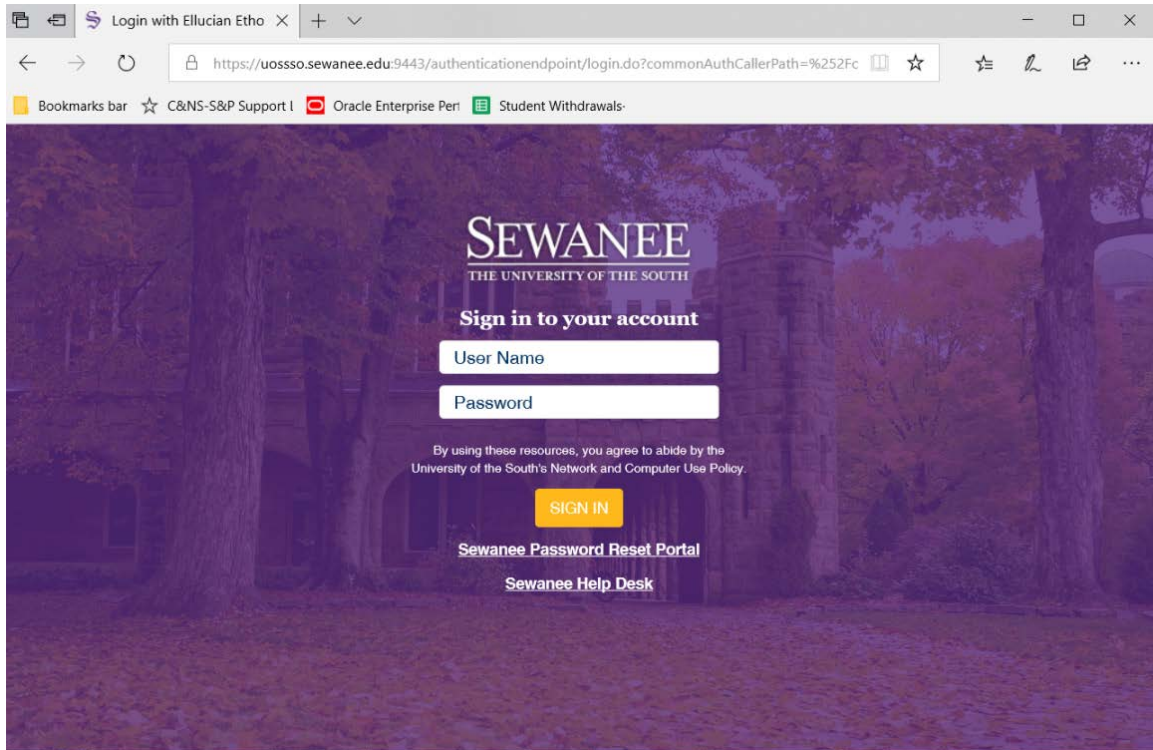
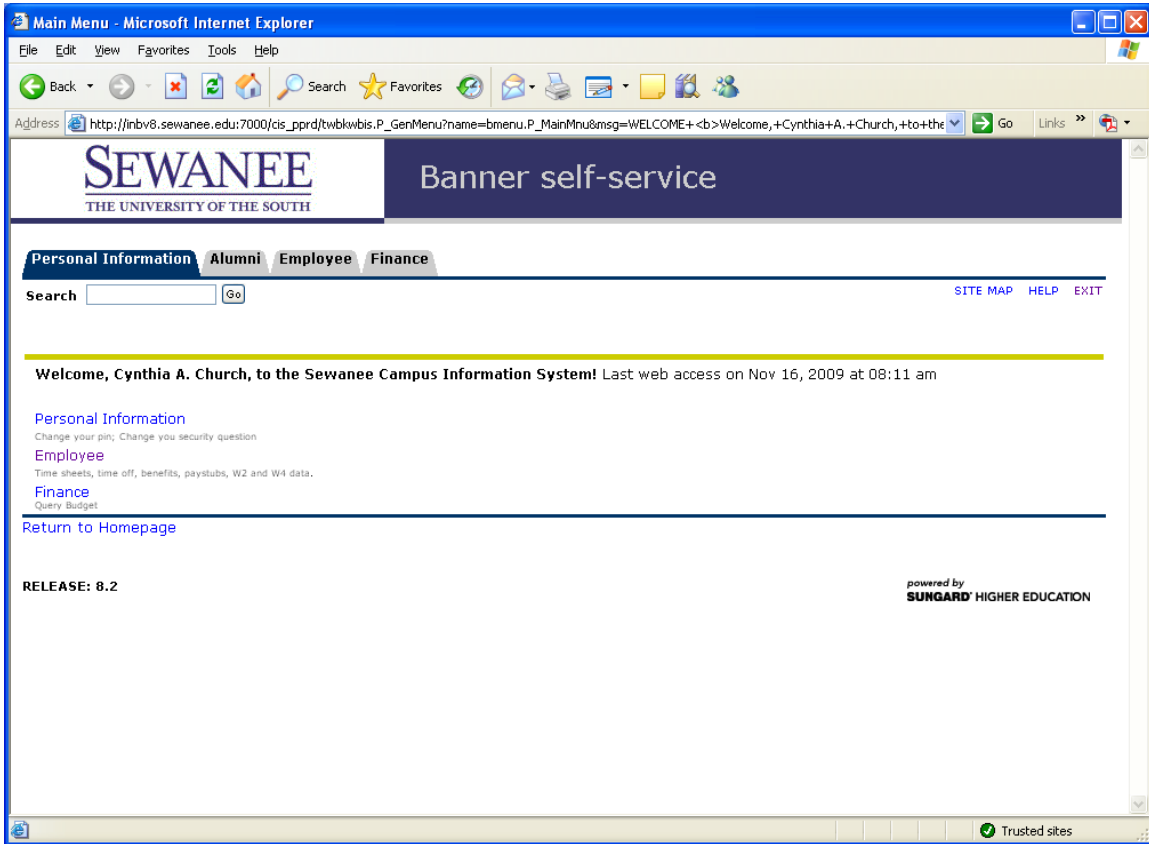


