WELCOME

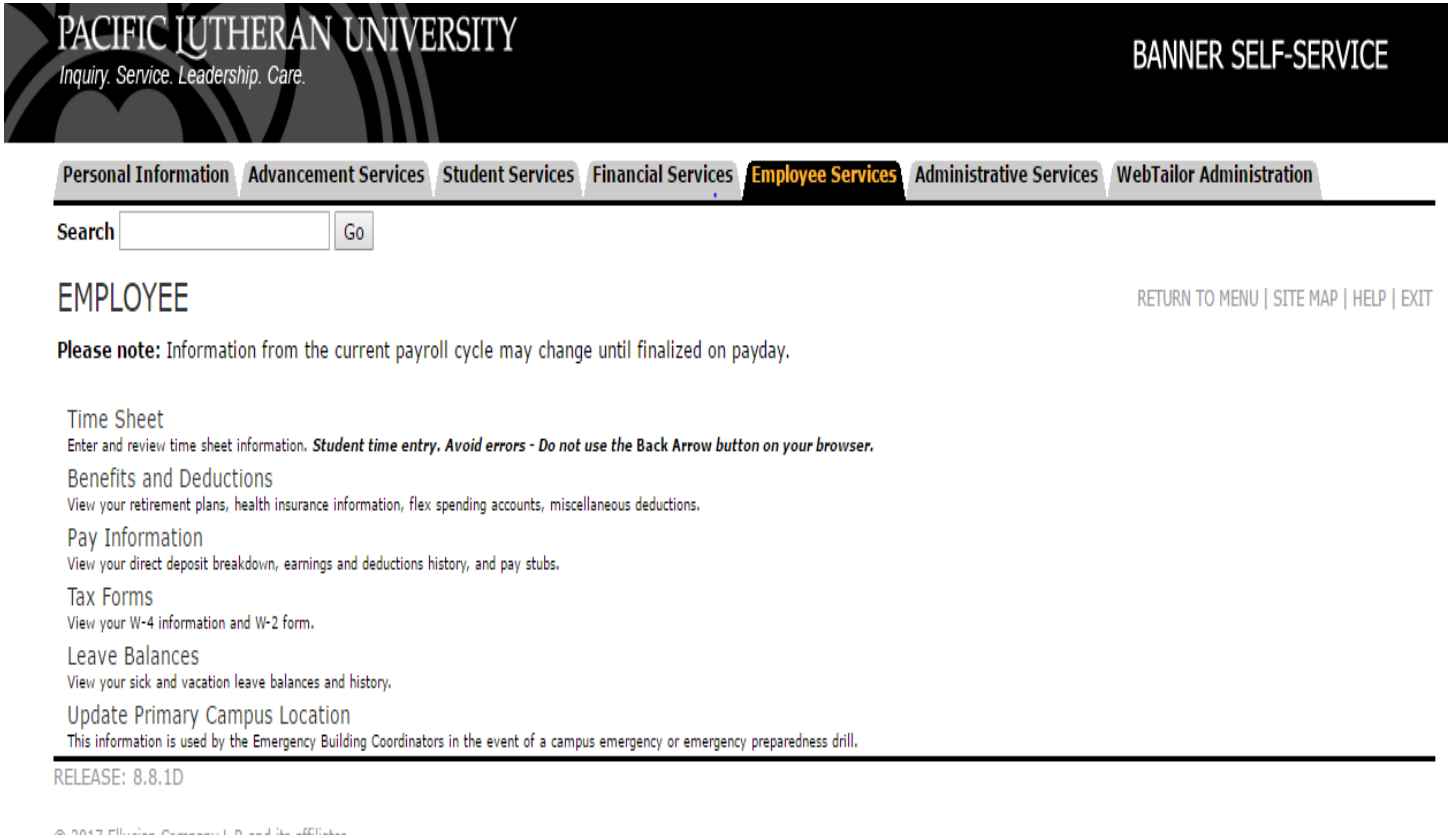
Approving Online Timesheets for Non-Exempt Hourly Employees

- 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.

