

## Section IV—Web Time Entry Instruction for Student Employees

### Introduction

Web Time Entry is the time keeping method for most student employees at CSS. Students will be responsible for entering and submitting their hours every pay period. From that point, the supervisor will be responsible for approving the timesheet. Once the supervisor has approved the hours, they will then be processed by the Payroll department.

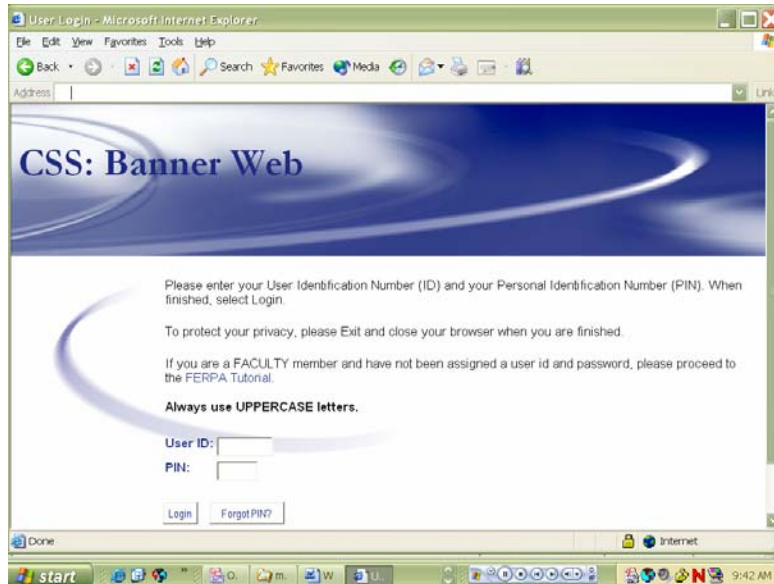
**Use Navigation Buttons included in webpage. DO NOT use browser back/forward buttons.**

#### 1. Logging On

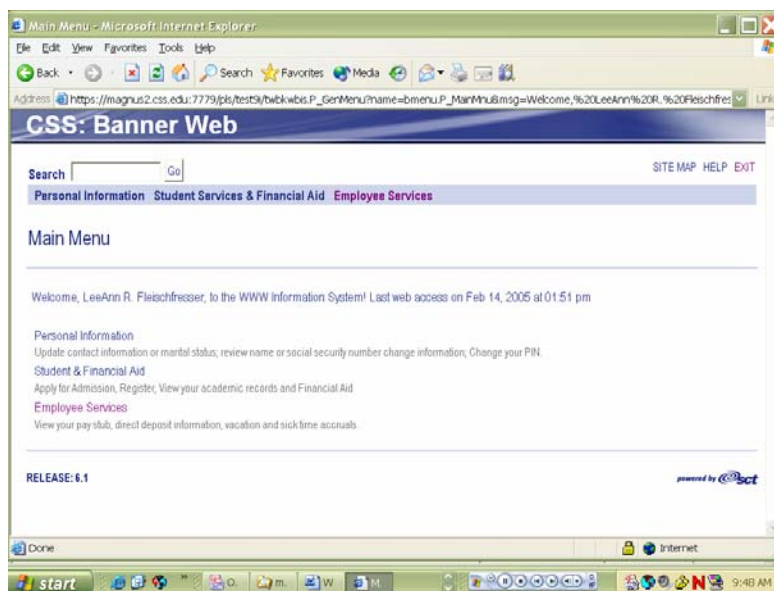
- a. Log on to the website <http://www.css.edu/>, then click on ‘Banner Web’ at the top of the screen.

The screenshot shows the website for The College of St. Scholastica in a Windows Internet Explorer browser window. The address bar shows <http://www.css.edu/>. The page features a blue header with the college's name and logo, and a navigation menu with links for 'Contact Us', 'Banner Web', 'A-Z Index', and 'Search'. Below the header, there are several content blocks: 'ABOUT ST. SCHOLASTICA' with links for 'ADMISSIONS', 'ACADEMICS', 'CAMPUS LIFE', 'OFFICES & SERVICES', and 'ATHLETICS'; 'LOCATIONS AND PROGRAMS' with a map of Minnesota and links for 'Duluth', 'St. Cloud', 'St. Paul', and 'Rochester'; 'NEWS' with articles about 'Orthodox Visions of Human Dignity and Destiny' and 'Alaska's Fiddling Poet'; and 'CALENDAR' with events for Friday, March 14, 2008 (School of Arts and Letters Faculty Colloquium) and Saturday, March 15, 2008 (Cambata Series - Late and Great: Beethoven, Chopin and Schumann). At the bottom, there are 'ADDITIONAL AREAS OF INTEREST' including 'Summer Courses' and 'SAFETY ALERT'. The footer contains copyright information for 2008 and contact details for the college.

