# WELCOME

- Introductions to PLU Payroll Conversion

  ◦ Payroll Change
  ◦ Three Categories of Change
  ◦ Review important June dates
  ◦ Benefits Deductions
  ◦ New Timelines/Deadlines
  ◦ Options Available to "Salaried"

Non-Exempt Hourly Timesheet Reporting

- Beginning June 1, 2017, all non-exempt hourly employees will record their hours on an online timesheet within the Banner Self Service system.

- Your last "paper" timesheet will include dates 5/13 thru 5/31/17. These timesheets are due Friday, June 2. "Salaried" hourly employee's sick and/or vacation will be adjusted by payroll. Current "hourly" employees regular pay and overtime on this timesheet will be paid on 6/14/17. "Salaried" employees overtime pay will be paid on 6/23/17.

On the PLU home page, http://plu.edu, select ePass in the top bar on the right
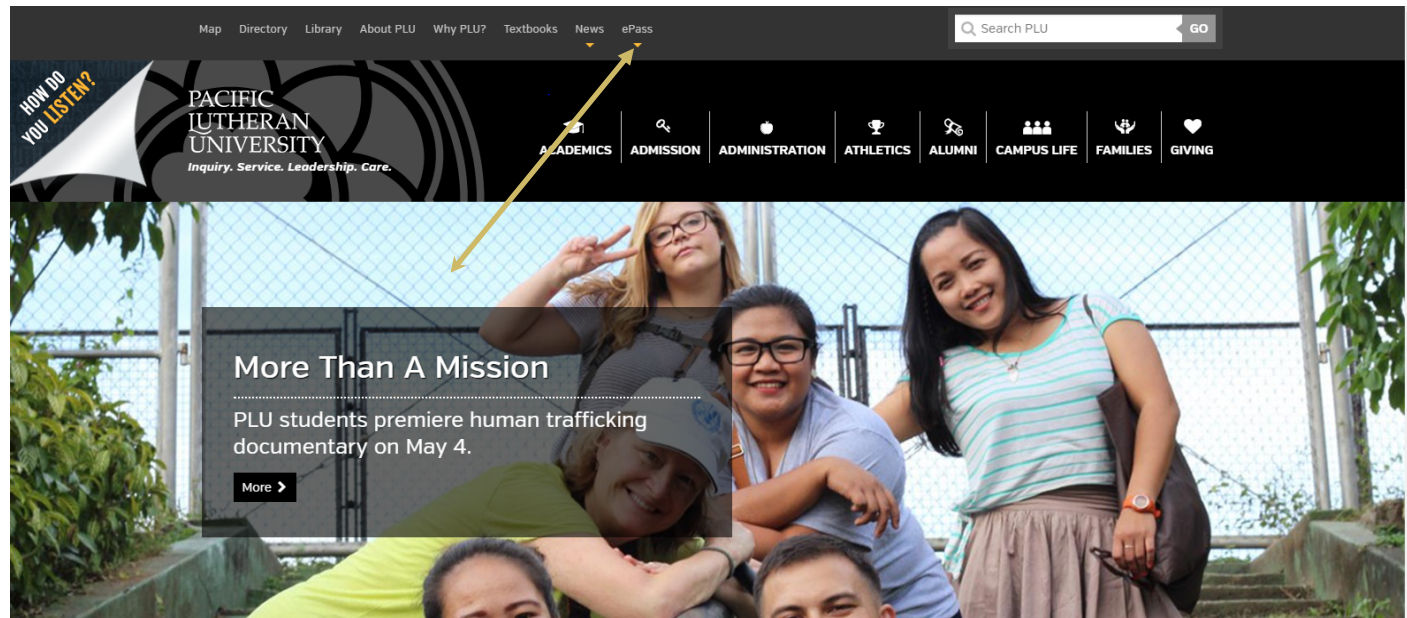
- Select Banner from the drop down list.

- Select Banner Self-Service

- Change the browser address from "pap to "map" to connect to Mock

- Sign In using your PLU ePass Username/Password

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

- If you are set up as an approver for online time sheets, Banner will take you to the Selection Criteria page.

Select the button next to *Access My Time Sheet* then click Select

Position Selection

- The Position Selection page will list all your current positions.

    ◦ The Title and Department column lists each position's title and position number.

    ◦ The button in the My Choice column needs to be selected in order to see the time sheet that you want to open.

    ◦ The Pay Period and Status column shows the date range (beginning and end dates) for each pay period and the time sheet's status.

Pay Period and Status

- 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.
- Status shows where the time sheet is in the payroll process.
  - Not Started: Time sheet has not been previously opened.
  - In Progress: Time sheet is available for entering hours.
  - Pending: Time sheet has been submitted for approval.
  - Approved: Approver has approved the time sheet.
  - Completed: Time sheet has been moved to payroll.

