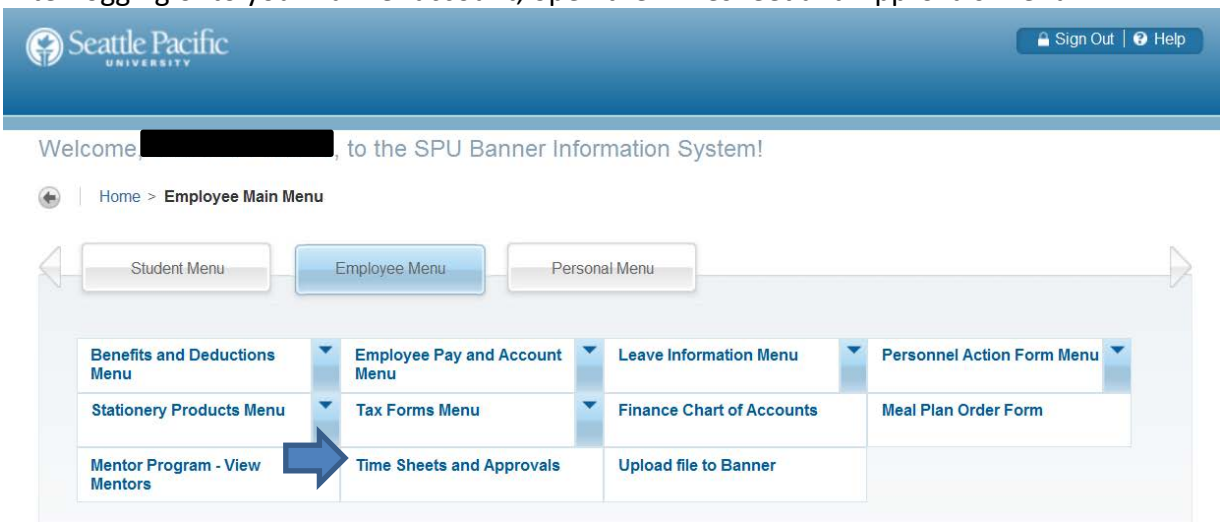
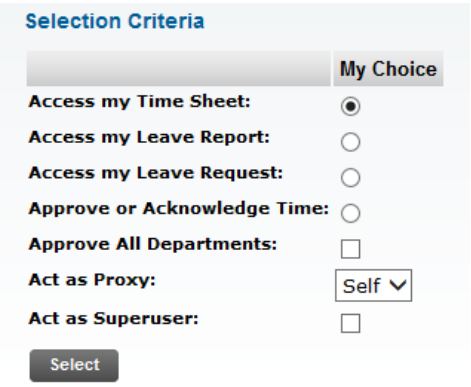
Using Your Online Timesheet

Last updated 8/24/2016

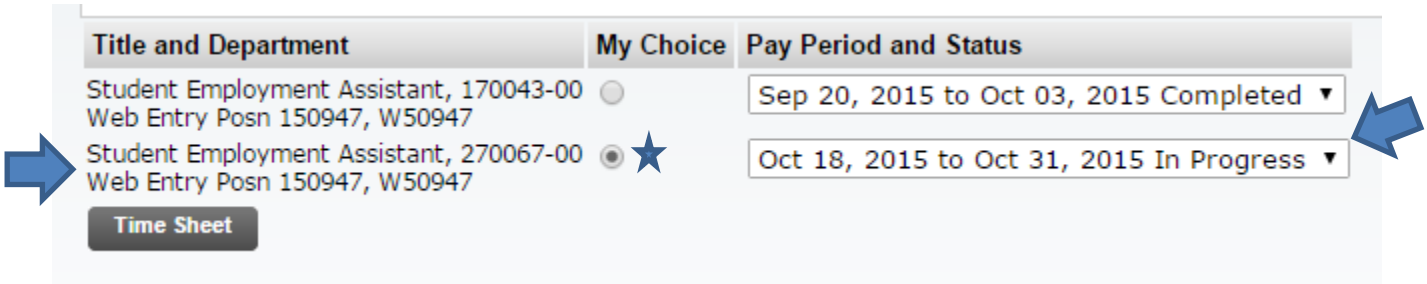
1. After logging onto your Banner account, open the Timesheet and Approvals Menu.



