



WELCOME

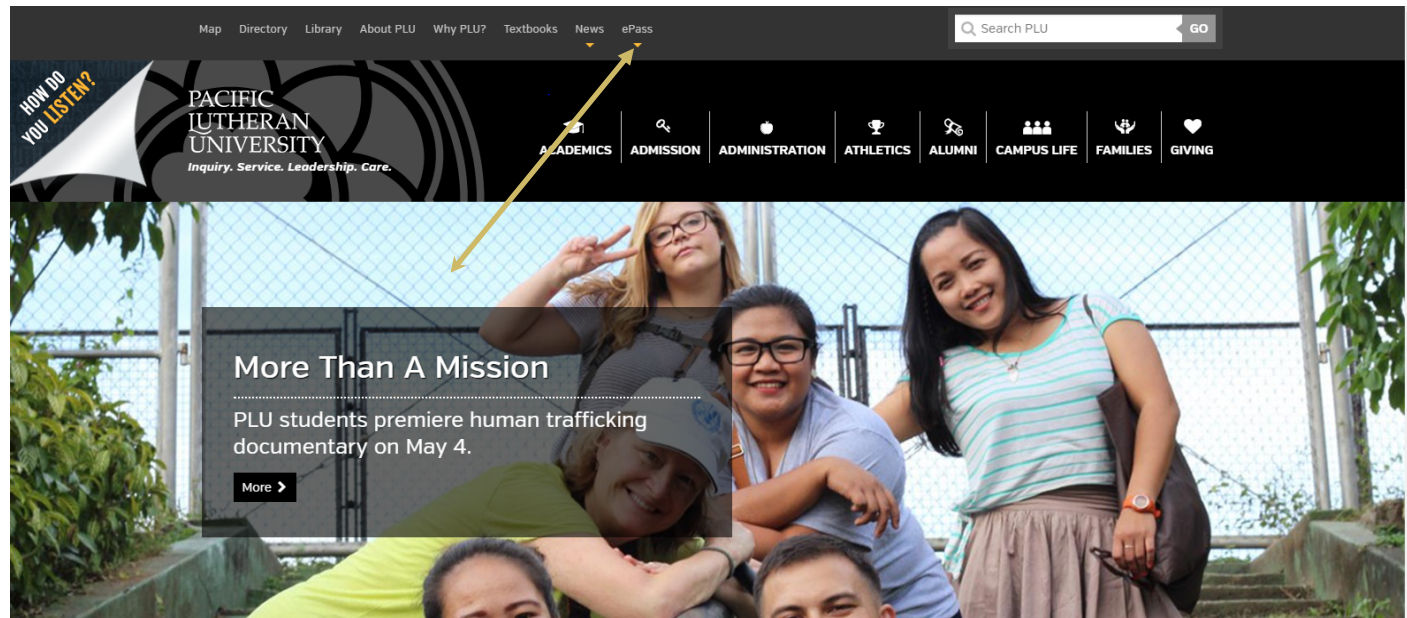
- Introductions to PLU Payroll Conversion
 - Payroll Change
 - Three Categories of Change
 - Review important June dates
 - Benefits Deductions
 - New Timelines/Deadlines
 - Options Available to “Salaried”



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

PACIFIC LUTHERAN UNIVERSITY
Inquiry. Service. Leadership. Care.

BANNER SELF-SERVICE

Personal Information | Advancement Services | Student Services | Financial Services | **Employee Services** | Administrative Services | WebTailor Administration

Search Go

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

- 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 

Selection Criteria

My Choice ←

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

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.

The screenshot shows a web application interface for "Position Selection". At the top, there is a navigation bar with tabs for "Personal Information", "Financial Aid Services", "Student Services", "Financial Services", "Employee Services" (which is highlighted), and "Administrative Services". Below the navigation bar is a search field with a "Go" button and a "SITE MAP | HELP | EXIT" link. The main heading is "Time Sheet Selection". A blue instruction box states: "To select a position, click under Position, choose the Time Sheet Period and click Select." Below this, there is a table with two columns: "Title and Department" and "My Choice Pay Period and Status". The first row of the table shows "The Payroll Guy, 633203-00" and "Payroll Office, 6332" in the first column, and "05/01/2017 to 05/15/2017 In Progress" in the second column. A "Time Sheet" button is located below the table. At the bottom, there is a footer with the text "RELEASE: 8.12.1.5" and "© 2017 Ellucian Company L.P. and its affiliates."

Personal Information Financial Aid Services Student Services Financial Services **Employee Services** Administrative Services

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 Pay Period and Status
The Payroll Guy, 633203-00 Payroll Office, 6332	05/01/2017 to 05/15/2017 In Progress

