



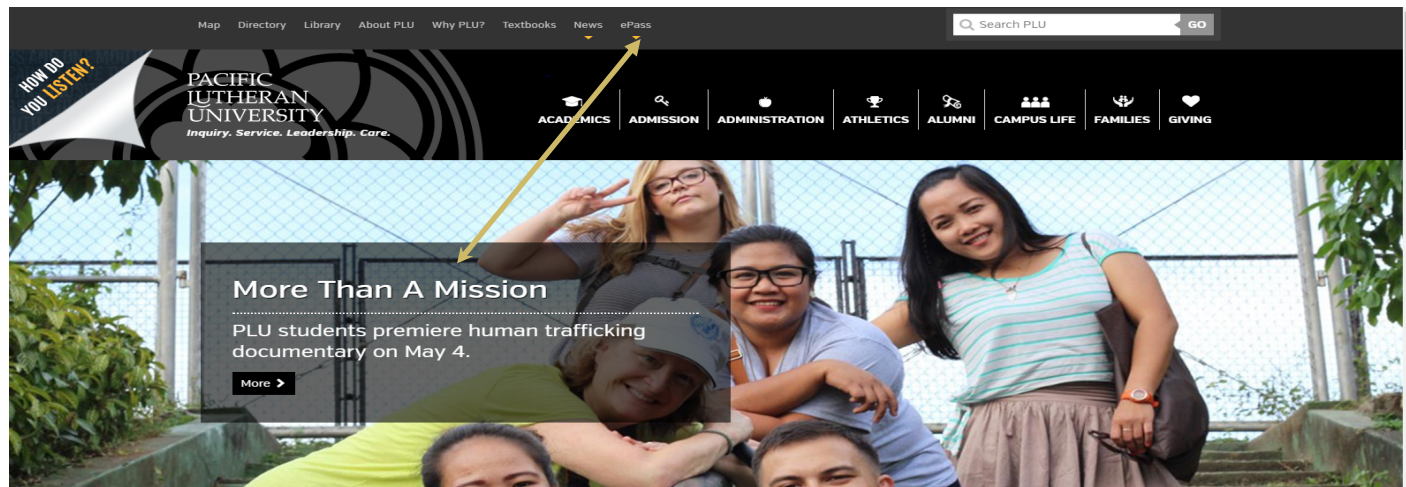
WELCOME



Approving Online Timesheets for Non-Exempt Hourly Employees


- Beginning June 1, 2017, all non-exempt hourly employees will record their hours on an online time sheet within the Banner Self Service system.
- The last “paper” time sheet will include dates 5/13 thru 5/31/17. These time sheets are due Friday, June 2nd. “Salaried” sick and/or vacation will be adjusted by payroll. Current “hourly” employees will have their regular pay and overtime paid on 6/14/17. “Salaried” employees overtime will be paid on 6/23/17.

To approve time sheets, log onto the PLU home page. Select ePass in the top bar on the right.



- Select Banner from the drop down list.
- Select Banner Self-Service
- Sign In using your PLU ePass Username/Password

After you have signed in, select Employee Services>Time Sheet



PACIFIC LUTHERAN UNIVERSITY
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BANNER SELF-SERVICE

[Personal Information](#) [Advancement Services](#) [Student Services](#) [Financial Services](#) [Employee Services](#) [Administrative Services](#) [WebTailor Administration](#)

Search

EMPLOYEE

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Please note: Information from the current payroll cycle may change until finalized on payday.

Time Sheet
Enter and review time sheet information. *Student time entry. Avoid errors - Do not use the Back Arrow button on your browser.*

Benefits and Deductions
View your retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

Pay Information
View your direct deposit breakdown, earnings and deductions history, and pay stubs.

Tax Forms
View your W-4 information and W-2 form.

Leave Balances
View your sick and vacation leave balances and history.

Update Primary Campus Location
This information is used by the Emergency Building Coordinators in the event of a campus emergency or emergency preparedness drill.

