

Time Entry Manual for Banner Self Service - Approver

What's new?

- All Non-Exempt employees will now use Banner9 Self Service for clocking and leave submission.
- There will not be physical time clocks to swipe an ID card. Employees must use the computer or cell phone to clock in and out.
- Banner9 Self Service does not include a mobile app. Employees may choose to bookmark the Banner9 Self Service login screen on a smartphone if they would like to clock in and out from a phone. Instructions are on the last page of this guide.
- Payroll Services will not have the ability to adjust hours submitted after the timesheet closes each week. Employees should verify that all time is correct before submission on Monday.
- Employees have the ability to correct their own time manually if needed.
- Employee job title and pay rate for timekeeping purposes will not match the normal job title and pay rate. The rate will show \$0.00 on the timesheet screens. This is normal and does not affect the employee's pay check.

What's staying the same?

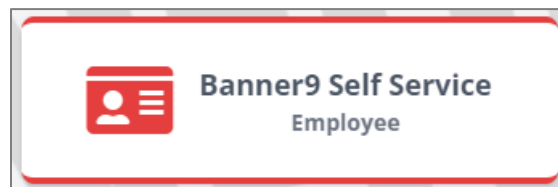
The procedures for time clocking will stay the same. Here are answers to some FAQs:

- Time sheets are still due weekly. Approve time sheets by Tuesday at noon.
- Banner9 Self Service still sometimes requires you to clear cookies/cache in order to log in.
- Banner Time Entry will round time 7 minutes before and 7 minutes after clocked time.
- The holiday schedule is already accounted for in the system. Fitness, Authorized Leave, and holidays will all still follow the same procedures.

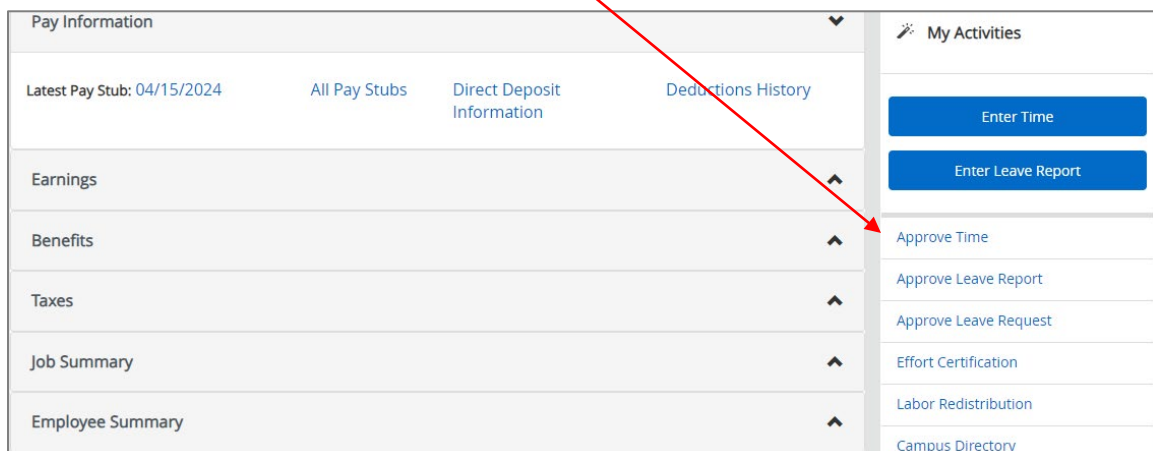
Accessing Timesheets

Log in to Banner9 Self Service – Employee through my.AState or by using the direct link below.

<https://employeeessb-trng.ec.astate.edu:8102/EmployeeSelfService?mepCode=JBORO>



Once you log in you will click the **Approve Time** button under My Activities.



An **Approvals** screen will appear with a row of 5 fields.

The screenshot shows the 'Approvals - Timesheet' interface. At the top left, there is a breadcrumb trail: 'Employee Dashboard • Time Entry Approvals'. On the top right, the user is identified as 'Proxy Super User' with the note 'You are acting as a Superuser for Time Entry Approvals'. Below this, there are three navigation tabs: 'Approvals' (which is active and underlined), 'Timesheet', and 'Leave Report'. A row of five filter fields follows: 1. A dropdown menu currently set to 'Timesheet'. 2. A dropdown menu for 'Select Pay Period'. 3. A dropdown menu for 'All Departments'. 4. A dropdown menu for 'All Status except Not Started'. 5. A text input field labeled 'Enter ID/Name'.