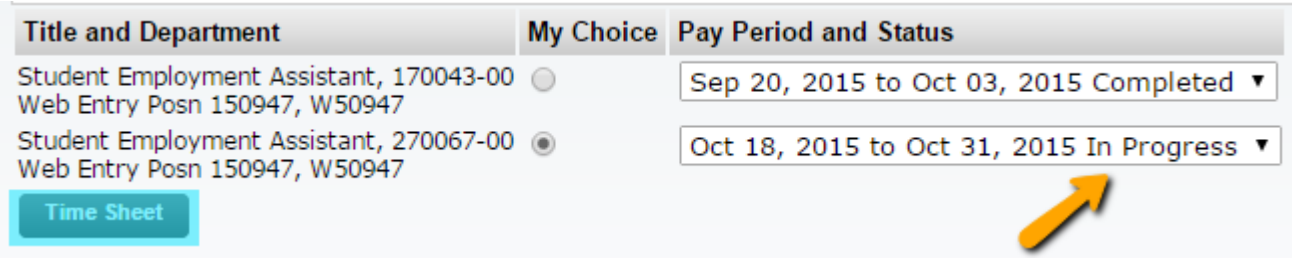
2. On the next page is "Selection Criteria", select the button next to Access My Time Sheet and click *Select*.



3. The "Position Selection" page will list all positions that you currently hold as a Student Employee at SPU.
   a. Title and Department lists each position's title and position number.
   b. Under My Choice, select the button for the timesheet that you want to open pertaining to which position you are wanting to add time under.
   c. The Pay Period and Status box lists the date range (beginning and end dates) for the pay period being viewed. Next it shows the status of your timesheet for that pay period. This example shows that the timesheet is "In Progress" which means hours have been added to the timesheet but it has not yet been submitted to the supervisor for approval.

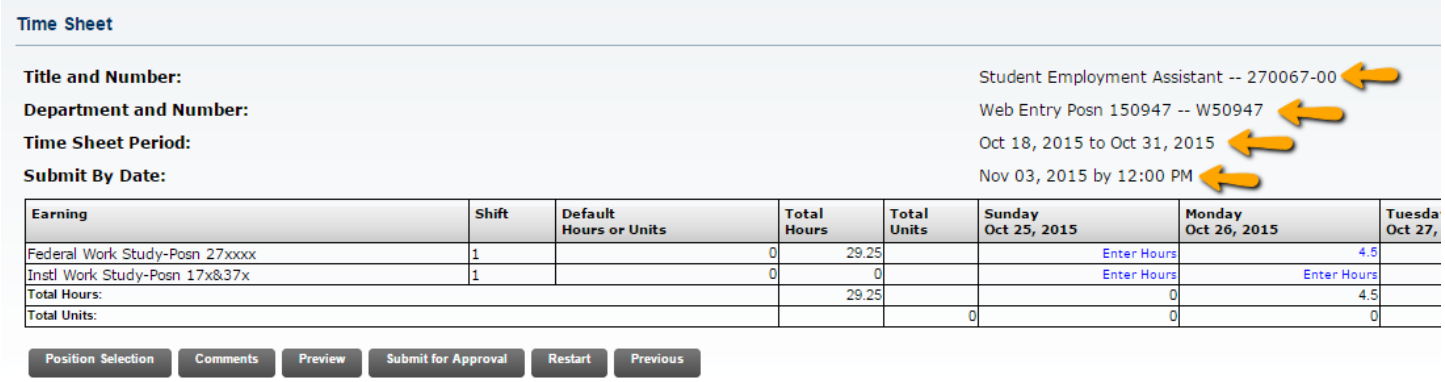


d. Use the arrow on the right side of the Pay Period box to move to a previous pay period (future ones are not available until after their begin date). You have until noon on the Tuesday after the end of a pay period to enter your hours and/or submit your timesheet to your Supervisor. After this deadline, you will no longer have access to this timesheet and will need to contact your Supervisor's if changes need to be made.