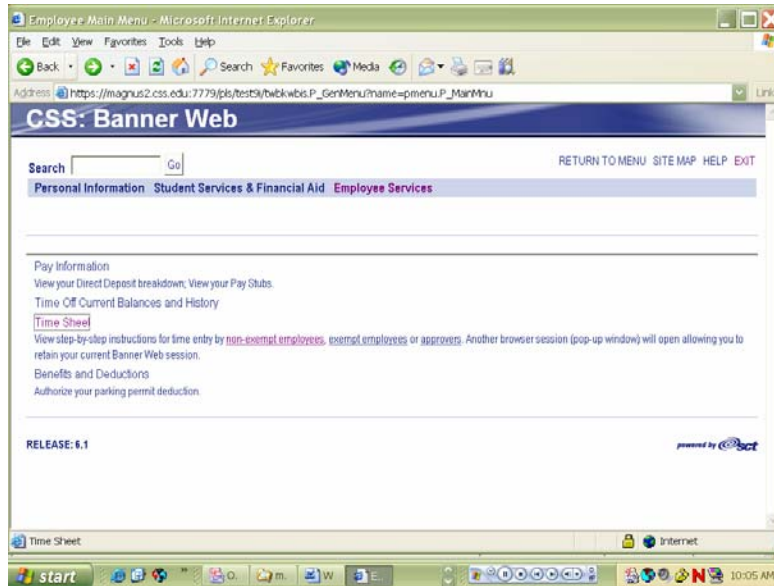
b. Enter User ID and PIN



- c. If this is the first time you have logged in to Banner Web, a Login Verification Security Question and Answer screen will appear. This allows the user to enter a question and answer to remember, so if their PIN is forgotten, they may click on the Forgot Pin button on the previous page shown above.
- d. Click Login and a page with various options appears.



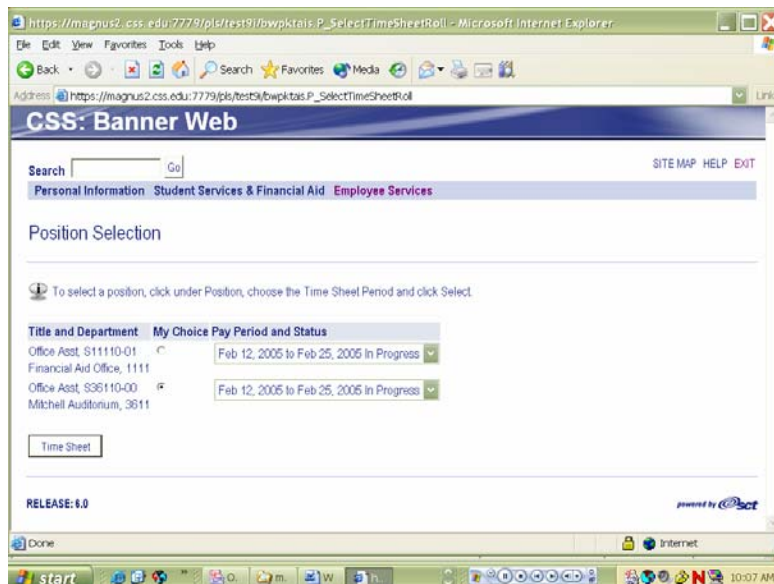
e. Click on Employee Services



f. Click on Time Sheet

## 2. Selecting Position

- a. A page with all available positions for entry will appear. Choose the position for which you will be entering time. If you work more than one position, you will need to enter information for both positions. If you are working more than one position, yet only one position appears, you have not been set up for web entry for the other job. Please contact your supervisor for instructions.