Field 1. Select **Timesheet**.

A close-up of the first dropdown menu, showing the selected option 'Timesheet' and a downward-pointing arrow.

Field 2: Select the appropriate payroll cycle that needs to be approved.

A close-up of the second dropdown menu, showing the selected option '08/19/2024 - 08/25/2024 (2024 ZP 34)' and a downward-pointing arrow.

Field 3: Select **All Departments** OR use the drop down arrow to select a specific department.

A close-up of the third dropdown menu, showing the selected option 'All Departments' and a downward-pointing arrow.

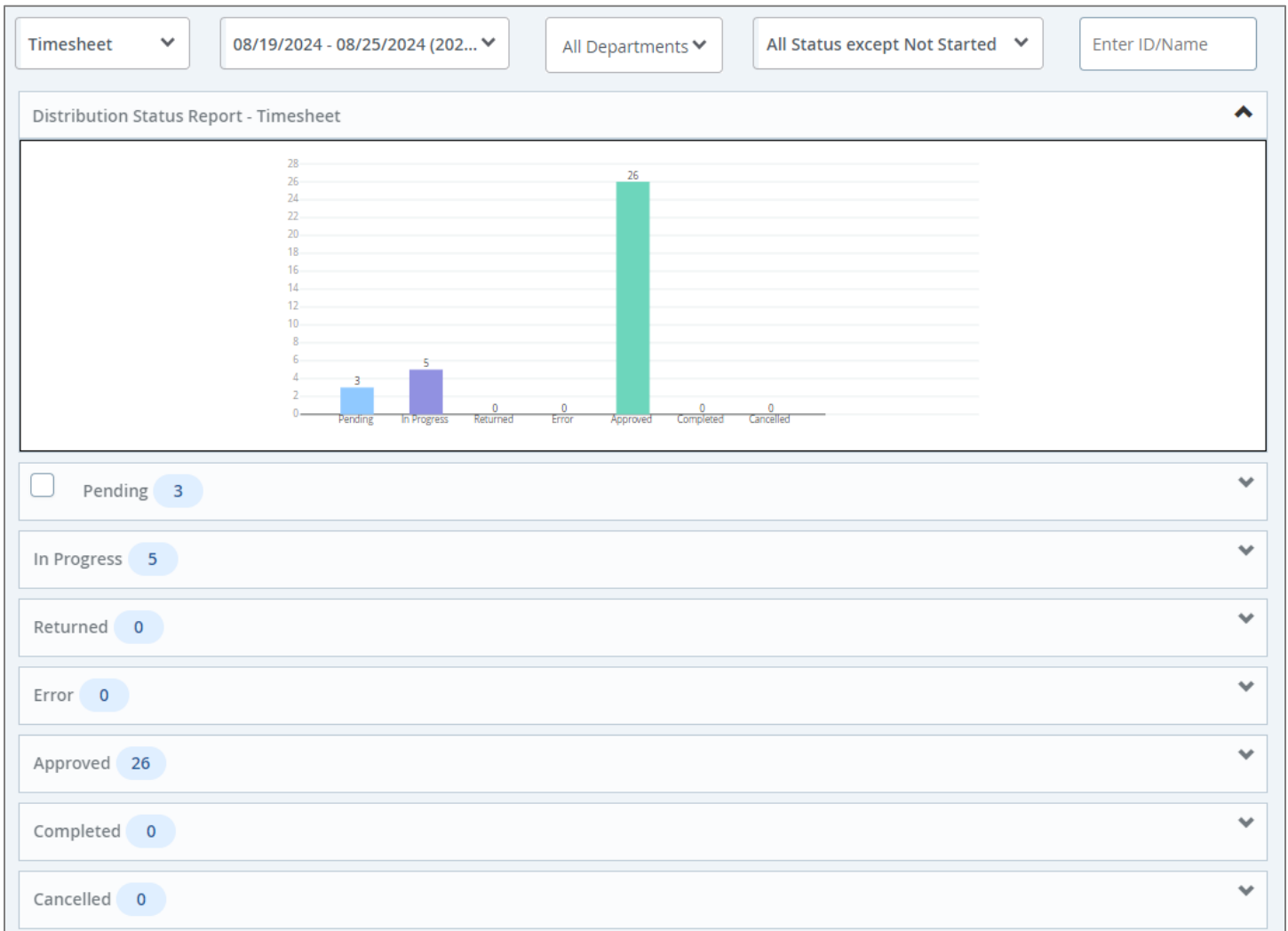
Field 4: Select **All Status except Not Started** to view all statuses OR use the drop down arrow to select appropriate status to view.