WEB TIME ENTRY

- Login to Self Service : <https://sbsso.sewanee.edu:8443/ssomanager/c/SSB>
- Enter your Userid and password



- Click on 'Employee' menu item or 'Employee' tab at the top



• Click on **Time Sheet**

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Employee Main Menu' for Sewanee, The University of the South. The browser's address bar shows the URL: http://inbv8.sewanee.edu:7000/cis_pprd/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu. The page features the university's logo and a navigation menu with tabs for 'Personal Information', 'Alumni', 'Employee', and 'Finance'. The 'Employee' tab is selected. Below the navigation, there is a search bar and a 'Go' button. The main content area is titled 'Employee' and lists several service links: 'Time Sheet' (with a sub-link 'Enter or Approve Time'), 'Benefits and Deductions', 'Pay Information', 'Tax Forms', and 'Time Off Current Balances and History'. At the bottom of the page, it indicates 'RELEASE: 8.2' and is powered by 'SUNGARD HIGHER EDUCATION'. The browser's status bar at the bottom right shows 'Trusted sites'.

- Select the **Title/Department** and **Pay Period and Status**
Pay Period and Status may vary by pay period.
- **Not started** = You have no time entered.
- **In Progress** = You have started Time Sheet.
- **Pending** = You submitted Time Sheet but it has not been approved.
- **Approved** = Supervisor has approved Time Sheet.
- **Returned for correction** = Your supervisor has returned your Time Sheet to you for editing.
- **Error** = Call the payroll department immediately.

Make selection and click ‘Time Sheet’ below ‘Title and Department’

The screenshot shows a web browser window displaying the Banner self-service portal. The page title is "Banner self-service" and the URL is "http://inbv8.sewanee.edu:7000/cis_pprd/bwpktais.P_ProcSelectTimeSheetRoll". The page has a navigation menu with "Personal Information", "Alumni", "Employee", and "Finance". Below the menu is a search bar and a "Go" button. The main content area is titled "Position Selection" and contains a message: "To select a position, click under Position, choose the Time Sheet Period and click Select." Below this is a table with three columns: "Title and Department", "My Choice", and "Pay Period and Status". The "Title and Department" column contains "Admin Asst - Dean of College, 999912-00" and "Office of the Dean of the College, 300101". The "My Choice" column has a dropdown menu with "Nov 14, 2009 to Nov 27, 2009 Not Started" selected. The "Pay Period and Status" column has a dropdown menu with "Nov 14, 2009 to Nov 27, 2009 Not Started" selected. Below the table is a "Time Sheet" button. At the bottom of the page, it says "RELEASE: 8.1.1.1" and "powered by SUNGARD HIGHER EDUCATION".

