



Employee Quick Reference Guide

TIPS & REMINDERS

- Time sheet practices and processes have not changed. They are the same as those in place for paper time sheets.
- Time Sheet Submission Deadline: 11:59 pm one business day after the end of the pay period. A list of actual deadline dates can be found at sou.edu/sc/wte.html.
- Campus and System Holidays impact time sheet submission deadlines. Be sure to review the schedule to meet early time sheet submission deadlines.
- Your time sheet can be submitted after your last day of work in the pay period, even if it is prior to the deadline.
- Your time sheet shows earning types that may not apply to your job. You should enter time for only those earnings types that are applicable.
- Earned Time, Sick Leave: Always check your balances before entering time to ensure your balance is sufficient to support usage!

A. OPENING YOUR TIME SHEET

1. Log into **inside.sou.edu**.
2. Click **Banner Self Service** in the Online Services menu.
3. Select **Employee** from the Main Menu.
4. Select **Time Sheet** in the Employee menu.
5. Select the radial button next to the job under Title and Department and the Pay Period from the drop down menu Pay Period and Status.
6. Select Time Sheet.

B. ENTERING HOURS

1. Click **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: Regular Earnings, Regular Student Pay, Sick Leave*].
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments (ex: at the hour, at quarter past, at half past, and quarter til the hour).
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Time Sheet** link to enter hours for another day. *The time sheet displays one work week at a time. To advance to the next week of the pay period, click on the **Next** button. Click the **Previous** button to return to the*

C. ADJUSTING YOUR HOURS

Prior to submitting the Time Sheet Time In and Out information already entered for a particular day can be changed. See Return Time if the Time Sheet has already been submitted.

1. Click the hours listed for the date that needs to be changed.
2. Update the **Time In** and **Time Out** values.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Time Sheet** link to enter hours for another day.

D. DELETING YOUR HOURS

Prior to submitting the Time Sheet Time In and Out already information entered for a particular day can be deleted. See Return Time if the Time Sheet has already been submitted.

1. Click the hours listed for the date that needs to be deleted.
2. Click **Delete**.
3. Click **OK** to confirm it is OK to delete time in and out for the selected day.
4. Enter new hours or click **Time Sheet** to enter hours for another day.

E. ENTERING HOURS FOR SPECIFIC DAYS

When you enter Time In and Out for one day, you can use it to copy the same info to one or more additional days in the pay period.

1. Click **Enter Hours** link under the date worked, and in the row for the appropriate *Earning* [ex: Regular Earnings].
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.
5. Click each day you want to copy the Time In and Out. **DO NOT SELECT THE DATE FROM WHICH YOU ARE COPYING**.
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully**.
7. Click Time Sheet to verify the time was copied to the dates you selected.

F. ENTERING HOURS FOR A PAY PERIOD

If you work the same schedule of hours each day during a pay period, you can copy the hours from one day through to the end of the pay period.

1. Click Enter Hours link under the date worked, and in the row for the appropriate Earning [ex: Regular Earnings, Sick*].
2. Enter the **Time In** and **Time Out** for the day in 15 minute increments. Be sure the **Shift** correctly represents the shift in which the hours were worked.
3. Click **Save**. Confirm the **Total Hours** for the day are correct.
4. Click the **Copy** button.
5. Choose the **Copy from date displayed to end of the pay period** checkbox., Choose **Include Saturdays:** and/or **Include Sundays:** if your work week includes Saturday and/or Sunday
6. Click the **Copy** button. Look for the verification message that says **your hours were copied successfully**.
7. Click the **Time Sheet** button. The Time In and Time Out have been copied for all days in the pay period.
8. Click Time Sheet to verify the time was copied to the dates you selected.

* VERIFYING SICK LEAVE AVAILABLE

Before using sick leave, check your balance:

1. In **Banner Self Service** select **Employee**.
2. In **Employee** menu, select **Leave Balances**.
3. Amount will appear under "Available Balance as of..." column, provide no additional leave was used after date.

G. LEAVING A COMMENT ON YOUR TIME SHEET

You can add a comment to your time sheet notifying your approver of any special circumstances regarding the pay period time. Your Approver will see the comments when they review your time sheet prior to assigning approval.

1. Click the **Comments** button at the bottom of the Time Sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet.

*Note: You can only view Comments on your time sheet in **Preview** mode.*

H. RESTART YOUR TIME SHEET

You can clear all Time In and Out already entered for a Time Sheet as long as the Time Sheet has not been submitted for approval.

1. Click the **Restart** at the bottom of the Time Sheet page.
2. Click **Submit** to delete all changes that you have made to your time sheet.

Note: Comments will not be removed.

I. SUBMITTING YOUR TIME SHEET

When your time sheet is ready to submit for approval, it's important for you to **Preview** it first. Check your hours to make sure the days, numbers, and Earnings are all correct. Then, submit as follows:

1. Click the **Submit for Approval** button at the bottom of your time sheet. *Note: This is equivalent to signing your time sheet; it certifies that you approve the time sheet information as accurate. The status of your time sheet will now have changed to **pending**. Your time sheet must be listed as **Pending** in order for it to be **Approved**.*

J. RETURN TIME

AFTER an employee Submits their Time Sheet for Approval and BEFORE it's completed or the end of the employee entry period, they can use the Return Time function to retrieve their time sheet, make corrections then re-submit it for Approval.

K. OPENING A TIME SHEET FOR ANOTHER JOB

If you have more than one job, you must submit separate time sheets.

1. Click **Position Selection** at the bottom of the time sheet.
2. Click the **My Choice** radio button for the **Title and Department** for which you want to enter time.
3. Choose the current pay period from **Pay Period and Status**.
4. Click the Time Sheet button.

Pay Period

Pay Period Timelines



Employee Responsibilities

1. Record your time accurately.
2. Select the correct pay period before opening your time sheet.
3. Use appropriate Earning Codes to ensure payment is appropriate per Campus policy.
4. Check your leave balances to verify availability of hours claimed.
Note: Entry of leave balances in excess of available balance will result in reduction of payment amount.
5. Add Comments to your time sheet to document any special circumstances, variations and/or changes to your normal work schedule.
6. Review your time sheet for accuracy BEFORE submitting it for approval.
7. Submit your time sheet prior to the DEADLINE . *
8. It is expected that changes should be rare. As the employee originating the entry your approver/supervisor should have knowledge of your work schedule and time actually worked. If changes are needed prior to the time sheet being Completed, you can use Return Time to correct your time sheet. If it is after the time sheet has been Completed, your approver must communicate with the Campus Payroll Office providing an explanation of the change needed and why. In all cases your approver/supervisor should notify you via email of the actions they have taken.

**Note: Time sheet entry deadlines are often impacted by Campus and System Holidays. To determine the correct deadline for your time sheet submission check sou.edu/sc/wte.html.*

For more information or assistance contact your supervisor or visit sou.edu/sc/wte.html. You may also contact the Service Center at:

service-center-hr-payroll@sou.edu
541-552-6700