Choosing the Pay Period

Search [ ] Go

SITE MAP | HELP | EXIT

Time Sheet Selection

💬 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department   **My Choice**

The Payroll Guy, 633203-00 ⊙
Payroll Office, 6332

| 05/16/2017 to 05/31/2017 Not Started |
| 05/01/2017 to 05/15/2017 In Progress |

[Time Sheet]
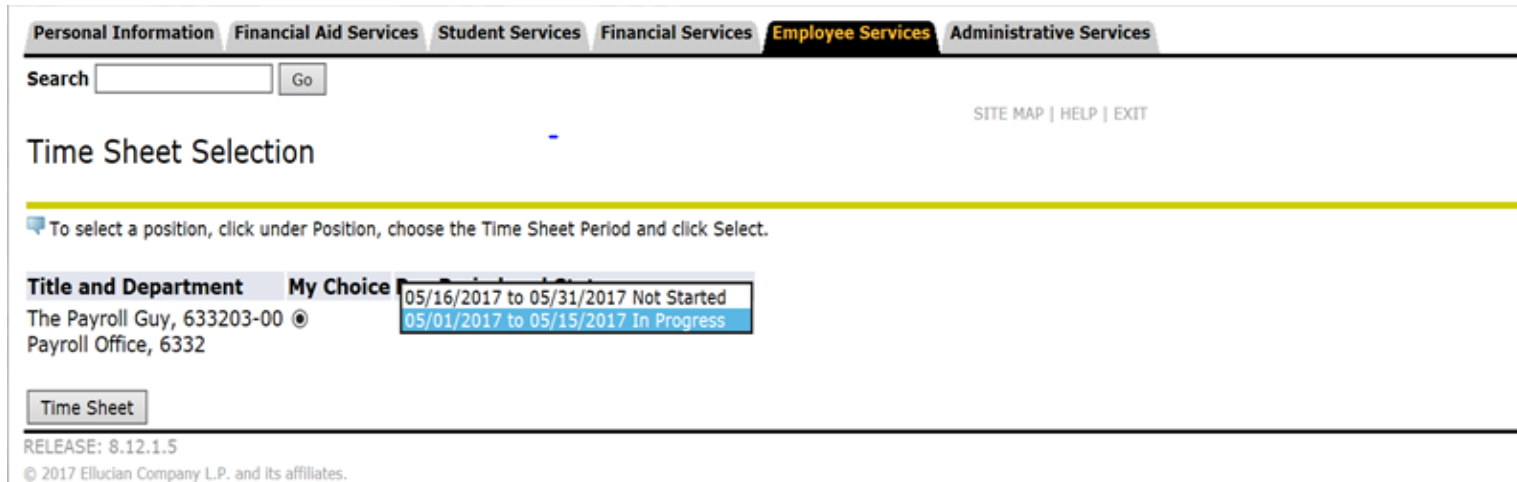
RELEASE: 8.12.1.5

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- Use the arrow on the right side of the Pay Period box to move to a previous pay period (future ones are not available until after their begin date).
  - The deadline for submitting each time sheet for approval is 12pm on the next business day after the end of each pay period.
    - Only the Supervisor can make corrections after 12pm.
- Once you have selected the correct position and pay period, click [Time Sheet] to move to the next page.

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 Flx-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."

Entering Hours

Time Sheet
Title and Number: The Payroll Guy -- 633203-00
Department and Number: Payroll Office -- 6332
Time Sheet Period: 05/01/2017 to 05/15/2017
Submit By Date: 05/31/2017 by 12:00 PM

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 Flx-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

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

- Click on Enter Hours on the Regular Pay line for the first day to be entered.

- You will then see another box to enter your In & Out times for that type of pay.

Entering Hours

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

[Time Sheet] [Next Day]
[Add New Line] [Save] [Copy] [Delete]

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	8	[Account Distribution]

- Click on Time In and Time Out to enter your times of work. Enter and save.

- To go to the next day, click on [Next Day] and continue the process as above.

- When you are complete with that earning code, select [Time Sheet] to return to the summary sheet.

- When all hours have been entered, the total number of hours for that day should equal your normally scheduled hours.

Copy Hours

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

[Time Sheet] [Next Day]
[Add New Line] [Save] [Copy] [Delete]

Account Distribution
Earnings Code Shift Hours
Regular Pay   1   8 [Account Distribution]

- Hours can be copied to several days.
  - Enter hours in the Hours box and then click [Copy]

Copy

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s).** To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

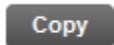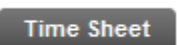|	
Earnings Code:	Regular Pay
Date and Hours to Copy:	05/01/2017, 8 Hours
Copy from date displayed to end of the pay period:	☐
Include Saturdays:	☐
Include Sundays:	☐

Copy by date:

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
☐	☑	☑	☑	☑	☐	☐

Monday 05/08/2017	Tuesday 05/09/2017	Wednesday 05/10/2017	Thursday 05/11/2017	Friday 05/12/2017	Saturday 05/13/2017	Sunday 05/14/2017
☐	☐	☐	☐	☐	☐	☐

Monday 05/15/2017						
☐						

[Time Sheet] [Previous Menu] [Copy]

- Check the box for each day that you wish to duplicate.