RELEASE: 8.8.1D

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Time Sheet Select and Proxy Set Up

The screenshot shows a web browser window displaying the 'Time Sheet or Leave Request Selection' page. The browser's address bar shows the URL: https://sanrosh.glu.edu/444/pls/dap/leave/tais_P_SelectTimeSheetRoll. The page has a navigation bar with tabs: 'Personal Information', 'Financial Services', 'Employee Services' (which is highlighted), and 'Administrative Services'. Below the navigation bar is a search bar with a 'Go' button and a 'SITE MAP | HELP | EXIT' link. The main heading is 'Time Sheet or Leave Request Selection'. A blue information icon and text state: 'Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.' Below this is the 'Selection Criteria' section. It contains a table with two columns: 'Access my Time Sheet:', 'Access my Leave Report:', 'Access my Leave Request:', 'Approve or Acknowledge Time:', 'Approve All Departments:', 'Act as Proxy:', and 'Act as Superuser:'. The 'My Choice' column contains radio buttons for the first three rows, a radio button and a dropdown menu for the fourth row, and checkboxes for the last two rows. A yellow arrow points to the 'Approve or Acknowledge Time:' radio button. Another yellow arrow points to the 'Proxy Set Up' link at the bottom right. A 'Select' button is located at the bottom left of the selection criteria section. The footer of the page includes the text 'RELEASE: 8.12.1.5' and '© 2017 Ellucian Company L.P. and its affiliates.'

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="checkbox"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)



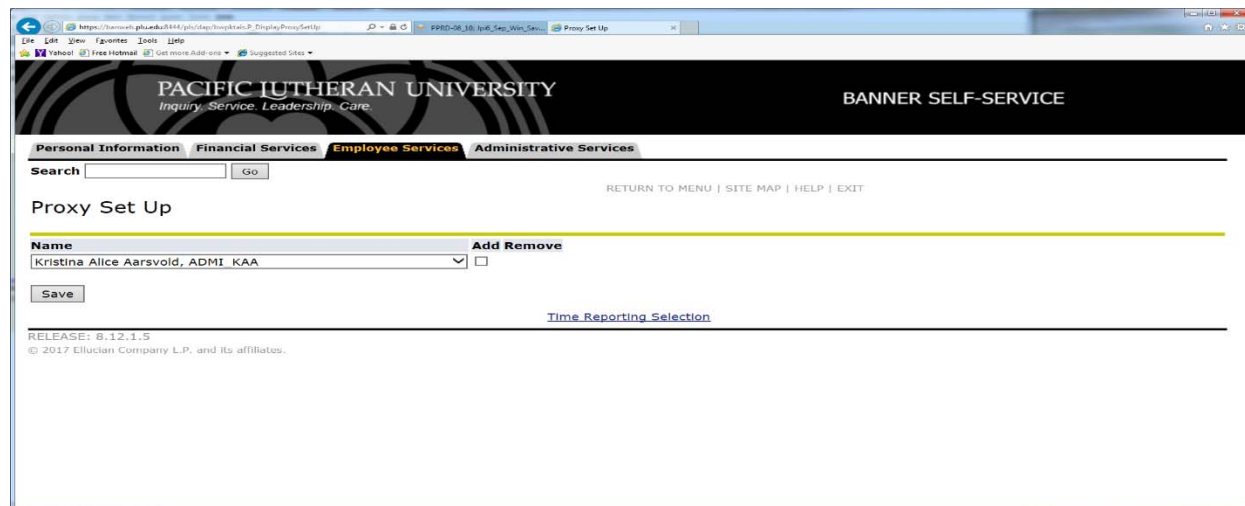
Selecting a Proxy

Proxy Set Up

- Each approver needs to select a proxy who can approve time sheets in the event s/he is out of the office.
 - If your usual proxy is planning to be out of the office at the same time you are out, you can set up a second person to act as your proxy during this time.

Set up a Proxy

- Use the drop down arrow to select the name of the person you want to be your proxy.
 - If your proxy is not listed, contact HR to add them. (They will need an active Banner account.)
- Keep your proxy list up to date by removing and adding names as necessary.
- Check the Add or Remove box and Click Save.



