1) Go to **Banner Self Service** and click on **Access Banner Self-Service**

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BANNER SELF-SERVICE

USER LOGIN
HELP | EXIT

Welcome to Banner Self-Service!

Banner Self-Service is available to all active PLU students and employees. If you have an active ePass, use the ePass link below to access Banner Self-Service.

Access Banner Self-Service using my PLU ePass

If you are experiencing difficulty accessing Banner Self-Service with your ePass please contact the Help Desk at 253-535-7525, or helpdesk.plu.edu

If you do not have an active ePass:
Newly admitted students may claim an ePass by clicking here

Inactive students who are seeking transcript information should visit the Registrar's website here

Inactive employees seeking documentation for tax purposes should visit the Payroll Office website, or call 253-535-7531

Return to Banner Homepage

2) Enter your log-in information
3) Click on **Employee Services** tab

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Personal Information | Employee Services | Financial Services | Administrative Services

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. *Avoid errors - Do not use the Back Arrow button on your browser.*
Leave Report
Enter leave (salaried employees only).
Leave Balances
View your sick and vacation leave balances and history.
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.
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: 8.9.1.3A

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4) Next click on **Time Sheet**
5) Once you clicked on Time Sheet it will bring you here

6) Click on **Select**
7) If you are acting as a proxy, click on **Act as Proxy** in the drop-down menu. This should show you anyone you are a proxy for.
8) Select the person you are a proxy for and click on **Select**
9) Next you will see the departments you are eligible to approve for and more drop-down menus.
10) Under Time Sheet click on the drop-down menu.
    a. **LR** is for Student Timesheets
    b. **MH** is for Hourly Staff Timesheets
11) Select the period in the drop-down that you are approving for. Click on **Select**

12) On the next screen your employees with timesheets will appear and you will be able to see what status they are in.
   a. **Pending** – They have submitted their timesheets and are waiting for your approval
   b. **In Progress** – They have started their timesheets but have not submitted them
   c. **Approved** – They have submitted and you have approved of their timesheets
   d. **Return for Correction** – There was an error on their timesheets and you have returned it for correction
   e. **Not Started** – Timesheet has not been opened by employee

Search [   ] Go

Department Summary

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

COA: P, Pacific Lutheran University
Department: 6305, Business Office
Pay Period: 04/16/2021 to 04/30/2021
Act as Proxy: Lance A Lute, LLUTE
Pay Period Time Entry Status: Closed as of 05/04/2021, 10:00 AM

[Change Selection]

Approved

ID	Name, Position and Title	Required Action	Total Hours	Total Units	
1234-5678	Jenna Pacific 630509 - 00 Accounting Assistant		88.00	.00	A
9876-5432	Sammy Lutheran 630510 - 00 Accounting Assistant		88.00	.00	A
2212-5439	Mark University 630512 - 00 Accounts Payable Lead		102.50	.00	A

Not Started

ID	Name, Position and Title
8113-2417	Ima Lute 630511 - 00 Collections Specialist

13) If you click on the employee's name it will go into their timesheet and provide details of the days/hours they worked. If everything looks good, you can approve of their time. By using the buttons at the bottom of the screen.

[Previous Menu] [Next]

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Friday, 04/16/2021	Saturday, 04/17/2021	Sunday, 04/18/2021	Monday, 04/19/2021	Tuesday, 04/20/2021	Wednesday, 04/21/2021	Thursday, 04/22/2021	Friday, 04/23/2021	Saturday, 04/24/2021	Sunday, 04/25/2021	Monday, 04/26/2021	Tuesday, 04/27/2021	Wednesday, 04/28/2021	Thursday, 04/29/2021	Friday, 04/30/2021
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															

Time In and Out

Earnings	Friday, 04/16/2021	Saturday, 04/17/2021	Sunday, 04/18/2021	Monday, 04/19/2021	Tuesday, 04/20/2021	Wednesday, 04/21/2021	Thursday, 04/22/2021	Friday, 04/23/2021	Saturday, 04/24/2021	Sunday, 04/25/2021	Monday, 04/26/2021	Tuesday, 04/27/2021	Wednesday, 04/28/2021	Thursday, 04/29/2021	Friday, 04/30/2021
Regular Pay	08:00AM 01:00PM 02:00PM 05:00PM			08:00AM 12:00PM 01:00PM 05:00PM	08:00AM 12:00PM 01:00PM 05:00PM	08:00AM 12:00PM 01:00PM 05:00PM	08:00AM 12:00PM 01:00PM 05:00PM	08:00AM 12:00PM 01:00PM 05:00PM			08:00AM 12:00PM 01:00PM 05:00PM	08:00AM 12:00PM 01:00PM 05:00PM	08:00AM 01:00PM 02:00PM 05:00PM	08:00AM 02:00PM 03:00PM 05:00PM	08:00AM 12:00PM 01:00PM 05:00PM

14) By clicking **Previous Menu**, you will return to the screen where all of your employees are located.

15) If it is a day where timesheets are due, Employees have until **11:59am** to submit their timesheets and you have until **8:00pm** to Approve them.

16) If it is passed the 12pm deadline and an employee has not started their timesheet you can reach out to us and we can help to open the timesheet so that you are able to complete their timesheet for them, submit and approve.

17) If your employee's timesheet is in the **In Progress** status you can click into their timesheet and submit for them and then approve or make changes by clicking on the **Change Record** button.

18) If there is an error you are welcome to return your employee's timesheet for correction, however they only have until the **11:59am** deadline to fix and resubmit their timesheet. If it is past 12pm, you will have to reach out to us to submit the timesheet back to you so you can complete the fix on their behalf.

    a. **If you make changes, please leave a comment with the change that you made so there is a record of the change.**

19) Once all timesheets are taken care of, you will be good until the next period. You are welcome to log in as often as you like to check on your employee's hours.