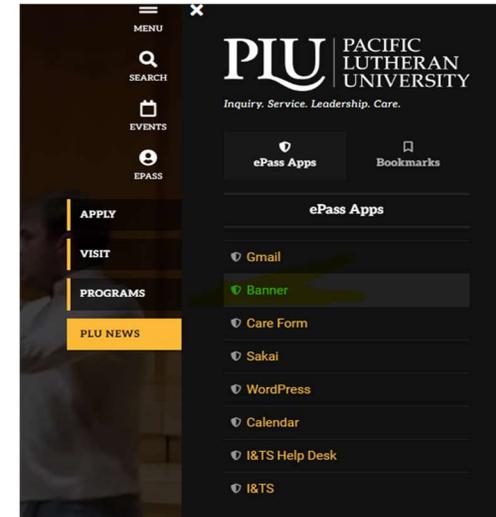


WELCOME

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 ePass Username/Password
- Once you are signed in, select **Employee Services > Time Sheet**



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

Search Go

EMPLOYEE

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

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

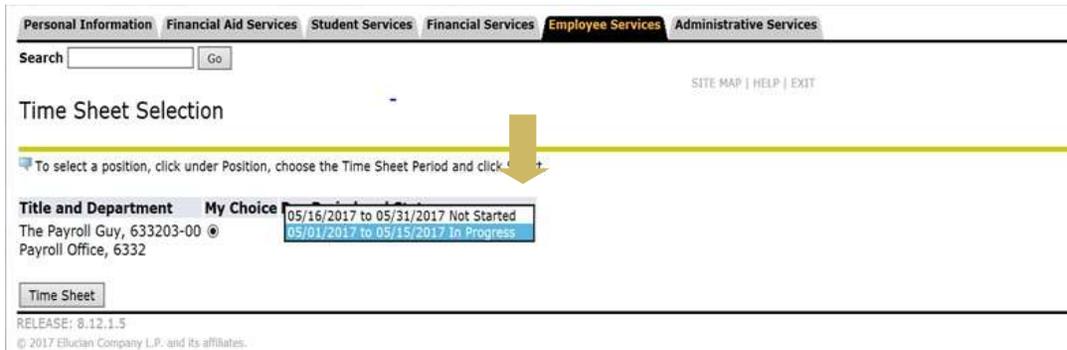
Approve All Departments:

Act as Proxy:

Act as Superuser:

Select

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



Types of Earnings on Time Sheet

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday 08/26/2023	Sunday 08/27/2023	Monday 08/28/2023	Tuesday 08/29/2023	Wednesday 08/30/2023	Thursday 08/31/2023	Friday 09/01/2023
Student Earnings	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Washington Sick Leave	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

- **Student Earnings:** Actual physical hours worked
- **Washington Sick Leave:** Scheduled work hours missed due to qualifying reason (see student sick leave policy for details)
 - **Please check your Washington sick leave balance before claiming sick time.**
 - To check your available leave balance, go to **Employee Services > Leave Balances**
 - You will want to make sure you check your available balance. There is a 90-day probation period before you are eligible to use your accrued sick leave.

Entering Hours

Time Sheet

Name:

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

The Payroll Guy – 633203-00

Payroll Office -- 6332

08/26/2023 to 09/10/2023

09/12/2023 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday 08/26/2023	Sunday 08/27/2023	Monday 08/28/2023	Tuesday 08/29/2023	Wednesday 08/30/2023	Thursday 08/31/2023	Friday 09/01/2023
Student Earnings	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Washington Sick Leave	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

- Click on **Enter Hours** on the **Student Earnings** 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

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Saturday , 08/26/2023

Earnings Code: Student Earnings

Shift	Time In	Time Out	Total Hours
1	10:00 AM	11:00 AM	1
1	03:00 PM	05:00 PM	2
1			0
1			0
1			0
1			0
			3

Account Distribution

Earnings Code Shift Hours

Student Earnings 1 3 Account Distribution

- Click on Time In & Time Out to enter your time worked. Make sure to save after entering each day
- 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 scheduled hours

Buttons on your Time Sheet

Total Hours:	0	
Total Units:		0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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)

Restart – Will delete all hours entered on your timesheet to start fresh if you have made a mistake

Next/Previous – To be used to move your time sheet from one week to the next and back again

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

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 11st & 26th)

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

If you have any questions, please reach out to Angela Zazeski at azazeski@plu.edu or call 253-535-7341