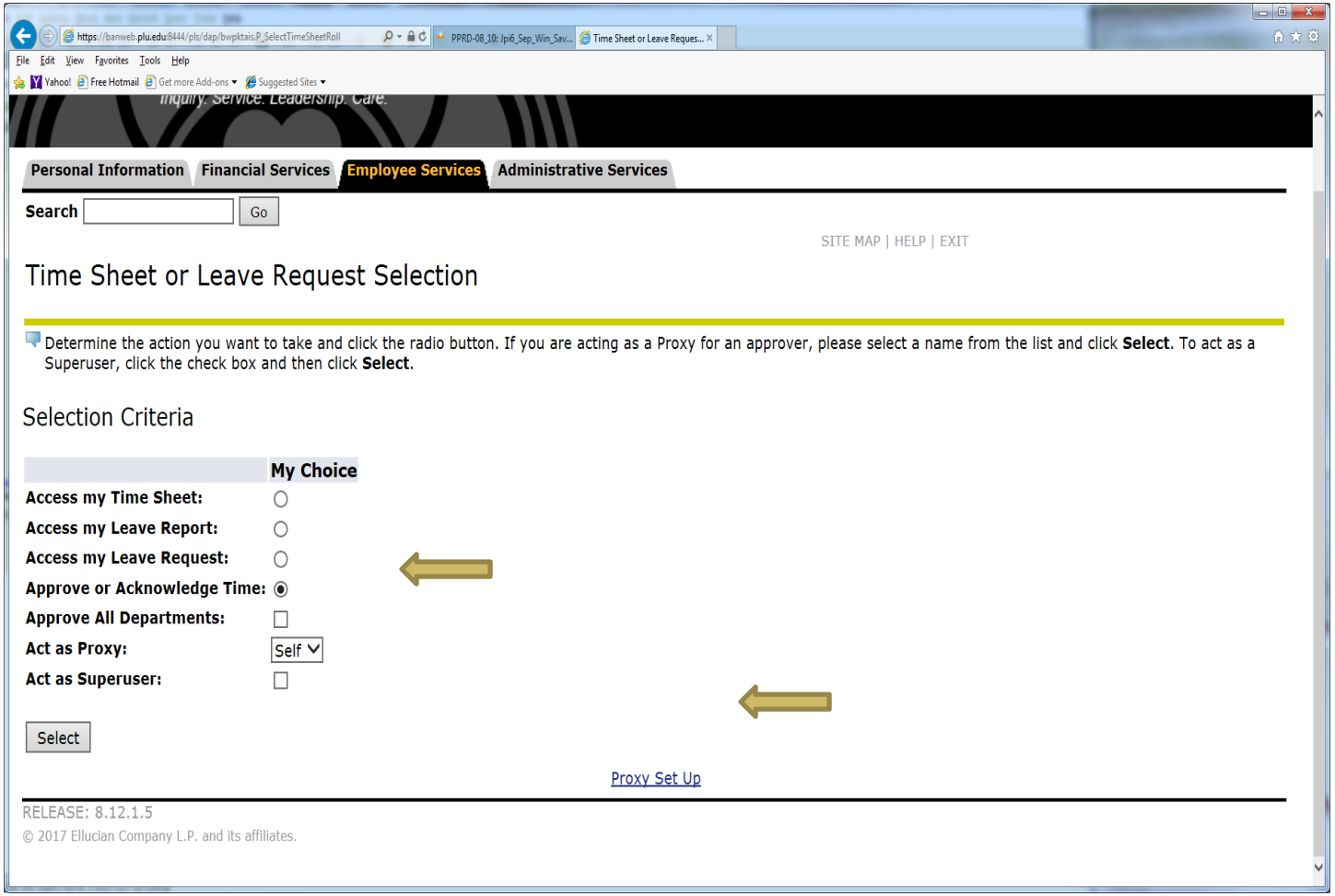
To approve time sheets, log onto the PLU home page. Select ePass in the top bar on the right.