- b. Select the correct department
- c. Select the correct pay period from the pull down menu.
- d. Click on the Time Sheet button

### 3. Entering Time

The Time Sheet Page will be displayed.

- a. Click 'Enter Hours' under the date where you want to enter time.

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 Asst -- S36110-00  
Department and Number: Mitchell Auditorium -- 3611  
Time Sheet Period: Feb 12, 2005 to Feb 25, 2005  
Submit By Date: Mar 02, 2005 by 10:00 A.M.

Earning	Shift Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or	Hours	Units	Feb 12,	Feb 13,	Feb 14,	Feb 15,	Feb 16,	Feb 17,	Feb 18,
	Units	Units	Units	2005	2005	2005	2005	2005	2005	2005
Student Regular	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay										
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:

- b. Click Next/Previous button or scroll bar for more dates within the pay period.

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.

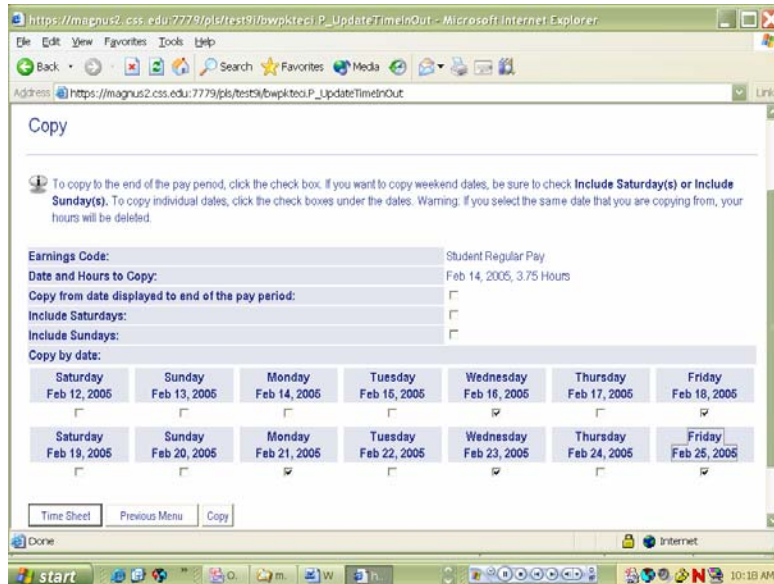
Date: Monday, Feb 14, 2005  
Earnings Code: Student Regular Pay

Shift	Time In	Time Out	Total Hours
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

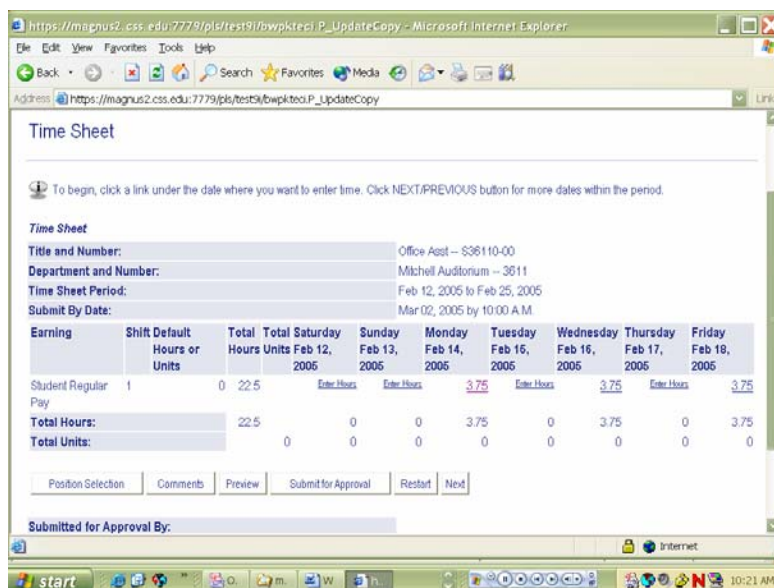
Timesheet Previous Day Next Day  
Add New Line Save Copy Delete

- c. Enter the start time and end time of your shift rounding to the nearest  $\frac{1}{4}$  hour. If you are working an 8 hour shift you MUST clock in and clock out for a  $\frac{1}{2}$  hour lunch break. Leave shift selection to '1' for all hours entered. Select AM or PM from the drop down boxes.