A close-up of the fourth dropdown menu, showing the selected option 'All Status except Not Started' and a downward-pointing arrow.

Field 5: Optional, used to locate a specific employee.

A close-up of the fifth field, which is a text input box containing the placeholder text 'Enter ID/Name'.

You will see a screen which details all of your employees and the status of their time sheet. Each category can be expanded to see which employee timesheets are in each status.

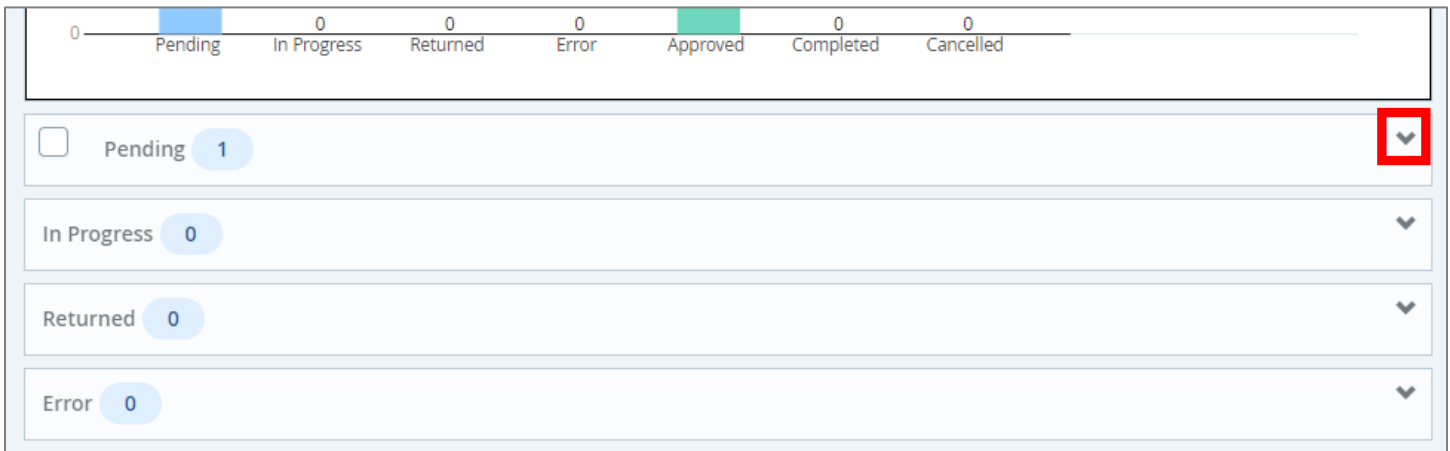


Status Categories:

- **Pending:** User has submitted time for approval and is pending
- **In Progress:** User has begun preparing a timesheet, but has not yet submitted
- **Returned:** Timesheet has been returned to a user by an approver
- **Error:** Timesheet is in error. This normally requires a Superuser to correct
- **Approved:** Timesheet has been approved and is ready for payroll
- **Completed:** Payroll has been run against the submitted and approved Timesheet
- **Cancelled:** Timesheet has been cancelled, usually for zero hour submissions

Navigating an Employee's Timesheet

Expand a status category by clicking the arrow to the right of the section. Now you will see the employees with timesheets in that category.



Employee Name	ID	Organization	Hours/Units	
<input checked="" type="checkbox"/> Bishop, Patsy K. Time entry no pay Non Police Officer, ZP0001-00	[REDACTED]	T-312211, Winn L Asst Vice Chancellor Admin	42.00 Hours	i 1 ⋮

Checkbox: This is used to determine which timesheets you will edit. Selecting this box will display the **Approve/Acknowledge** button on the top right of the Pending section.