- 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



Time Sheet Select and Proxy Set Up

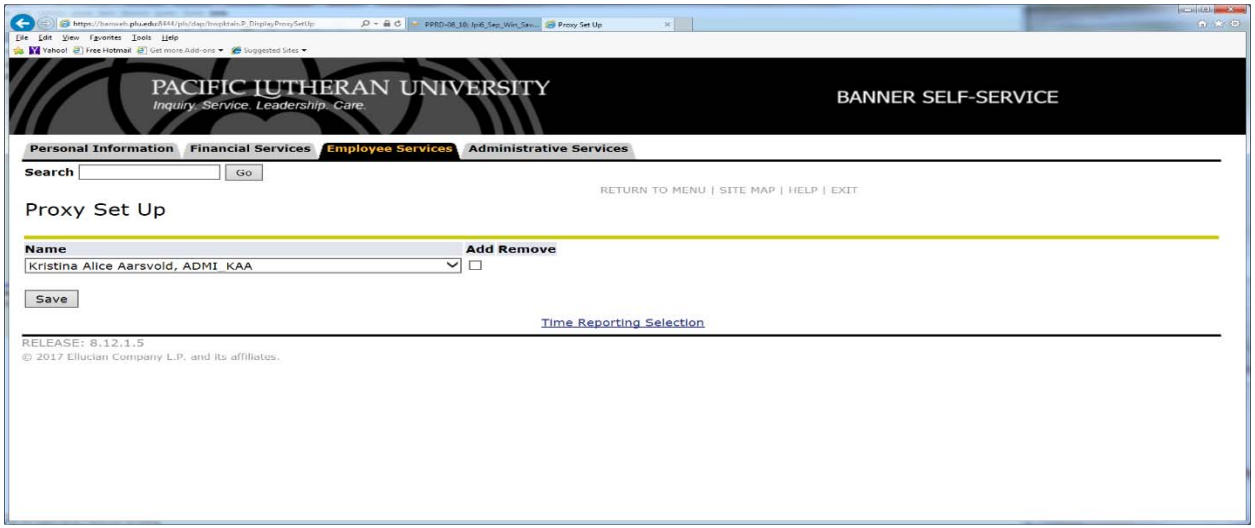


Selecting a Proxy

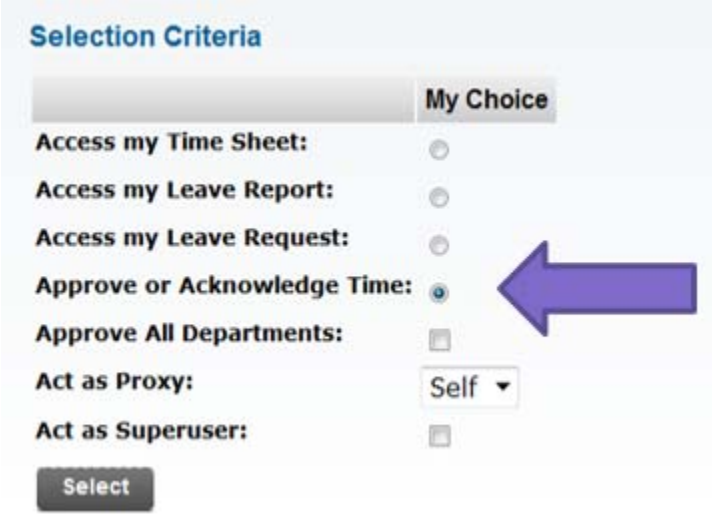
- Each approver needs to select a proxy who can approve time sheets in the event s/he is out of the office.
  - If your usual proxy is planning to be out of the office at the same time you are out, you can set up a second person to act as your proxy during this time.

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 PR 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.



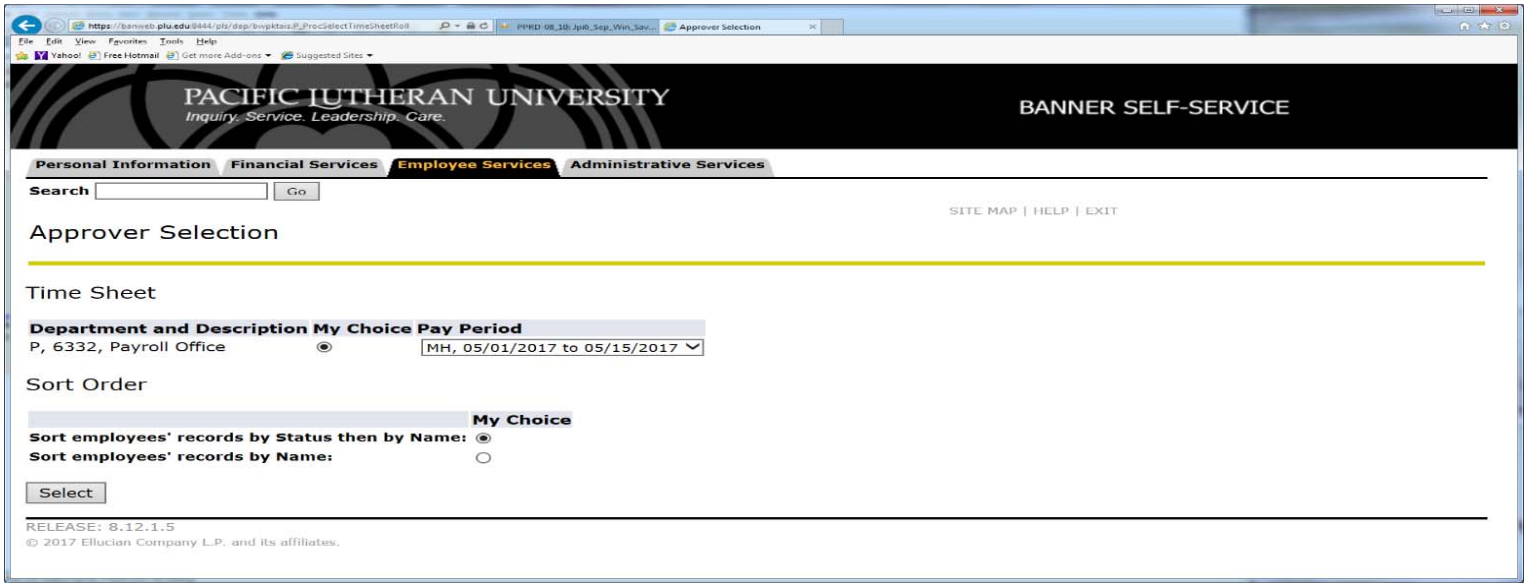
Selection Criteria



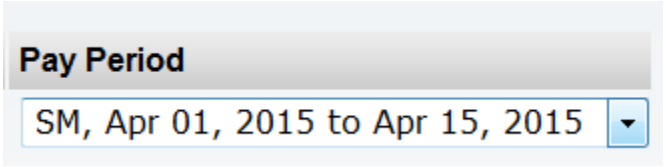
- Select the Approve or Acknowledge Time radio button under the My Choice column.
- Act as Proxy:
  - Select self if approving employees assigned to you, or…
  - Use drop down list to find the person for which you are acting as a proxy.
- Use "Select" button to move to the next page.

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.