The screenshot shows a web browser window displaying the Pacific Lutheran University Banner Self-Service interface. The page title is "Proxy Set Up". The navigation bar includes "Personal Information", "Financial Services", "Employee Services" (highlighted), and "Administrative Services". A search bar is present with a "Go" button. The main content area shows a table with one row containing the name "Kristina Alice Aarsvold, ADMI KAA" and an "Add Remove" checkbox. A "Save" button is located below the table. At the bottom, there is a "Time Reporting Selection" link and a footer with the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

Selection Criteria

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

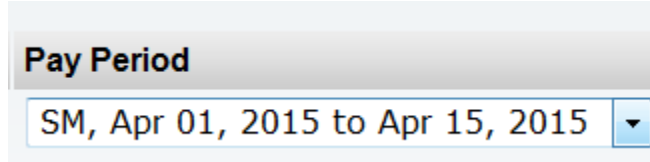
- Select the Approve or Acknowledge Time radio button under the My Choice column.
- Act as Proxy:
 - Select self if approving employees assigned to you, or...
 - Use drop down list to find the person for which you are acting as a proxy.
- Use “Select” button to move to the next page.

Approver Selection

- Department and Description shows your information.
- Select the radio button in the “My Choice” column.
- Select the pay period to be approved from the Pay Period drop down list.
- Sort Order: The list of employees assigned to you can be sorted by Name or record Status.

The screenshot shows a web browser window with the URL <https://banner.plu.edu/0444/plu/dsp/bvgktrss.P?proSelectTimeSheetFull>. The page header includes the Pacific Lutheran University logo and the text "BANNER SELF-SERVICE". Below the header is a navigation bar with tabs for "Personal Information", "Financial Services", "Employee Services" (which is highlighted), and "Administrative Services". A search bar is located below the navigation bar. The main content area is titled "Approver Selection" and contains a "Time Sheet" section. This section includes a "Department and Description" field with the value "P, 6332, Payroll Office" and a "My Choice" radio button. There is also a "Pay Period" dropdown menu showing "MH, 05/01/2017 to 05/15/2017". Below this is a "Sort Order" section with two radio buttons: "Sort employees' records by Status then by Name:" (which is selected) and "Sort employees' records by Name:". A "Select" button is located at the bottom of the form. The footer of the page includes the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

Pay Period



Pay Period

SM, Apr 01, 2015 to Apr 15, 2015 ▼

- Use the arrow to select the pay period from the drop-down list on the right side of the Pay Period box.
- There are two pay periods each month
 - The 1st thru the 15th, pays on or before the 25th.
 - The 16th thru the last day of the month, pays on or before the 10th.
 - Up to four previous pay periods can be viewed but *not* changed once they have been approved.
 - Future pay periods cannot be viewed until the first day of that pay period

Summary of Employee Timesheets

Summary

[Home](#) > [Summary](#)

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll
Department: W50836, Web Entry Posn 150836
Pay Period: Mar 16, 2015 to Mar 31, 2015
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Apr 15, 2015, 04:00 PM

[Change Selection](#)

[Select All, Approve or FYI](#)

[Reset](#)

[Save](#)

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
994138509	Ronda Reid 150837 - 00 Student Payroll Technician	Approve	96.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
990614873	Cherylin F Shdo 150521 - 00 Admin Asst, Business & Finance	

Pay Event Transactions

Action required by all approvers: 0
Time or Leave Transactions Approved or FYI: 0
Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 1
Total Hours: 96.00
Total Units: .00

[Change Selection](#)

[Select All, Approve or FYI](#)

[Reset](#)

[Save](#)

- Each line is a summary of the Employee's time sheet
 - Name (highlighted in blue); Required Action; Total Hours; Queue Status; Approve; Return for Correction; Cancel (Not recommended); Other Information.



Status of Time Sheet

- Not Started
 - Employee has not started their time sheet
- In Progress:
 - Time sheet is available to the employee for time entry.
- Pending:
 - Time sheet has been submitted for approval.
- Returned for Correction:
 - Shows you have returned a submitted time sheet to your employee to be corrected.
 - Follow up with employee to get it re-submitted so you can approve it before your 12pm deadline.
- Approved:
 - Approver has approved the time sheet.
- Completed:
 - Time sheet has been moved to payroll.