- d. Click on 'Save' to save your hours to the timesheet.
- e. If you are working the same shift more than one time during the pay period, enter your hours and click on 'Copy' to copy your hours to additional dates.



- e. Check the dates that you are copying your hours to. (Do not check the 'original' date that you are copying hours from—or those hours will be deleted).
- f. Press the 'Copy' button.
- g. Your hours will be saved to the Time Sheet page.



h. From the Time Sheet page there are other options for Students.

**\*Entering a Second Position**

On the Time Sheet page, on the bottom of the screen, is a button for Position Selection. This takes you back to the Position Selection Screen where you can select a timesheet for any additional positions you may have. If you only have one position, you will not need to use this function.

**\*Entering Comments**

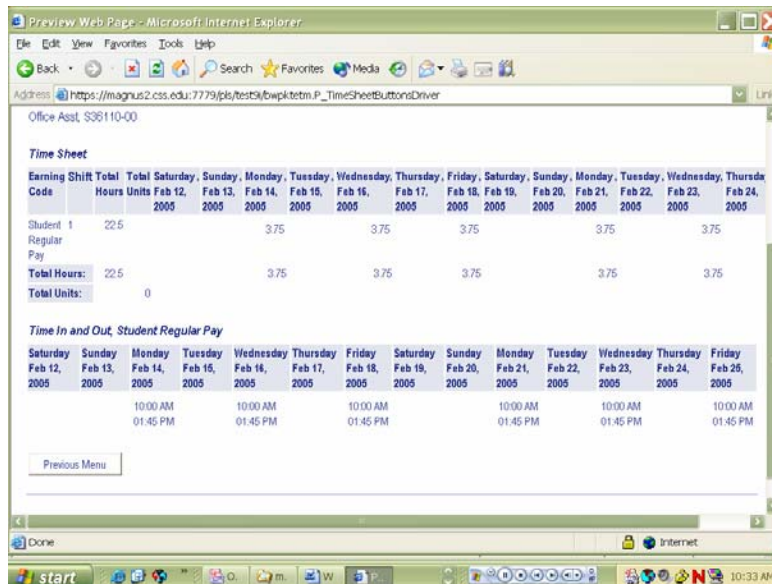
On the bottom of the screen is a button for Comments. Click on that button in order to account for hours that were worked or for other explanations, if necessary.

Be sure to click Save so that the comments go with the timesheet when they are submitted to your supervisor. To add more comments repeat the previous steps continuously adding to the comments and saving them.

To go back to the time, click Previous Menu, after Save.

**\*Preview**

The Preview page summarizes all of the information entered.



It is recommended that you review your time before submitting your hours. **Some supervisors may require this page to be printed.** If required, please set your timesheet to print in Landscape format from this screen; print, sign and turn in your timesheet to your supervisor. **Whether or not you are printing your timesheet, you need to submit your hours as explained below.**

## **\*Submitting Time**

**Students should check with their supervisor for timesheet deadlines.**

**Do Not** submit hours until Time Entry is complete for that pay period. Once hours have been submitted they cannot be changed.

You can exit without submitting time for approval. This will leave the record with an 'In Progress' status and it will not be submitted for approval.

**If time is not submitted then it will not be processed by payroll, which also means, No Paycheck until the next pay period.** Please see instructions for 'Late Time-sheets' below.

If you work a shift that goes beyond 8 hours, or is considered 'holiday' or 'overtime' pay—these hours need to be submitted separately from the regular hours reported above. Please contact your supervisor on the correct way to enter these hours.

Once time is submitted, the status for the record is set to 'Pending' and places the data into the approver's control.

After the approver has approved the timesheet, the status is set to 'Approved' and the data is sent to Payroll for processing.

## **\*Entering Time Returned for Correction**

We are not currently using this function. Please contact the Student Payroll department if you have questions on correcting time that has been entered and/or submitted.

## **\*Log Out**

Click the Exit button in the upper right corner of the screen.

