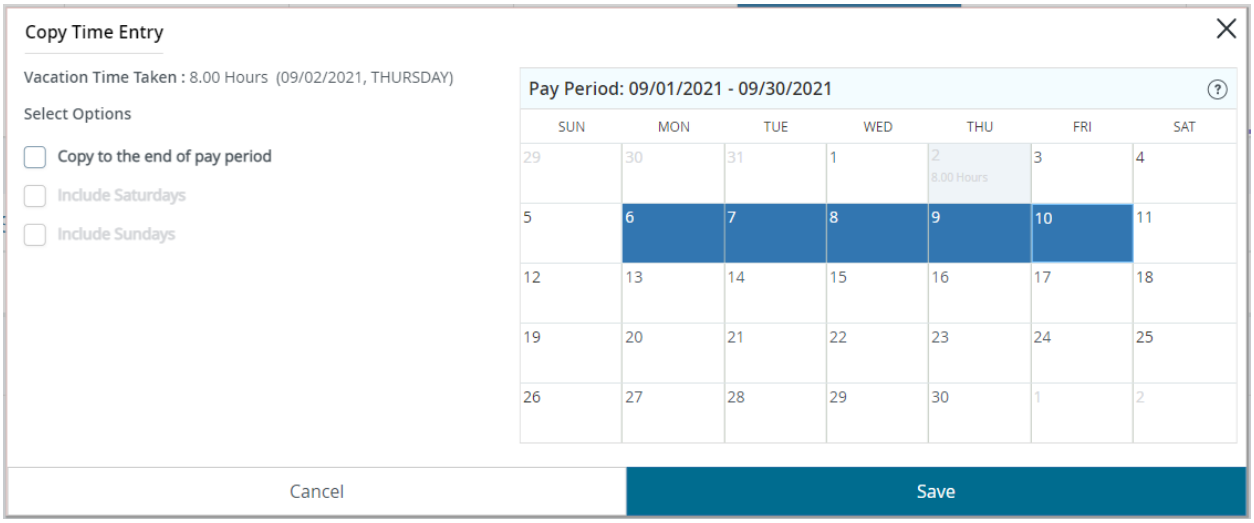


Copying Entries

If you have hours in a day that you want to copy to other days (like a vacation for 2 weeks), do the following:

Click on the day you want to copy. In this example I'm copying the 2nd.

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. In this example I'm just going to copy it to the 6th – 10th. Click on Save to do the copy. Cancel if you change your mind



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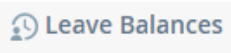
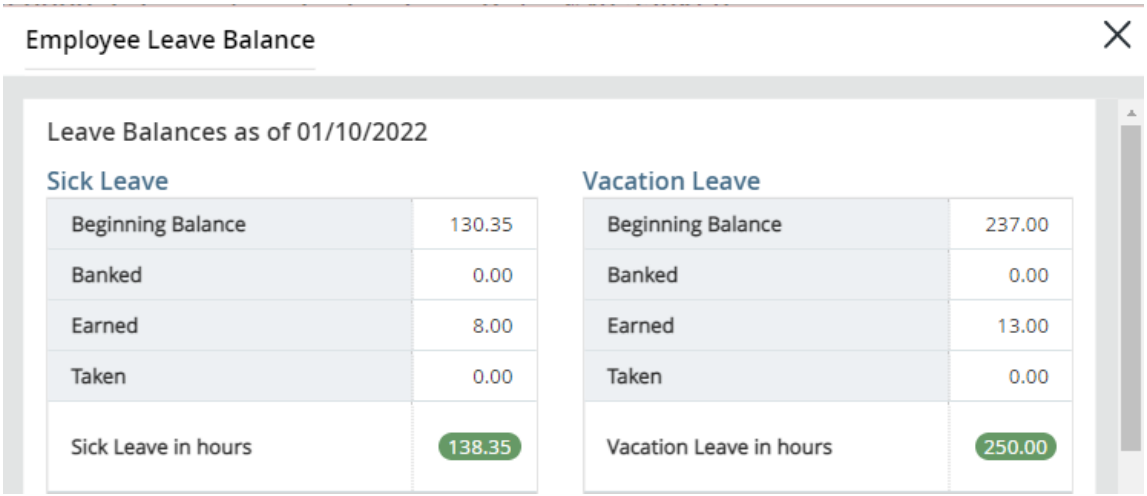
Leave Balances

At any time while you are filling out your timesheet, you can click on the Leave Balances link 

(in the upper right corner) to see what your current leave balances are. It opens up a pop-up box with leave information.



Preview and Submit

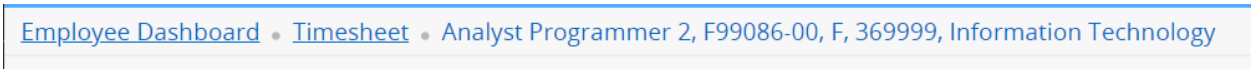
To see all of your time for the pay period clock on the Preview button at the bottom right corner.

This will create a report that will shows your timesheet in a variety of detail. First total hours for each earn code. Then weekly hourly total. 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.

Exit / Back to Employee Dashboard

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.



Clicking

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