

Late Time-sheet entries/policy

For students that missed the deadline date for entering their hours for the current pay period, hours can be entered under the 'WS Late Time-sheet School Year' line of the following pay period. Pay entered on this time-sheet will be added to and paid with the student's regular pay from that pay period.

The College of St. Scholastica BANNER WEB SELF-SERVICE

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

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Office Assistant -- S11110-00
Department and Number: Financial Aid Office -- 1111
Time Sheet Period: Sep 15, 2007 to Sep 28, 2007
Submit By Date: Oct 01, 2007 by 11:00 A.M.

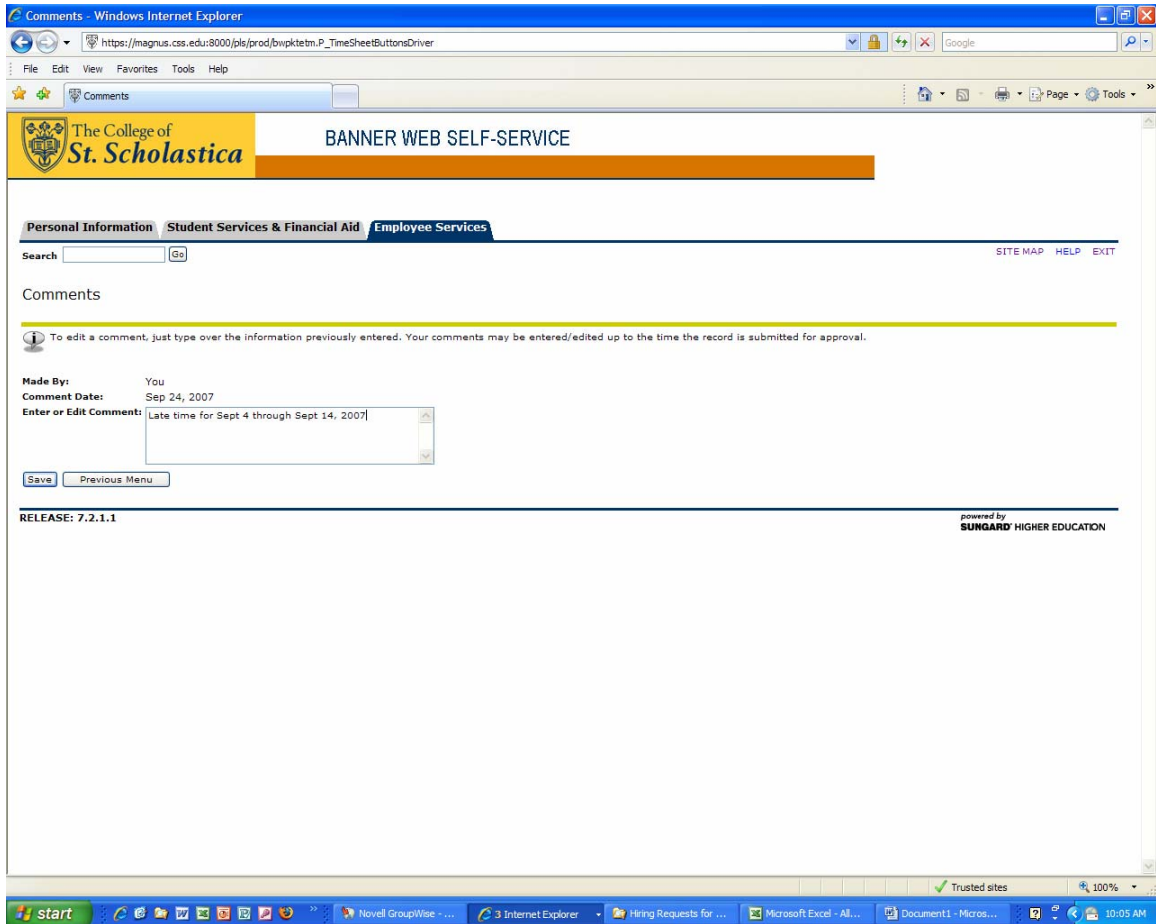
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Sep 15, 2007	Sunday Sep 16, 2007	Monday Sep 17, 2007	Tuesday Sep 18, 2007	Wednesday Sep 19, 2007	Thursday Sep 20, 2007	Friday Sep 21, 2007
Student Regular Pay	1	0	10		Enter Hours	Enter Hours	2	2	3	Enter Hours	3
WS Late Timesheet School Year	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			10		0	0	2	2	3	0	3
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:
 RELEASE: 7.2.1.1

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Please enter your hours as if you were entering them for the current weeks (if you worked M, W, F...enter your hours under the Late Time-sheet line under M, W, F), and follow up by entering the dates of the missed pay period in the 'comment' screen. Example: Late time for Sept 4 through Sept 14, 2007. If dates aren't entered, then the hours will be deleted...and you will need to start over.



Only hours missed from the previous pay should be entered into this field. If you missed more than one pay period, please make an appointment with Roberta Oberpriller to get the remaining late pay corrected. Students can expect to have a one month delay in their checks for late hours reported through Roberta, due to verification and approval of time through several sources.

As always, if you have problems accessing your time-sheet, entering hours or receive errors on your entries, please contact the Student Employment Office at 723-6051 (Jonna) or 723-6726 (Holly), or contact the Payroll Office at 723-6127 (Roberta).