## **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.

https://magnus.css.edu:8000/pls/prod/bwvkteis.P\_SelectTimeSheetDriver - Windows Internet Explorer

https://magnus.css.edu:8000/pls/prod/bwvkteis.P\_SelectTimeSheetDriver

File Edit View Favorites Tools Help

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The College of **St. Scholastica** BANNER WEB SELF-SERVICE

Personal Information Student Services & Financial Aid Employee Services

Search  Go SITE MAP HELP EXIT

### 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	Enter Hours	2	2	3	Enter Hours
WS Late Timesheet School Year	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			10		0	0	0	2	2	3	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

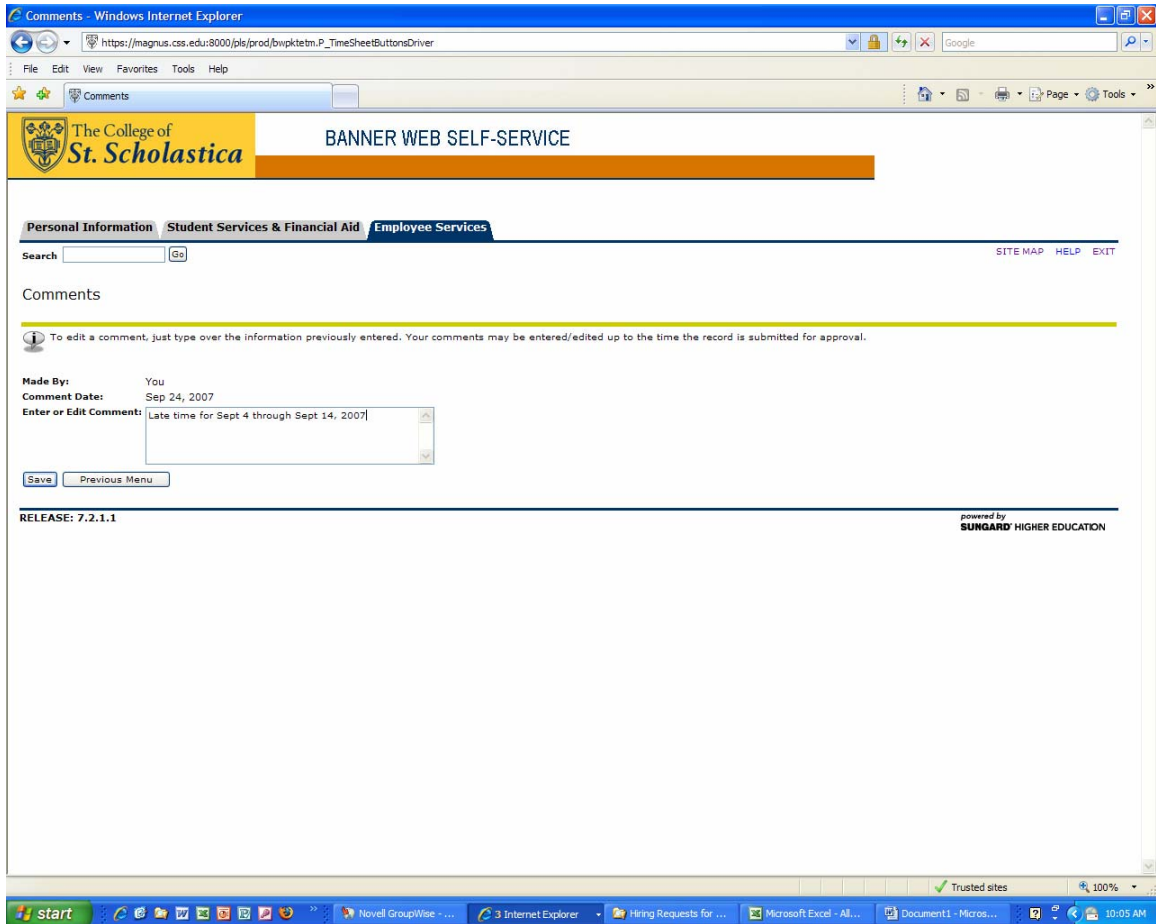
**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 7.2.1.1 powered by **SUNGARD** HIGHER EDUCATION

Done

start Novell GroupWise - M... 3 Internet Explorer Hiring Requests for 0... Microsoft Excel - All D... 10:05 AM

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.



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).

For further instructions, please contact the Student Payroll Coordinator or Student Employment Coordinator at 218-723-6047 (Financial Aid Department).