- Click **Copy**

- Click **Time Sheet** to go back to the Time Sheet screen.   **OR**

Copy the same hours to the whole pay period from the Copy page.

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s).** To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:				Regular Pay		
Date and Hours to Copy:				05/01/2017, 8 Hours		
Copy from date displayed to end of the pay period:				☐		
Include Saturdays:				☐		
Include Sundays:				☐		

Copy by date:

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
☐	☑	☑	☑	☑	☐	☐
Monday 05/08/2017	**Tuesday 05/09/2017**	**Wednesday 05/10/2017**	**Thursday 05/11/2017**	**Friday 05/12/2017**	**Saturday 05/13/2017**	**Sunday 05/14/2017**
☐	☐	☐	☐	☐	☐	☐
Monday 05/15/2017						
☐						

[Time Sheet] [Previous Menu] [Copy]

- Check the first box, then [Copy] , check the boxes for Sat and Sun if needed.

  ◦ This will copy the same hours to the whole pay period.

  ◦ You can go back and change any days that were not worked this number of hours or that need to be recorded something other than Regular hours.

  ◦ ⚠ Your hours have been copied successfully. This message shows the copy has been successful.

- Click [Time Sheet] to return to the Time Sheet view.

Total hours per pay period

- The total number of hours will fluctuate depending on how many days are in each pay period.
- If you are a full time employee your hours should be as follows:
  - 10 days = 80 hours
  - 11 days = 88 hours
  - 12 days = 96 hours
  - Example   =   June 1-15 is 11 days
                      June 16-30 is 11 days
                      July 1-15 is 10 days

Other Rules

- For employees that cross days during their work shift (ex: 10pm to 7am), record all the hours on the day the shift starts. **Do not split the time between days.**

Overtime

- Enter the hours you work as Regular Pay earnings
  - ○ Overtime hours are not separated out from Regular Pay hours on your time sheet.
  - ○ Additional Overtime pay will be based on the Regular Pay hours on your time sheet that exceed 40 hours in a week.
- Additional pay for overtime will be listed on the paystub as Overtime Pay.
  - ○ Overtime is paid on Regular Pay hours over 40 hours in a week multiplied by ½ of the Rate in the Rate column, ex: 7.5 * 21.192/2 = $79.47

Overtime

- Your paystub total Regular Pay hours will equal the hours in the Total Hours column of your time sheet

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

Buttons at the bottom of your time sheet

Plu Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				40		8	8	8	8	8	0	0
Total Units:				.	0	0	0	0	0	0	0	0

| Position Selection | Comments | Preview | Submit for Approval | Restart | Next |

Submitted for Approval By:

- ## Position Selection
  - Takes you back to Position Selection page.
- ## Comments

To enter a note for your Supervisor, click on the [Comments] button, enter your comment, click [Save] , then [Previous Menu]

Buttons at the bottom of your time sheet (cont)

Plu Holiday Worked	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				40		8	8	8	8	8	0	0
Total Units:				.		0	0	0	0	0	0	0

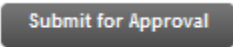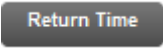| Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Submitted for Approval By:

- Preview
  - Shows the whole pay period's time sheet on one screen. You can not make changes from this screen.

Submitting the Time Sheet

Position Selection	Comments	Preview	Next	Return Time

Submitted for Approval By:

Approved By:

Waiting for Approval From:

- When all hours have been entered and reviewed, click `Submit for Approval`

- A new button `Return Time` , appears after you have submitted your time sheet.

  - If you realize there is a correction to be made you can use this option to undo your Submit.

  - You can then make corrections and re-submit to your supervisor as long as you are not past the deadline and he/she has not already approved the time sheet.

- Your time sheet is now waiting for approval from your supervisor.

- If needed your supervisor can return your time sheet for correction.

Return for Correction

- Once your supervisor has received your time sheet, there is an option of returning it to you for correction.
  - Your supervisor should contact you immediately if this option has been used.
- Log back into Banner. The position to be corrected will have the status of "Return for Correction".
- Open the time sheet, make the corrections and re-submit your time sheet right away in order to ensure your time sheet is approved by the deadline.

Buttons at the bottom of your time sheet (cont)

Call-In Additional Pay	1		0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:				0		0	0	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0

Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

- Restart
  - This option is used to reconnect your time sheet to your Banner Employee Records. You will be asked to use it if anything has been changed for the current pay period.
  - All hours will be erased during this process so be prepared to re-enter everything after using this option.
- Next/Previous
  - These buttons move your time sheet from one week to the next and back again.

Deadlines

- All time sheets must be submitted 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 a weekend or Holiday.
- W4's and other payroll deduction documents must be received 2 days prior to timesheet due date.

Directions available on PLU Payroll web page

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

Any Questions?

- If you think of something after today's training please contract
  - Debra Elston at 253-535-7120, elstondr@plu.edu or
  - Steve Whitehouse at 253-535-7120, whitehsm@plu.edu