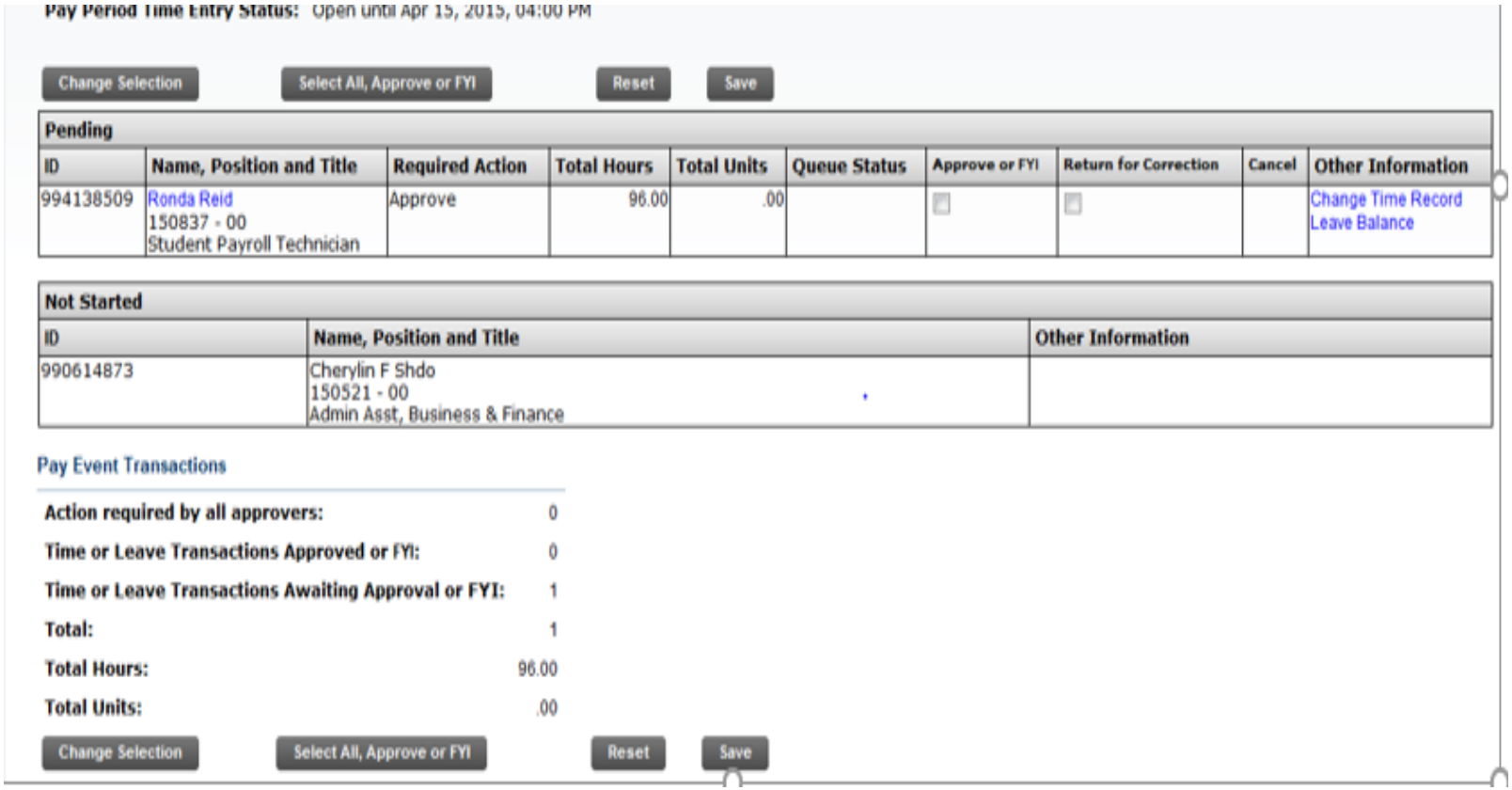


Pay Period



- 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



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		☐	☐		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

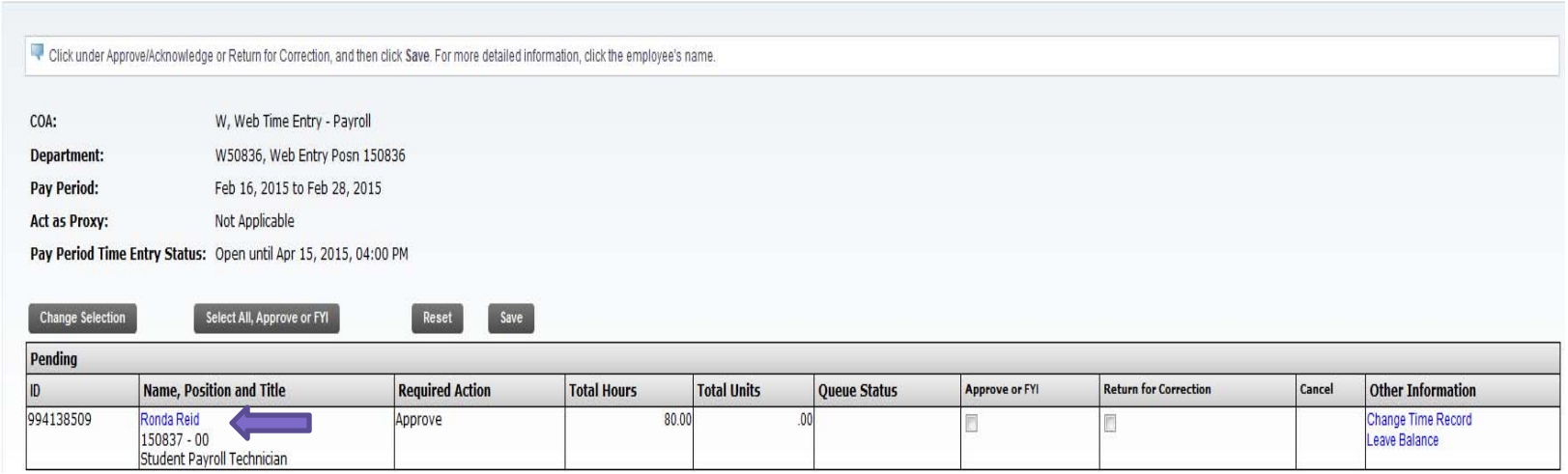
Change Selection | Select All, Approve or FYI | Reset | Save