Title and Department	My Choice	Pay Period and Status
Admin Asst - Dean of College, 999912-00 Office of the Dean of the College, 300101	Nov 14, 2009 to Nov 27, 2009 Not Started	Nov 14, 2009 to Nov 27, 2009 Not Started Nov 14, 2009 to Nov 27, 2009 Not Started Oct 31, 2009 to Nov 13, 2009 Approved Oct 17, 2009 to Oct 30, 2009 Completed

- **Entering Time**
- You now should see your current time sheet, similar to the page below.

SEWANEE
THE UNIVERSITY OF THE SOUTH

Banner self-service

Personal Information | **Alumni** | **Employee** | Finance

Search [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: Admin Asst - Dean of College -- 999912-00
Department and Number: Office of the Dean of the College -- 300101
Time Sheet Period: Nov 14, 2009 to Nov 27, 2009
Submit By Date: Nov 30, 2009 by 11:59 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Saturday Nov 14, 2009	Sunday Nov 15, 2009	Monday Nov 16, 2009	Tuesday Nov 17, 2009	Wednesday Nov 18, 2009	Thursday Nov 19, 2009	Friday Nov 20, 2009
Regular Pay 1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay 1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay 1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay 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

- Looking at the days of the week along the top and the earn codes on the left hand side, double click on **'Enter Hours'** below the day of the week and on the desired earnings code line to begin entering time.

- Click into the empty box under ‘Time In’ and enter the time. Time must be entered with hour and minute (800) AND in 15 minute intervals. You must enter 800, 815, or 830, for example. Enter the closest interval to the time you actually arrived at work. Be sure to select “AM” or “PM”.
- Click into the empty box under ‘Time Out’ and enter the time. Same formatting rules apply for Time Out as Time In.
- Click the “Save” button
- If these same hours for that earn code apply to multiple days, you can copy by clicking on the “Copy” button.
- Lunch periods are **not paid**. The total daily time should not include the time an hourly employee is at lunch. You can have two ‘In/Out’ entries (800 AM to 1200PM & 100 PM to 430 PM) or take the lunch hour into account in one ‘In/Out’ entry (800 AM to 330 PM)

The screenshot shows a web browser window displaying the Banner self-service portal. The page title is "Banner self-service" and the URL is "http://inbv8.sewanee.edu:7000/cis_pprd/bwplkcteci.P_TimeInOut?JobsSeqNo=31&LastDate=0&par_restart=Y&par_update=Y&par_submit=Y&EarnCode=R". The page has a navigation menu with "Personal Information", "Alumni", "Employee", and "Finance" tabs. The "Employee" tab is selected. Below the navigation is a search bar and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Time In and Out" and contains a message: "Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99." Below this message is a form for entering time intervals. The form includes a "Date" field set to "Monday, Nov 16, 2009" and an "Earnings Code" field set to "Regular Pay". The main table has three columns: "Shift", "Time In", "Time Out", and "Total Hours". There are five rows of input fields, each with a "1" in the "Shift" column, and "AM" dropdown menus for both "Time In" and "Time Out". The "Total Hours" column shows "0" for each row. Below the table are buttons for "Time Sheet", "Previous Day", "Next Day", "Add New Line", "Save", "Copy", and "Delete". At the bottom of the page, it says "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The browser status bar shows "Done" and "Trusted sites".

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, Nov 16, 2009
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

RELEASE: 8.2 powered by SUNGARD HIGHER EDUCATION

- If these hours should be copied for all days worked, simply click on **“Copy from date displayed to end of the pay period”** OR
- Select the days that you want these hours copied to for that earn code.
- Click on the **“Copy”** button
- Click on **“Time Sheet”** button
- Continue this process until you have completed entering your time and then click on the **“Save”** button.

http://inbv8.sewanee.edu:7000/cis_pprd/bwpkteci.P_UpdateTimeInOut - Microsoft Internet Explorer

SEWANEE THE UNIVERSITY OF THE SOUTH

Banner self-service

Personal Information Alumni **Employee** Finance

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday (s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Pay
 Date and Hours to Copy: Nov 16, 2009, 0 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 14, 2009	Nov 15, 2009	Nov 16, 2009	Nov 17, 2009	Nov 18, 2009	Nov 19, 2009	Nov 20, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 21, 2009	Nov 22, 2009	Nov 23, 2009	Nov 24, 2009	Nov 25, 2009	Nov 26, 2009	Nov 27, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Done Trusted sites

- When you have completed all time entry, you must click the “**Submit for Approval**” button for your time sheet to become available to your supervisor for approval. **Be careful about submitting hours before the Time Entry deadline for that pay period. Once your hours have been submitted, you cannot make changes. If there are changes, your approver can edit it or “return it for correction.”**

You can exit **without** submitting time for approval. This will leave the record with an “In Progress” status until the time you actually click the ‘Submit for Approval’ button.