Employee Name: Displays name of the employee

ID: Displays the Banner ID of the employee

Organization: Displays the timesheet org and supervisor name

Hour/Units: Displays the hours entered by the employee

Information button: i Displays the approvers, status, and dates associated with the timesheet

Message button: 2 Displays the message count relating to a timesheet. If the button is greyed out, there are no messages associated with this timesheet.

Menu button: ⋮ Displays a secondary menu where you can preview the timesheet or leave balances associated with an employee

Reviewing and Approving Time

Select your employee. To view their time sheet click anywhere in the employee's row.

Employee Name	ID	Organization	Hours/Units	
<input type="checkbox"/> Pending 1 Bishop, Patsy K. Time entry no pay Non Police Officer, ZP0001-00	[REDACTED]	T-312211, Winn L Asst Vice Chancellor Admin	42.00 Hours	ⓘ 1 ⋮

This screen will show you the Detail Summary of the employee's time for the week and list whether it is regular time (time clocked/entered) and/or any Leave taken. If the time is correct click on the **Approve** button and it will move forward in the process.

Date	Earn Code	Shift	Total						
04/22/2024	REG, Regular Earnings	1	3.00 Hours						
04/22/2024	SCK, Sick Pay	1	6.00 Hours						
04/23/2024	REG, Regular Earnings	1	9.50 Hours						
04/24/2024	REG, Regular Earnings	1	10.50 Hours						
04/25/2024	REG, Regular Earnings	1	9.00 Hours						
04/26/2024	REG, Regular Earnings	1	4.00 Hours						

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
04/22/2024	REG, Regular Earnings	1	3.00	08:00 AM		a	11:00 AM		a
04/22/2024	SCK, Sick Pay	1	6.00	11:00 AM			05:00 PM		
04/23/2024	REG, Regular Earnings	1	9.50	07:30 AM		b	05:00 PM		b
04/24/2024	REG, Regular Earnings	1	10.50	07:00 AM		c	05:30 PM		c

Return
Details
Return for correction
Approve

If a correction is needed choose the **Return for correction** button. Note: Comments are required when returning for correction to the employee. Please be specific as to issues and always remember these comments can be read by Human Resources and Payroll staff with the appropriate permissions.

Once you enter the comment/reason for returning the time sheet then click **Return for Correction** again and it will return to the employee.

If you return for correction be sure to notify your employee so that the necessary edits can be made and the time sheet submitted again for approval.

Employee Dashboard • Time Entry Approvals • Time entry no pay Non Police Office Rate: \$0.000000 • Preview

Please enter a comment to proceed.

Approve by 09/11/2024, 12:00 PM

Winn, Lori A. Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Long, Dianna L.

Return Details Return for correction Approve

To return to your approval screen click on the **Return** button.

Approvers Checklist:

- Did all of my employees submit a timesheet?
- Did I approve everyone in my department?
- Did all of the employees have the correct amount of hours for the pay period?
- Do the employees have the appropriate leave balances to cover time entered on their timesheet?
- Did the employee forget to record a day taken as leave, or is there a day recorded that shouldn't be (Paid or Unpaid)?
- Please verify each timesheet. *As an approver you are responsible for the hours submitted.*

Assigning a Proxy

Select the **Proxy/Super User** button in the upper right corner.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User

You are acting as a Superuser for Time Entry Approvals

Approvals Timesheet Leave Report

Timesheet Select Pay Period All Departments All Status except Not Started Enter ID/Name

Click the **Add a New Proxy** button. Fields will appear that allow you to select an employee or search by name. Then select whether to allow the employee to be a Timesheet or Leave Report Proxy. Click **Save**.

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Naylor, Catherine

Existing Proxies

Add a new proxy Select Employee to add as Proxy

gibson
Gibson, Angela, Payroll Services - [Payroll Services]
Gibson, Brandi O., Arkansas Biosciences Institute - [Arkansas Biosciences Institute]
Gibson, Justin R., Liberal Arts-Advising/Career Center - [Liberal Arts-Advising/Career Center]
Gibson, Lora A. State Online Operations

Timesheet
Timesheet
Leave Report

Save Delete proxies

Employee Name - [Home Organization]

Now, when your new proxy logs in and clicks the **Proxy/Super User** button, they will see you as an option in the **Act as a Proxy for** section in the drop down box.