Time Sheet

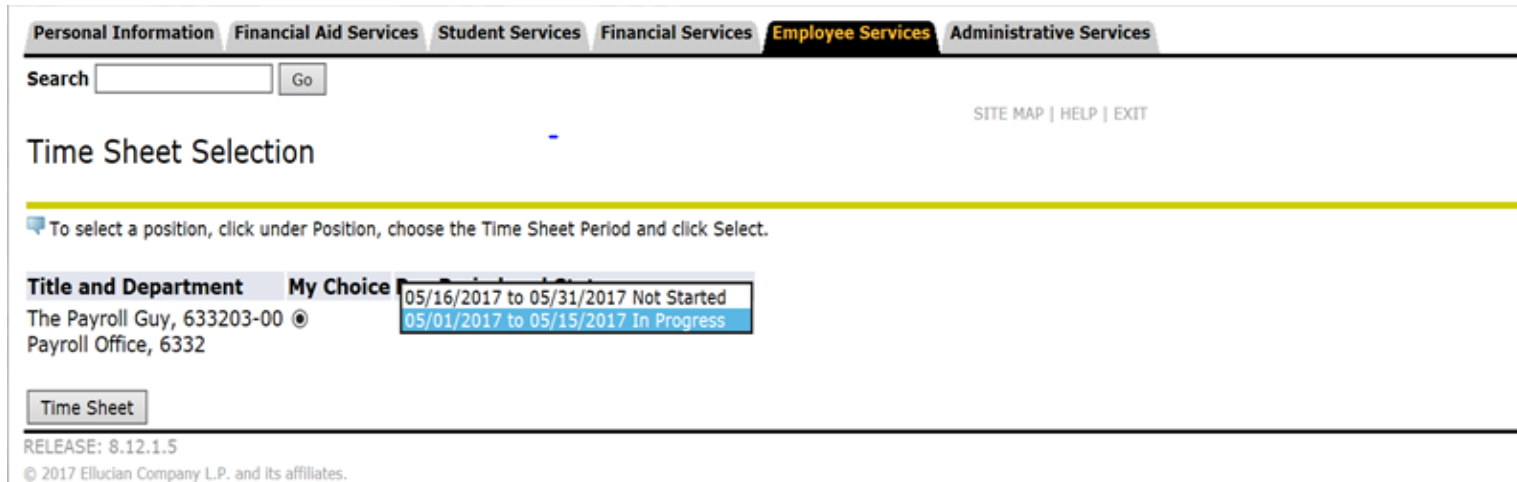
RELEASE: 8.12.1.5
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Pay Period and Status

- 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



The screenshot shows a web interface with a navigation bar at the top containing tabs for Personal Information, Financial Aid Services, Student Services, Financial Services, Employee Services (highlighted), and Administrative Services. Below the navigation bar is a search field with a 'Go' button and links for SITE MAP, HELP, and EXIT. The main heading is 'Time Sheet Selection'. A instruction reads: 'To select a position, click under Position, choose the Time Sheet Period and click Select.' Below this, there is a section for 'Title and Department' with the text 'My Choice' and 'The Payroll Guy, 633203-00' and 'Payroll Office, 6332'. A dropdown menu for 'Pay Period' is open, showing two options: '05/16/2017 to 05/31/2017 Not Started' and '05/01/2017 to 05/15/2017 In Progress'. At the bottom of the form is a 'Time Sheet' button. Footer text includes 'RELEASE: 8.12.1.5' and '© 2017 Elucian Company L.P. and its affiliates.'

- 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 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.”

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 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

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			0
1			0
1			0
			8

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	8

- Click on Time In and Time Out to enter your times of work. Enter and save.
- To go to the next day, click on and continue the process as above.
- When you are complete with that earning code, select 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			0
1			0
1			0
1			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:

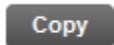
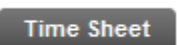
Copy by date:

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday 05/15/2017						
<input type="checkbox"/>						

Time Sheet

Previous Menu

Copy

- Check the box for each day that you wish to duplicate.
- Click 
- Click  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	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
05/01/2017 <input type="checkbox"/>	05/02/2017 <input checked="" type="checkbox"/>	05/03/2017 <input checked="" type="checkbox"/>	05/04/2017 <input checked="" type="checkbox"/>	05/05/2017 <input checked="" type="checkbox"/>	05/06/2017 <input type="checkbox"/>	05/07/2017 <input type="checkbox"/>
05/08/2017 <input type="checkbox"/>	05/09/2017 <input type="checkbox"/>	05/10/2017 <input type="checkbox"/>	05/11/2017 <input type="checkbox"/>	05/12/2017 <input type="checkbox"/>	05/13/2017 <input type="checkbox"/>	05/14/2017 <input type="checkbox"/>
05/15/2017 <input type="checkbox"/>						

[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 $\frac{1}{2}$ 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](#)

The screenshot shows a web interface for entering comments. At the top, there are navigation links for "Employee Menu" and "Personal Menu". Below that is the heading "Comments" and a breadcrumb "Home > Comments". A message box says "To edit a comment, just type over the information previously entered. Your comment will be saved." Below this is a form with the following fields: "Made By:" (You), "Comment Date:" (Mar 03, 2015), and "Enter or Edit Comment:" (Took a vacation day on Monday Dec 16th). At the bottom of the form are two buttons: "Save" and "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	0

Submitted for Approval By:

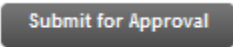
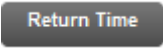
- **Preview**
 - Shows the whole pay period's time sheet on one screen. You can not make changes from this screen.

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 
- A new button  , 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	0
Total Units:		0	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 contact
 - Debra Elston at 253-535-7120, elstondr@plu.edu or
 - Steve Whitehouse at 253-535-7120, whitehsm@plu.edu