- Once you click on ‘Submit for Approval’ you will then be asked to verify your PIN. You **MUST** re-enter your pin at this point and click ‘Submit’ or your supervisor will NOT receive your timesheet for approval.

SEWANEE
THE UNIVERSITY OF THE SOUTH

Banner self-service

Personal Information Alumni **Employee** Finance

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: Admin Asst - Dean of College -- 999912-00
Department and Number: Office of the Dean of the College -- 300101
Time Sheet Period: Nov 14, 2009 to Nov 27, 2009
Submit By Date: Nov 30, 2009 by 11:59 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Saturday Nov 14, 2009	Sunday Nov 15, 2009	Monday Nov 16, 2009	Tuesday Nov 17, 2009	Wednesday Nov 18, 2009	Thursday Nov 19, 2009	Friday Nov 20, 2009
Regular Pay 1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay 1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay 1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay 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

- **Log Out** - Click the “**Exit**” button in the upper right corner of the screen. For further instructions, contact Payroll at extension 1242.

The University's 'Work rules' found in the Staff Handbook, in Appendix A, Section III 'Attendance Infractions', prohibits the falsification of time sheets. Falsification of time may result in appropriate disciplinary action.

Helpful Notes

- Time should be entered at the end of the day as both Time In and Time Out are required at the time of entry.
- Not all time needs to be entered at one time, but do **NOT** forget to click on the **Save** button.
- Enter both weeks before submitting for approval.
- Earning Codes available for data entry are Regular Pay, Sick Pay, Vacation Pay or Holiday Pay. Manual calculation of Overtime is **NOT** necessary as the system will total up hours for the pay period and overtime hours and overtime pay will be computed during the payroll calculation process initiated by HR. You will only see **“Total Hours”** on your time sheet, but will see the overtime on your check.
- When you are done entering time, **“SUBMIT FOR APPROVAL”** the timesheet, however once you do submit, you cannot go back and make changes. If something is wrong, please notify your supervisor.
- Entering Time Returned for Correction - If your time sheet has been returned to you by your approver for correction, you will see, on the Position Selection Page, that the position status will display **Return for Correction**.
 - a. Choose the position and pay period for which you will be correcting hours.
 - b. Click the link under the date and earn code where you need to make the correction. Follow the instructions for Entering, Submitting, and Certifying Time to complete.
 - c. These corrections must be made by the employee and approved by the approver **before** the Submit By date.
- On the bottom of the time sheet screen is a button for **“Comments”**. Click on that button in order to comment on 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 approver.
- **“Preview”** shows both weeks on one screen and summarizes all of the information entered. This is a good page to print (in landscape mode) if you want a paper copy of the time sheet for your reference.
- **DO NOT** use the **Back** button or the **Refresh** button when in your time sheet.
- PLEASE open up your time sheet at the **BEGINNING** of the pay period. That way if you are out it can be completed and submitted by your approver.

Proxy Information

If you are both a **Supervisor/Proxy** and an hourly employee, when you click on **'Time Sheet'** you will see this page. If you are acting as an approver, select **"Approve or Acknowledge Time:"** otherwise, select **"Access my Time Sheet"** then click **"Select"**.

The screenshot shows a web browser window titled "Time Sheet/Leave Request/Proxy - Microsoft Internet Explorer". The address bar shows the URL: http://inbv8.sewanee.edu:7000/cis_pprd/bwplktais_P_SelectTimeSheetRoll. The page header includes the Sewanee University of the South logo and the text "Banner self-service". Below the header is a navigation menu with tabs for "Personal Information", "Alumni", "Employee", and "Finance". A search bar is present with a "Go" button. The main content area is titled "Time Sheet/Leave Request/Proxy" and contains the following instructions: "Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**." Below the instructions is a "Selection Criteria" section with the following options: "Access my Time Sheet:" with an unselected radio button; "Access my Leave Report:" with an unselected radio button; "Access my Leave Request:" with an unselected radio button; "Approve or Acknowledge Time:" with a selected radio button; "Act as Proxy:" with a dropdown menu showing "Self"; and "Act as Superuser:" with an unselected checkbox. A "Select" button is located at the bottom left of the form. The footer of the page includes "RELEASE: 8.2" and "powered by SIMBARD HIGHER EDUCATION". The browser status bar at the bottom shows "Done" and "Trusted sites".

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

Proxy Set Up

RELEASE: 8.2

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Done Trusted sites