Detailed Information

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll
Department: W50836, Web Entry Posn 150836
Pay Period: Feb 16, 2015 to Feb 28, 2015
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Apr 15, 2015, 04:00 PM

Change Selection Select All, Approve or FYI Reset Save

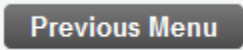

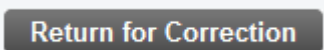

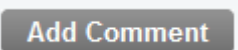
Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
994138509	Ronda Reid 150837 - 00 Student Payroll Technician	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

- Click on the employee's name (highlighted in blue) to access detailed information

Detailed Information Buttons



Previous Menu Approve Return for Correction Change Record Delete Add Comment

- Previous Menu 
- Approve 
- Return for Correction 
 - Returns the time sheet to the employee in order to be corrected and re-submitted
 - Must be done before approvers 8pm deadline.
- Change Record 
 - Used to make adjustment to hours
- Add Comment 

Types of Earnings

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 05/01/2017	Tuesday 05/02/2017	Wednesday 05/03/2017	Thursday 05/04/2017	Friday 05/05/2017	Saturday 05/06/2017	Sunday 05/07/2017
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Vacation-Preapprv by HR	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Sick Leave-Preapprv by HR	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Fix-Campus Safety Only	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Plu Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

- Regular Pay: Actual hours worked.
- Vacation: Vacation hours.
- Sick Leave: Normal hours missed due to Doctor appts or Sick time.
- Holiday Leave: Only taken on approved Holidays.
- Jury Duty: Regular work hours missed due to Jury Duty.
- PLU Holiday Worked: Hours worked during a holiday.



Holidays

- The Employee Handbook states that “Full-time (non-exempt) employees will receive 8 hours of holiday pay, and part-time employees will receive holiday pay as a proration of 8 hours based on their FTE designation.”

Overtime

- All worked hours should be reported on the Regular Pay line.
 - Additional Overtime pay will be based on the Regular Pay hours on the employee time sheet that exceed 40 hours in a week.
- Additional pay for overtime will be listed on their paystub as Overtime Pay – FLSA Calculated.
 - Overtime is paid on Regular Pay hours over 40 hours in a week multiplied by $\frac{1}{2}$ of the Rate in the Rate column, ex: $7.5 * 21.192/2 = \$79.47$
 - Note that the Rate shown for Overtime – FLSA Calculated will vary when there are additional earnings or jobs that affect the average pay rate.
- This is how it will look on the pay stub.

Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
Overtime - FLSA Calculated	1	7.50	\$21.192000	\$79.47	\$79.47
Regular Pay	1	104.50	\$21.190792	\$2,214.44	\$2,214.44
Total:				\$2,293.91	\$2,293.91



Shifts

- In order to accurately report overtime hours, employees that cross calendar days during their work shift (ex: 10pm to 7am), need to record hours worked on the day that the shift started. Do not split the hours between days.



Total hours per pay period

- The total number of hours per pay period will fluctuate depending on how many days are in each pay period.
- A full time employee's hours will move between
 - 10 days = 80 hours
 - 11 days = 88 hours
 - 12 days = 96 hours



Return for Correction

- If an error is discovered on a time sheet, it can be returned to the employee for correction
 - Add a comment identifying the issue and the specific date(s) in question before returning it to the employee.
 - Use the “Return for Correction” button
 - Contact the employee right away so the correction can be made and the time sheet can be re-submitted and approved before the deadline.
 - The Transaction Status will now be “Returned for Correction”

Change Time Records

- If you need to change an employee's time record click 
- The employee's time sheet will come up for you to make adjustments.

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name: Ronda Reid
Title and Number: Student Payroll Technician -- 150837-00
Department and Number: Web Entry Posn 150836 -- W50836
Time Sheet Period: Mar 16, 2015 to Mar 31, 2015
Submit By Date: Apr 15, 2015 by 04:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015	Saturday Mar 21, 2015	Sunday Mar 22, 2015
Regular Pay	1	0	96		8	8	8	8	8	Enter Hours	Enter Hours
Non-Exempt Vacation Pay Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closure Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Additional Pay	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Call-In Additional Pay	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:			96		8	8	8	8	8	0	0
Total Units:				0	0	0	0	0	0	0	0

[Previous Menu](#)

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[Comments](#)

[Approve](#)

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Submitted for Approval By:


Ronda Reid on Mar 19, 2015

Approved By:

Waiting for Approval From:

Shawnda R Antonucci

Change Time Records

- Click on the hours that you want to change
- The Time In and Out sheet will come up
- Change the Time In and Time Out and then click 

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Monday, 05/01/2017

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM	11:30	AM	3.5
1	12:30	PM	05:00	PM	4.5
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					8

Account Distribution

Earnings Code Shift Hours

Regular Pay 1 8

Change Time Records

- Remember to enter a Comment with the specific date and reason why you made a change to their time sheet