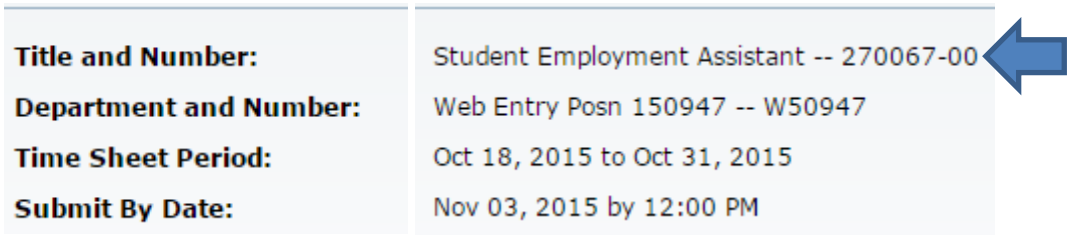
e. Once you have selected the correct position and pay period, use the *Time Sheet* button to move to the next page.

4. The "Time Sheet/Leave Report/Proxy" page is where your hours will be entered. Again, notice that the Title and Number of your position; the Department; and Period are shown at the top of this page. It also gives you the deadline for submitting this timesheet.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 25, 2015	Monday Oct 26, 2015	Tuesda Oct 27,
Federal Work Study-Posn 27xxxx	1	0	29.25		Enter Hours	4.5	
Instl Work Study-Posn 17x&37x	1	0	0		Enter Hours	Enter Hours	
Total Hours:			29.25		0	4.5	
Total Units:				0	0	0	

5. In order to find the correct line for entering your hours, look at your position number at the top of the page. If this position number starts with 27xxxx (federal work study), you should add your hours to the top line of the timesheet. If your position number started with 17xxxx (or 37xxxx) (institutional work study) you should enter your hours on the second line of the timesheet.



Earning	Shift
Federal Work Study-Posn 27xxxx	1
Instl Work Study-Posn 17x&37x	1
Total Hours:	
Total Units:	

6. Click on the blue “Enter Hours” words in the box for the date that you worked to enter your hours.

15	Monday Oct 19, 2015	Tuesday Oct 20, 2015
Enter Hours	Enter Hours	1.5
Enter Hours	Enter Hours	Enter Hours
0	0	1.5
0	0	0

7. This takes you to a page that allows you to enter your start time (Time In) and end time (Time Out) for each shift that you worked on a particular date. Your time must be rounded to the nearest 15 minute interval. See further explanation at the end of these instructions to determine how you should round. After you have entered all shifts for that day, hit “Save.” The Total Hours to the right will then update accordingly.

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, Oct 19, 2015

Earnings Code: Federal Work Study-Posn 27xxxx

Shift	Time In		Time Out		Total Hours
1	7:30	AM	9:30	AM	0
1	11:00	AM	1:30	AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					0

8. Click on “Time Sheet” to go back to the previous screen. Repeat step 7 for each day you worked. Ideally, you should complete this after each work day and so not need to log multiple days at once.

9. Once you have entered all of your hours for the pay period, you can use the *Submit for Approval* button to submit your timesheet. If you need to make any adjustments after this point, contact your supervisor since you will no longer have access to this timesheet.

Earning	Shift	Default Hours or Units
Federal Work Study-Posn 27xxxx	1	
Instl Work Study-Posn 17x&37x	1	
Total Hours:		
Total Units:		

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

QUARTER-HOUR ROUNDING FOR TIME ENTRY

The number of hours worked are calculated using the quarter-hour rounding method. This means that arrival and departure times are rounded to the closest quarter of the hour when reporting hours on a timesheet.

If an employee arrives or leaves between:

:00 to :07 minutes after the hour, enter as the top of the hour

:08 to :22 minutes after the hours, enter as a quarter after the hour

:23 to :37 minutes after the hour, enter as the half hour

:38 to :52 minutes after the hour, enter as three quarters past the hour

:53 to :60 minutes after the hour, enter as the top of the hour

Examples:

Arriving at 8:07 am would be entered as 8:00 am

Arriving at 8:08 am would be entered as 8:15 am

Arriving at 8:23 am would be entered as 8:30 am

Arriving at 8:38 am would be entered as 8:45 am

Arriving at 8:53 am would be entered as 9:00 am