- 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

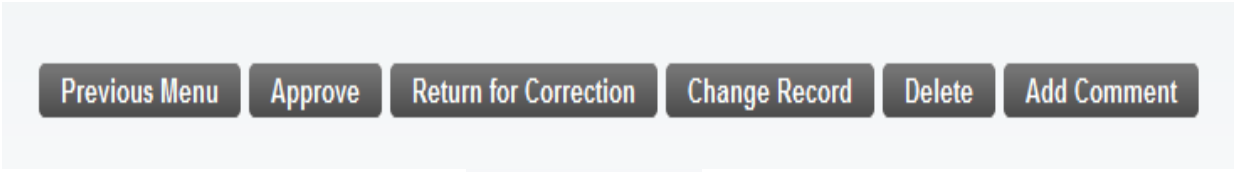
Change Selection | Select All, Approve or FYI | Reset | Save

Pending

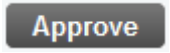
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
994138509	Ronda Reid 150837 - 00 Student Payroll Technician	Approve	80.00	.00					Change Time Record Leave Balance

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

Detailed Information Buttons



- Previous Menu

- Approve 

- Return for Correction

  - 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 ½ 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

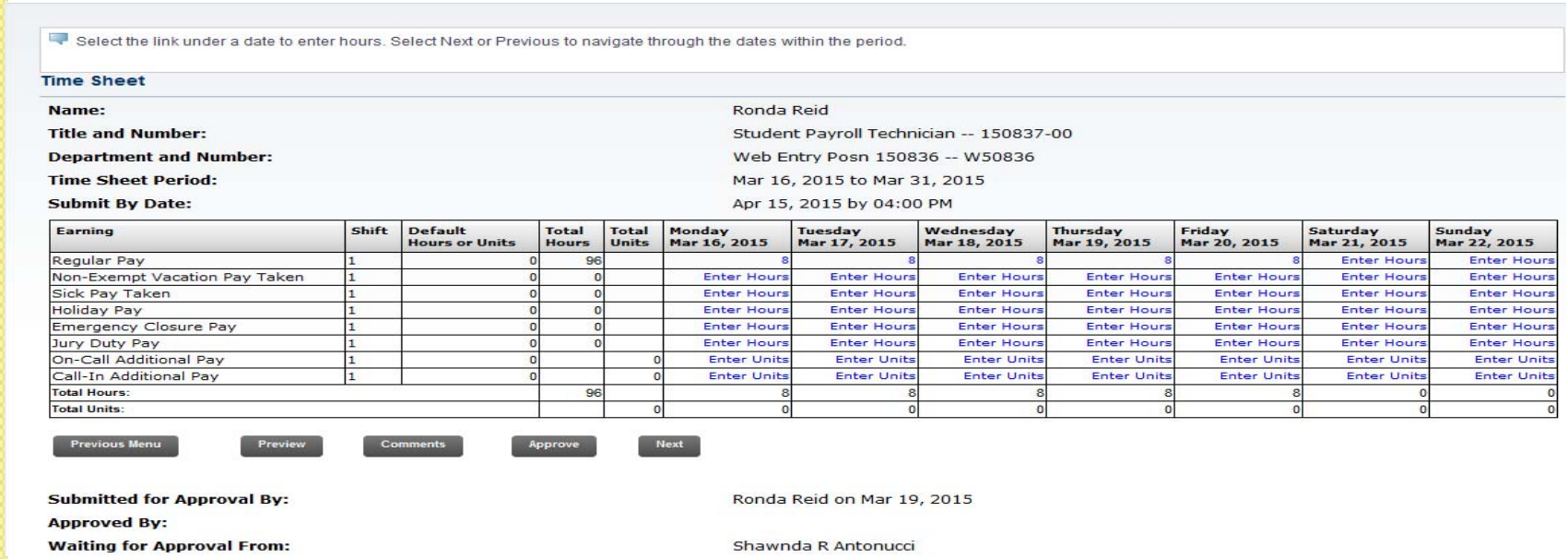
- The total number of hours per pay period will fluctuate depending on how many days are in each pay period.
- A full time employee's hours will move between
  - 10 days = 80 hours
  - 11 days = 88 hours
  - 12 days = 96 hours

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 Change Record
- 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