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015	Saturday Mar 21, 2015	Sunday Mar 22, 2015
Regular Pay	1	0	94		8	8	8	8	8	Enter Hours	Enter Hours
Non-Exempt Vacation Pay Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closure Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Additional Pay	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Call-In Additional Pay	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:			94		8	8	8	8	8	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu

Preview

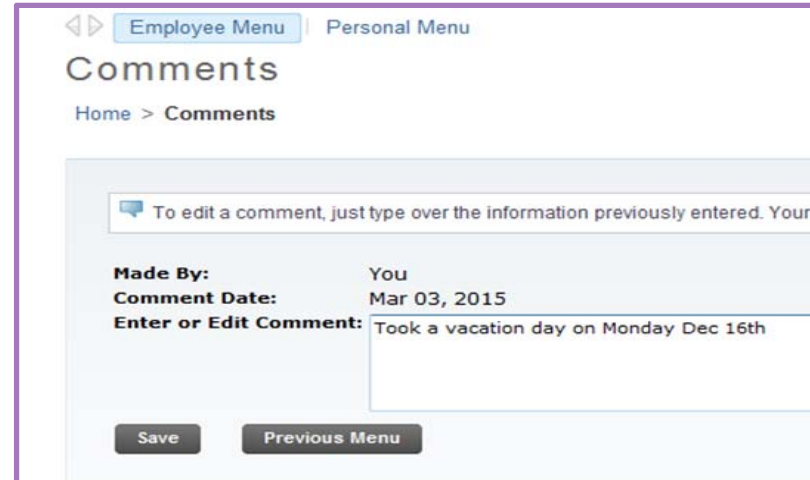
Comments

Approve

Next

Add Comment

- Select Comments
 - Enter the specific date you are changing and the reason you are adjusting the hours.
 - Save and then return to Previous Menu.



The screenshot shows a web application interface for adding or editing comments. At the top, there are two tabs: 'Employee Menu' (selected) and 'Personal Menu'. Below the tabs is the title 'Comments' and a breadcrumb trail 'Home > Comments'. A message box states: 'To edit a comment, just type over the information previously entered. Your c'. The form contains the following fields:

Made By:	You
Comment Date:	Mar 03, 2015
Enter or Edit Comment:	Took a vacation day on Monday Dec 16th

At the bottom of the form, there are two buttons: 'Save' and 'Previous Menu'.

Approving Time Sheets

- Time sheets can be approved one employee at a time on the Employee Detailed Information page
 - Use the  button

Employee Detailed Information

[Home](#) > [Employee Detailed Information](#)

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name:	994138509 Ronda Reid	Department and Description:	W W50836 Web Entry Posn 150836
Title:	150837-00 Student Payroll Technician	Transaction Status:	Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

[Routing Queue](#) [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , Feb 16, 2015	Tuesday , Feb 17, 2015	Wednesday, Feb 18, 2015	Thursday , Feb 19, 2015	Friday , Feb 20, 2015	Saturday , Feb 21, 2015	Sunday , Feb 22, 2015	Monday , Feb 23, 2015	Tuesday , Feb 24, 2015	Wednesday, Feb 25, 2015	Thursday , Feb 26, 2015	Friday , Feb 27, 2015	Saturday , Feb 28, 2015
Regular Pay	1		72			8	8	8	8	8		8	8	8	8	8	
Holiday Pay	1		8			8											
Total Hours:			80			8	8	8	8	8		8	8	8	8	8	
Total Units:				0													

Routing Queue

Name	Action and Date
Ronda Reid	Originated Mar 11, 2015 03:53 pm
Ronda Reid	Submitted Mar 11, 2015 03:54 pm
Shawnda R Antonucci	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Feb 16, 2015	100.00		113002	5251	60151	60000M	REIDRA			

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

Approving Time Sheets

- Notice the status changes to Approved

Employee Detailed Information

[Home](#) > [Employee Detailed Information](#)

To select the next or previous employee (if applicable), click either [Next](#) or [Previous](#).

