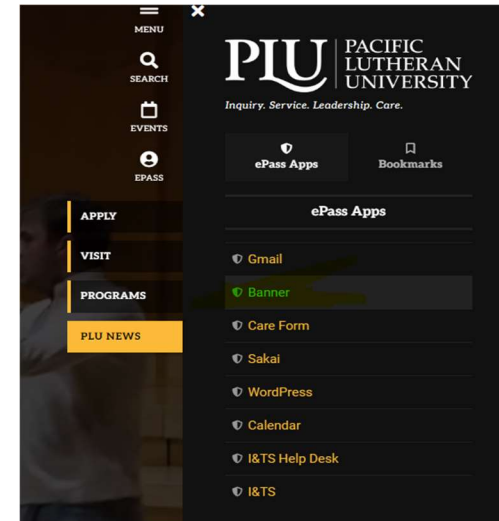


WELCOME

Instructions on how to complete a PLU Time Sheet

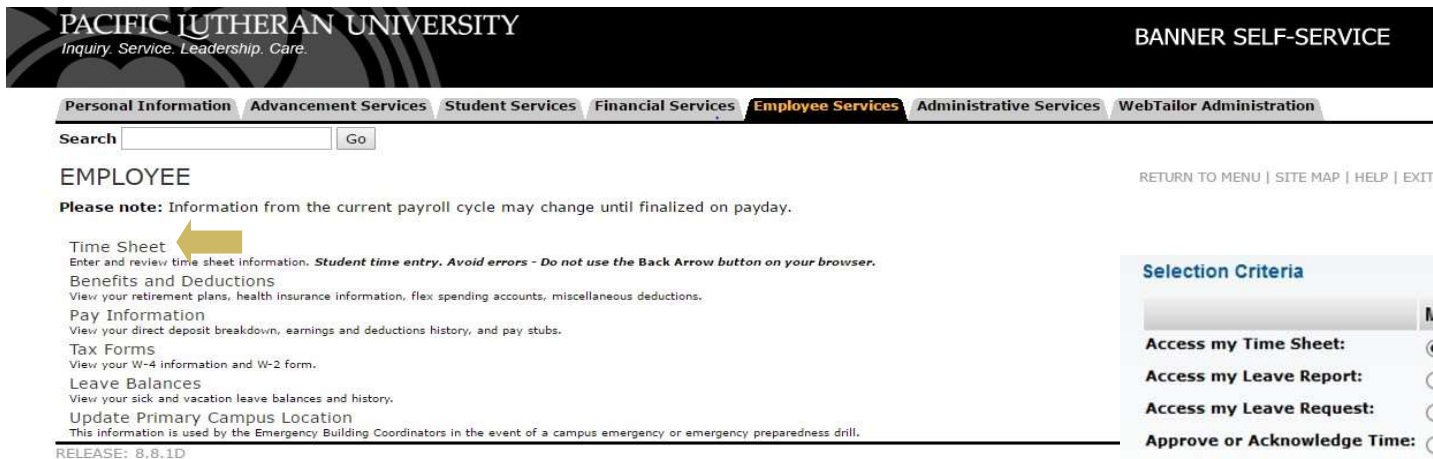
- On the PLU homepage (<http://plu.edu>), select the ePass icon on the far right of the page
- Select Banner from the drop-down list
- Select **Banner Self-Service**



NOTE: The PLU Banner Self-Service URL has changed from banweb.plu.edu to bss.plu.edu.

- Banner Self-Service
- Administrative Pages Banner 9
- Administrative Reporting
- EMS Web App
- PLU Homepage
- ePass Tools
- Bookmarking Banner Self-Service
- Apply for Admission
- Class Schedule
- Course Catalog
- General Financial Aid
- Math and Language Placement Evaluations
- Make a Payment

- Sign in using your PLU ePassUsername/Password
- Once you are signed in, select **Employee Services > Time Sheet**



- Make sure the radial for **Access my Time Sheet** is selected



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

- Next, choose the correct pay period
- Use the arrow on the right side of the **Pay Period box** to move to a previous pay period
- Click **Time Sheet** to move to the next page

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 05/16/2017 to 05/31/2017 Not Started
 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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Types of Earnings on Time Sheet

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 physical hours worked
- **Vacation:** Vacation hours
- **Sick Leave:** Normal hours missed due to a Doctor appointment or Sick time taken
- **Holiday Leave:** Only taken on approved Holidays **
- **Jury Duty:** Regular work hours missed due to Jury Duty
- **PLU Holiday Worked:** Hour worked during a holiday

Holidays

The Employee Handbook states that “Fulltime (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:

Department and Number:

Time Sheet Period:

Submit By Date:

The Payroll Guy -- 633203-00

Payroll Office -- 6332

05/01/2017 to 05/15/2017

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 to enter the hours for the first worked day of your week
- You will then see another box to enter your In & Out times for the type of pay selected

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

- Click on Time In & Time Out to enter your time worked. Make sure to save
- To go to the next day, click on **Next Day** and continue the same process

- When you have completed that earning code, select **Time Sheet** to return to the summary sheet and select a different earning code if necessary
- When all hours have been entered, the total number of hours for that day should equal your normally scheduled hours

Total hours per pay period

For an employee with a typical Monday-Friday schedule, the total number of hours each period will fluctuate depending on how many days are in the period.

If you are a full-time employee, your hours should be as follows:

10 days = 80 total hours

11 days = 88 total hours

12 days = 96 total hours

For example, September 1st- 15th (2023) is 11 total work 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 worked hours in a week (Saturday-Friday)

Over time 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 (hours) x \$21.192/2 = \$79.47

On your paystub the 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 on 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 the Position Selection page

Comments – Click here to enter a note for your Supervisor regarding your time sheet

Preview – Shows the whole pay period’s time sheet on one screen (you cannot make changes from this screen)

Submitting your Time Sheet

When all of your hours have been entered and reviewed, click **Submit for Approval**

A new button will appear called **Return Time**

If you notice that you missed hours or made an error, you can click **Return Time** to correct it

Make sure to submit your time sheet again after the correction is made

**** If you are past the 12pm deadline on time sheet approval day, you will not be able to open/edit your time sheet**

Once your time sheet is submitted your supervisor will have access to approve it

Your supervisor can also return your time sheet for correction if needed

Restart – To be used if you want to erase all of the data entered and start again

Next/Previous – To be used to 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 (typically the 1st & 16th)

All time sheets must be approved by 8pm on the 1st business day after the end of the pay period

W4's, Direct Deposits and any other payroll documents, must be received by the 1st & 16th to be effective for the current period

Checking your Leave Balances

From the **Employee Services** tab, click on **Leave Balances**

This will show you what leave types you are eligible for and the dates they will be available to you

There is a 90 probation period before you are eligible to use **Sick, Vacation & Bereavement**

However, **Jury Duty, Holiday Leave & Summer Flex** can be used right away if needed

If you see a negative amount of hours under Bereavement, Jury Duty or University Closure, it is ok as no leave is accrued for this leave type

**** Make sure to use available Vacation or Sick balance (if applicable) before using the Leave Without Pay code**

Your **Pay Statement** and **Tax Forms** can also be found under the **Employee Services** tab.

If you have any questions, please reach out to the Payroll Department at payr@plu.edu or call 253-535-7531