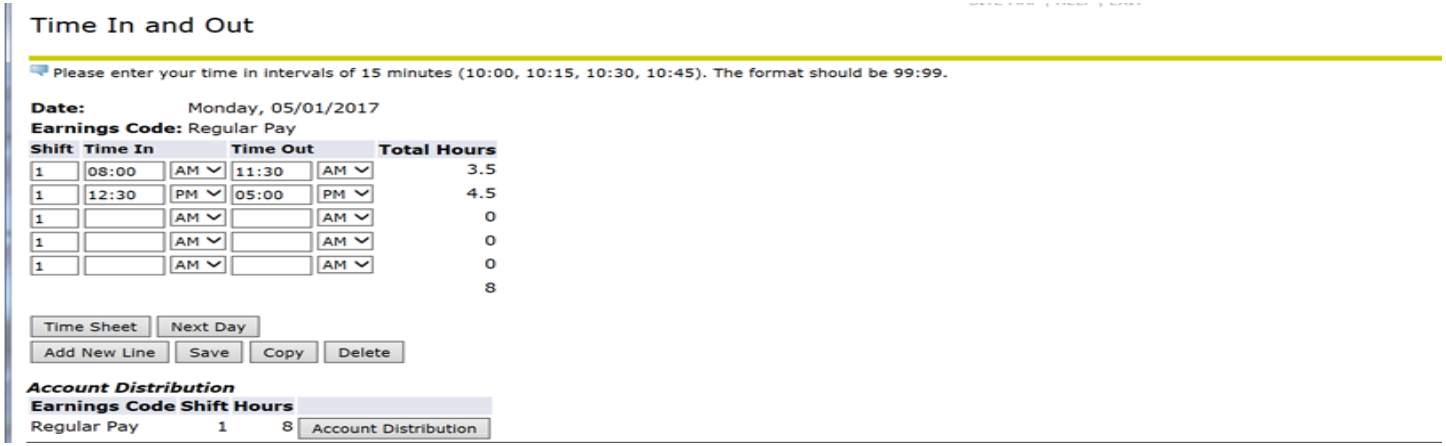
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015	Saturday Mar 21, 2015	Sunday Mar 22, 2015
Regular Pay	1	0	96		8	8	8	8	8	Enter Hours	Enter Hours
Non-Exempt Vacation Pay Taken	1	0	0		Enter 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 | Preview | Comments | Approve | Next

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 Save



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

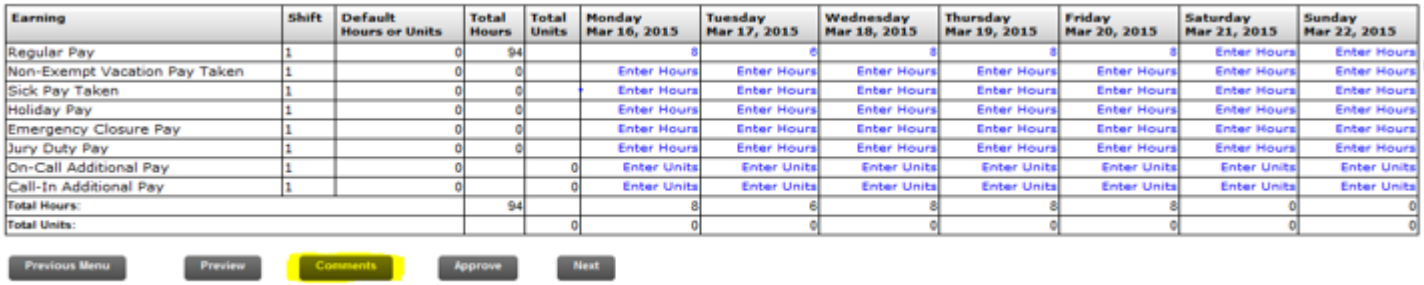
Time Sheet | Next Day
Add New Line | Save | Copy | Delete

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	8	Account Distribution

Change Time Records

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

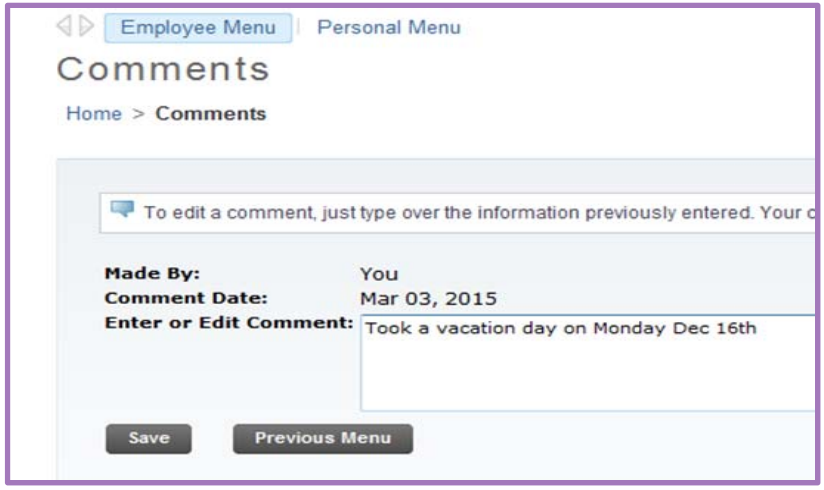


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015	Saturday Mar 21, 2015	Sunday Mar 22, 2015
Regular Pay	1	0	94		8	6	8	8	8	Enter Hours	Enter Hours
Non-Exempt Vacation Pay Taken	1	0	0		Enter 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:			94		8	6	8	8	8	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu Preview Comments Approve Next