Employee ID and Name: 994138509 Ronda Reid

Department and Description:

W W50836 Web Entry Posn 150836

Title: 150837-00 Student Payroll Technician

Transaction Status:

Approved

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[Return Time](#)

[Routing Queue](#) ■ [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Mar 01, 2015	Monday , Mar 02, 2015	Tuesday , Mar 03, 2015	Wednesday, Mar 04, 2015	Thursday , Mar 05, 2015	Friday , Mar 06, 2015	Saturday , Mar 07, 2015	Sunday , Mar 08, 2015	Monday , Mar 09, 2015	Tuesday , Mar 10, 2015	Wednesday, Mar 11, 2015	Thursday , Mar 12, 2015	Friday , Mar 13, 2015	Saturday , Mar 14, 2015	Sunday , Mar 15, 2015
Regular Pay	1		86.5			10	8	8	8	12.5			8	8	8	8	8		
Total Hours:			86.5			10	8	8	8	12.5			8	8	8	8	8		
Total Units:				0															

Routing Queue

Name	Action and Date
Ronda Reid	Originated Mar 11, 2015 03:59 pm
Ronda Reid	Submitted Mar 11, 2015 04:00 pm
Shawnda R Antonucci	Approved Mar 18, 2015 02:53 pm




Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Mar 01, 2015	100.00		113002	5251	60151	60000M	REIDRA			

[Previous Menu](#)

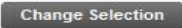



[Return Time](#)

Approving Time Sheets

- Multiple time sheets can be approved from the Summary page
 - Use the “Approver or FYI” check box then click 
 - or
 - Use the  button then click 

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll
Department: W50836, Web Entry Posn 150836
Pay Period: Feb 01, 2015 to Feb 15, 2015
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Apr 15, 2015, 04:00 PM

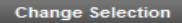



   

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
994138509	Ronda Reid 150837 - 00 Student Payroll Technician	Approve	96.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	1
Total Hours:	96.00
Total Units:	.00



Submitting an “In Progress” Time Sheet

- A time sheet must be submitted before it can be approved.
 - If a time sheet has not been submitted before the Employee’s 12pm deadline, the approver will need to submit it.
- Open the time sheet by clicking on the name highlighted in blue and then click on the “Submit” button.
 - The transaction status should now be “In Progress” and it can be reviewed, corrected, and approved as usual.

Submitting an “In Progress” Time sheet (cont)

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll
Department: W50836, Web Entry Posn 150836
Pay Period: Jan 16, 2015 to Jan 31, 2015
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Apr 15, 2015, 04:00 PM

Change Selection

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
994138509	Ronda Reid 150837 - 00 Student Payroll Technician	88.00	.00		Leave Balances

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name: 994138509 Ronda Reid
Title: 150837-00 Student Payroll Technician

Department and Description: W W50836 Web Entry Posn 150836
Transaction Status: In Progress

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Routing Queue Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Friday , Jan 16, 2015	Saturday , Jan 17, 2015	Sunday , Jan 18, 2015	Monday , Jan 19, 2015	Tuesday , Jan 20, 2015	Wednesday, Jan 21, 2015	Thursday , Jan 22, 2015	Friday , Jan 23, 2015	Saturday , Jan 24, 2015	Sunday , Jan 25, 2015	Monday , Jan 26, 2015	Tuesday , Jan 27, 2015	Wednesday, Jan 28, 2015	Thursday , Jan 29, 2015	Friday , Jan 30, 2015	Saturday , Jan 31, 2015
Regular Pay	1		88		8			8	8	8	8	8			8	8	8	8	8	
Total Hours:			88		8			8	8	8	8	8			8	8	8	8	8	
Total Units:				0																

Routing Queue

Name	Action and Date
Ronda Reid	Originated Mar 18, 2015 03:44 pm
Shawnda R Antonucci	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 16, 2015	100.00		113002	5251	60151	60000M	REIDRA			

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Approved

- Once all time sheets have a status of “Approved” your job is complete.
 - Remember to sign out of Banner.



Deadlines

- The employee must submit their time sheet for approval by 12pm on the next business day after the end of the pay period.
 - Usually due on the 1st and 16th of each month unless it falls on the weekend or a Holiday. Then it would be the next business day.
- All time sheets must be approved by 8pm on the 1st business day after the end of the pay period.
 - Usually due on the 1st and 16th of each month. Unless it falls on the weekend or a Holiday.



Any Questions?

- If there is anything you think of after the training that you have a question about please contact
 - Debra Elston at 253-535-7120, elstondr@plu.edu
 - Steve Whitehouse at 253-535-7119, whitehsm@plu.edu



Directions available on PLU Payroll web page

- <http://www.plu.edu/payroll/documents/>