Act as a Proxy for

Self -Naylor, Catherine E. - [Training and Development]

Existing Proxies

Add a new proxy Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

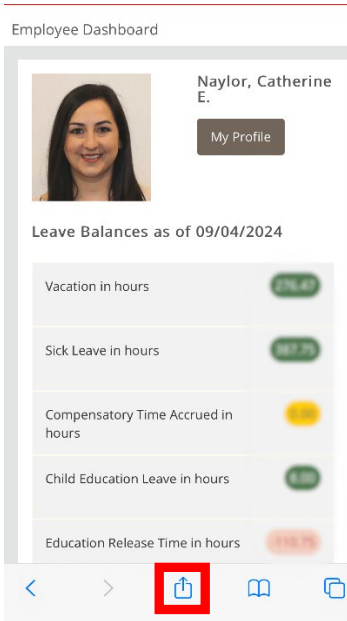
Gibson, Angela, Payroll Services, Time

Bookmarking on a Mobile Device

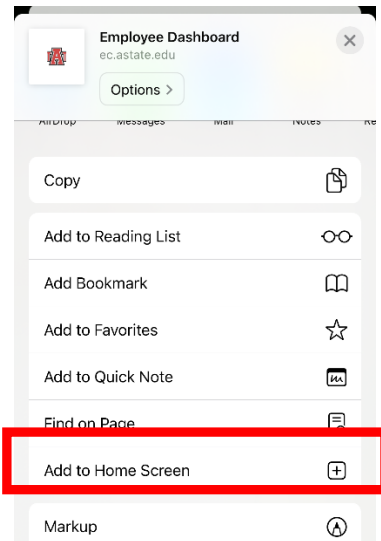
ios/iPhone:

- Navigate to the webpage: Open Safari and type my.AState.edu, then log in.
- Click on the Banner9 Self Service: Employee icon, then log in.

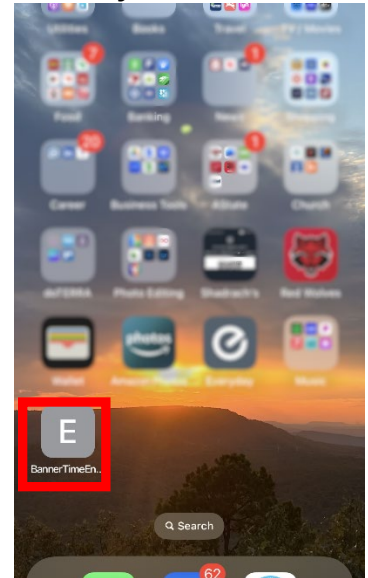
Click the Share icon



Select Add to Home Screen



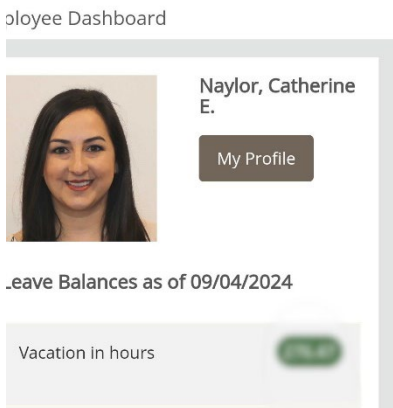
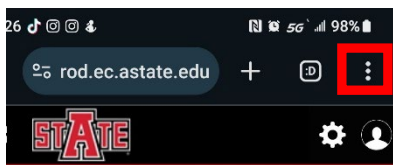
Now Banner Time Entry is saved to your Home Screen



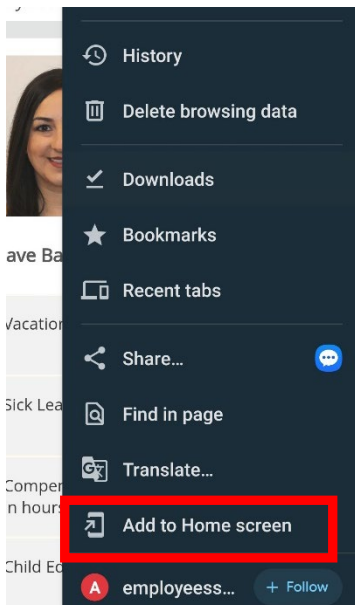
Android:

- Navigate to the webpage: Open Chrome and type my.AState.edu, then log in.
- Click on the Banner9 Self Service: Employee icon, then log in.

Click the 3 dots on the right



Select Add to Home Screen



Name your new App and click Add