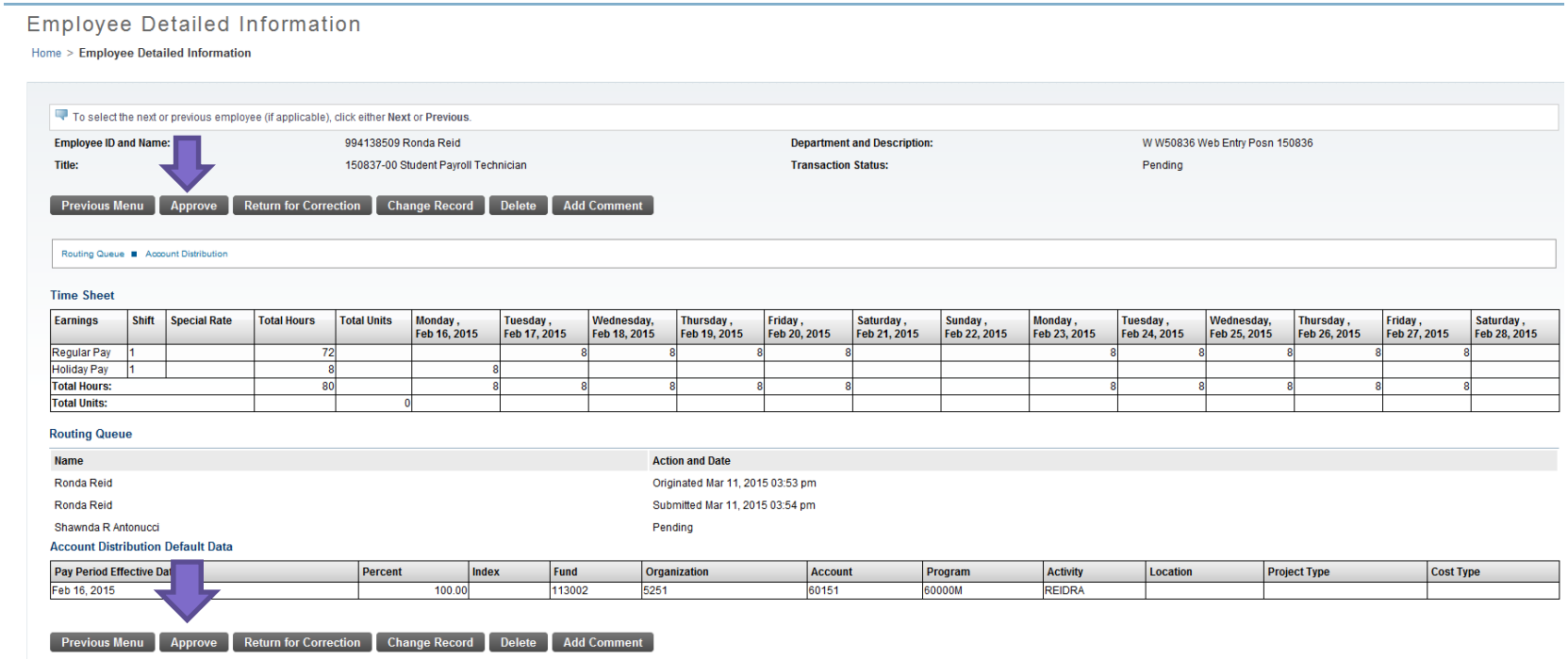
Add Comment

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



Approving Time Sheets

- Time sheets can be approved one employee at a time on the Employee Detailed Information page
  - Use the Approve 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
Title: 150837-00 Student Payroll Technician
Department and Description: W W50836 Web Entry Posn 150836
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	
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

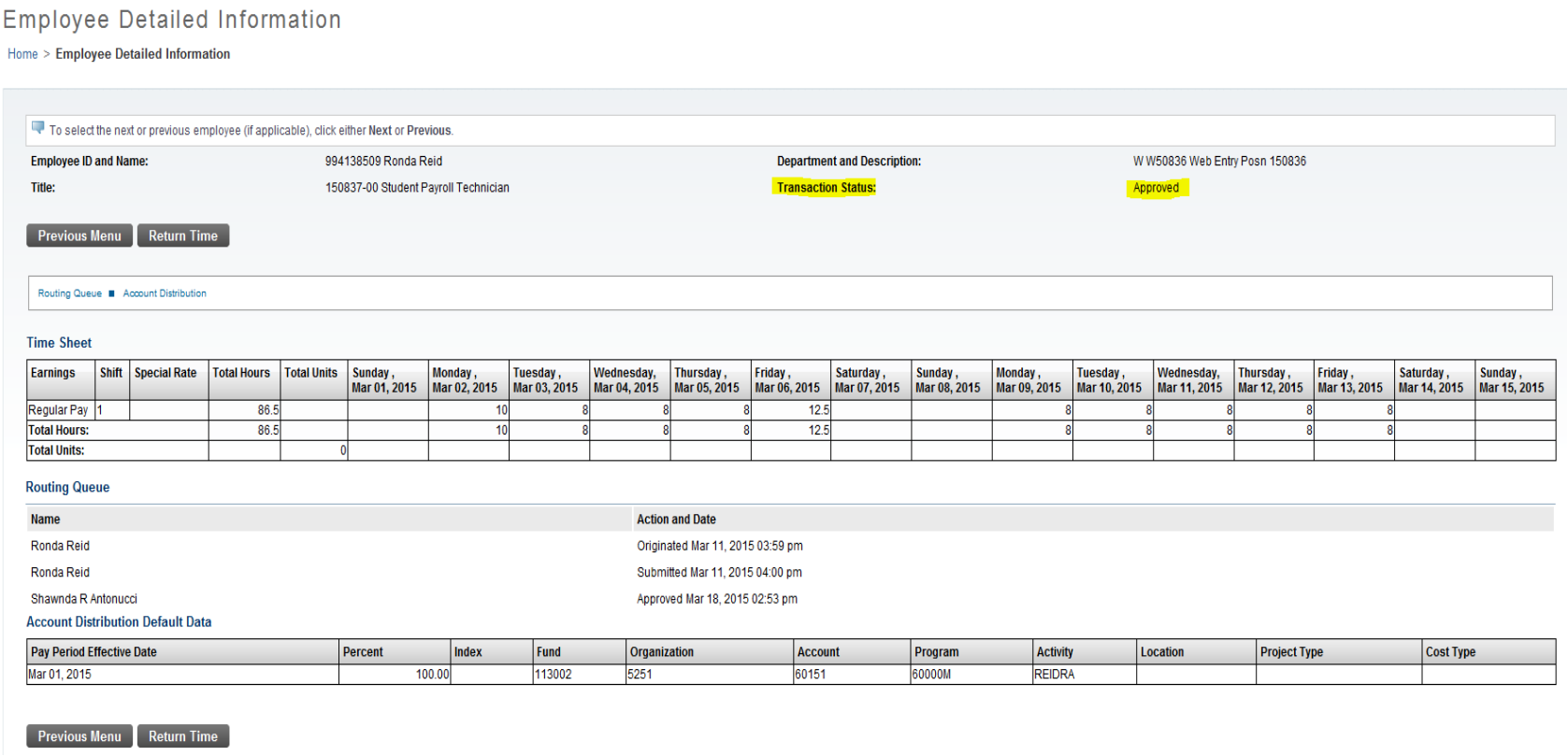
Account Distribution Default Data

Pay Period Effective Dat	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

Previous Menu | 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

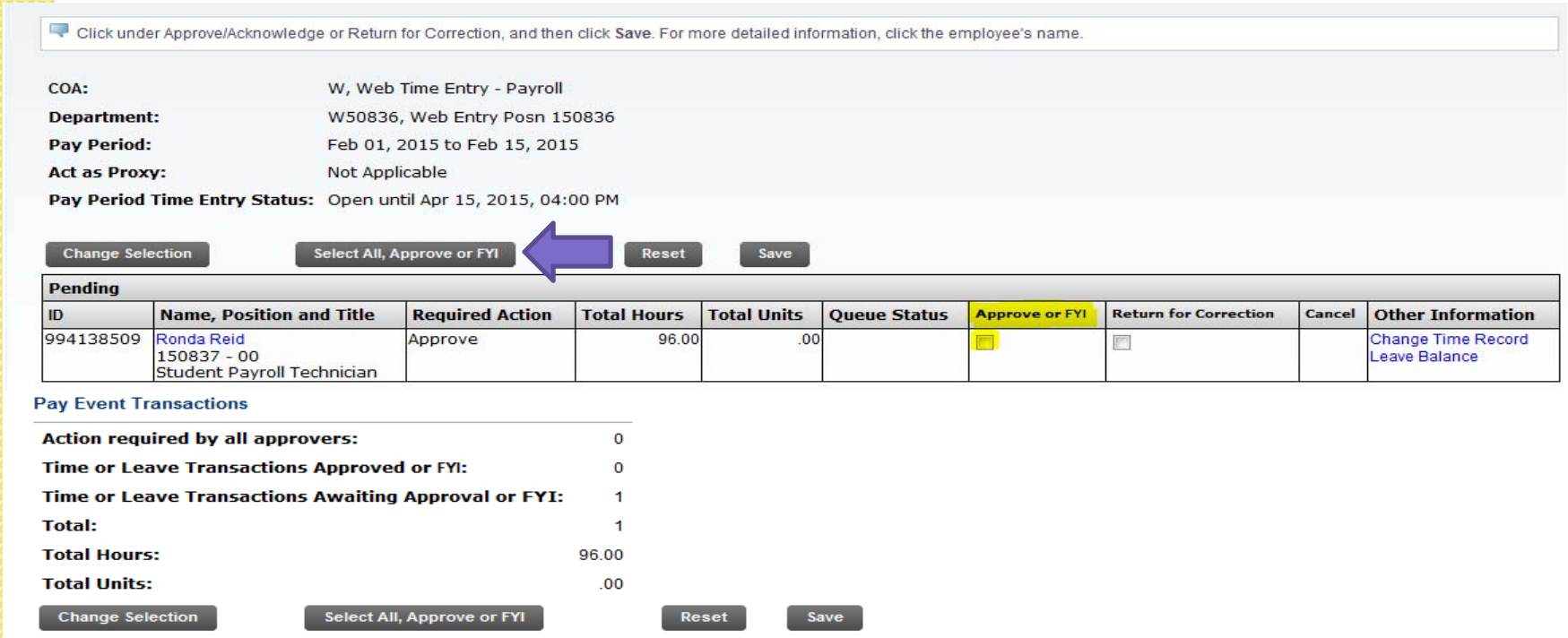
Account Distribution Default Data

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 Save or
  - Use the Select All, Approve or FYI button then click Save



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

Department and Description: W W50836 Web Entry Posn 150836

Title: 150837-00 Student Payroll Technician

Transaction Status: In Progress

Previous Menu | Submit

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			

Previous Menu | Submit

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/