

How to Complete a Timesheet in Banner Self-Service (Non-Exempt Employees)

It is imperative that all Support and A&P Non-Exempt employees submit their timesheets accurately and on time to avoid a delayed paycheck and possible disruptions to benefits.

1. Log in to myWings
2. Go to your Staff tab
3. Under My Applications, select "Employee Self Service"



Welcome Michelle Y Selph
You are currently logged in.

A screenshot of the myWings web application interface. The top navigation bar has tabs for Home, Student, Staff, and Alumni. The Staff tab is circled in red. Below the navigation bar, there are three main sections: Approval Alerts, HR Approvals, and Time Reporting. The Time Reporting section shows a "Time Sheet" with two entries: "Assoc Dir HR Data Records Mgt, 310730- 00 - Human Resources, 100300" and "Bi-weekly payroll - 23, Due Date : Nov 07, 2016". On the right side, there is a "My Applications" sidebar with a list of links. The link "Employee Self Service" is circled in red, and a red arrow points from the HR Approvals section to it.

Home Student **Staff** Alumni

Approval Alerts
You have no documents pending approval

HR Approvals
Please use the link below to access approvals:
• [HR Approvals](#)

Time Reporting
Time Sheet
Assoc Dir HR Data Records Mgt, 310730- 00 - Human Resources, 100300
Bi-weekly payroll - 23, Due Date : Nov 07, 2016
Bi-weekly payroll - 22, Due Date : Oct 24, 2016

My Applications

- Auxiliary Fund Dashboard (on campus only)
- Banner Relationship Management (BRM)
- Banner SS Reports
- DAR (Data Access Request System)
- E-Prints
- Employee Online Forms
- **Employee Self Service**
- Finance Self Service
- iContracts (Contract Routing)
- Internet Native Banner (INB)
- Key Request
- OASys - Hiring and PD Module
- Online Form Approvals
- P-Card Login (SunTrust Bank)
- Parking Account
- Pay Stub
- Physical Facilities Self Service (FAMIS)

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4. Select "Time Sheet"

Employee Services Finance Information Personal Information

Employee Services

Benefits and Deductions

Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.

Current and Past Jobs

[Employee Education Program - Employee Request](#)

[Employee Education Program - Supervisor Decision](#)

[Tuition Scholarship Program - Employee Request](#)

Pay Information

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms

Change W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History

[Time Sheet](#)

[UNF Administrative Applications](#)

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5. If you are a timesheet approver you will see the screen below. Click the “Access my Time Sheet” button and then “Select”

If you are not a timesheet approver, go to step 6.

Employee Services


Finance Information

Financial Aid

Personal Information

Student Services

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 appro

Selection Criteria

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



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6. Select "Time Sheet" to open the timesheet for your position.

If you are opening your timesheet on the day timesheets are due, the timesheet for the new pay period will appear first in the list under "Pay Period and Status." Select the drop down arrow to select the prior pay period.

Employee Services

Finance Information

Personal Information

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department


Office Assistant, 318230-00
Procurement Services, 200400

My Choice



Pay Period and Status

Oct 22, 2016 to Nov 04, 2016 Not Started 

Time Sheet 

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Entering Your Time:

See next page for location of each step on the timesheet.

7. For each day in the pay period in which you have worked or used leave, select the “Enter Hours” link on the row that corresponds with the type of earning (pay or leave).
8. Enter the number of hours in the “Hours” box, rounding partial hours to the nearest quarter-hour: **.25, .5 or .75.**
 - *See notes on Page 7 regarding calculating overtime/compensatory time.*
9. Select “Save” after each entry.
10. When you are done entering hours for Week 1, select “Next” at the bottom of the page to go to Week 2 of the pay period and repeat steps 7, 8 and 9.
11. Select “Preview” to review your entire timesheet for accuracy.
12. Select “Submit for Approval” when you are ready to submit the timesheet to your supervisor.
13. **Helpful Hint:** If all of your hours are of the same type for a work week or pay period, use the “Copy” feature to quickly copy the number of hours from one date to the rest of the week or pay period.

Timesheets are due by 10 am on the Monday preceding a Friday paycheck date.

Your supervisor may require you to complete and submit your timesheet by end of day Friday.

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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 -- 318230-00
Department and Number: Procurement Services -- 200400
Time Sheet Period: Oct 22, 2016 to Nov 04, 2016
Submit By Date: Nov 07, 2016 by 10:00 AM

Earning: Regular Pay
Date: Oct 24, 2016
Shift:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 22, 2016	Sunday Oct 23, 2016	Monday Oct 24, 2016	Tuesday Oct 25, 2016	Wednesday Oct 26, 2016	Thursday Oct 27, 2016	Friday Oct 28, 2016
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Holiday	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Day	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA - Unpaid Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Workers' Comp Wage Loss Unpaid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Educational Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Workers Comp Administrative	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	0
Total Units:				0	0	0	0	0	0	0	0

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

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Important Notes:

- Overtime/Compensatory Time is only earned after you have physically worked over 40 hours in one week, it is **not** earned for working over 8 hours in one day.
- Annual and sick leave do not count as time worked for overtime calculations.
- Holidays count as time worked for overtime calculations.
- You cannot “make up” hours in week 2 of a pay period. For example, if you only work 39 hours in week 1 you need to use 1 hour of leave time, you cannot work 41 hours in week 2.
- If you are eligible for the Personal Day, it should be taken all on one day.
- OPS employees do not receive any type of paid leave and are not allowed to record hours taken off as time worked.

Sample Timesheet:

Week 1 (no overtime): employee worked 10 hours on 10/24, but the 2 additional hours are not paid at the overtime rate unless employee works over 40 hours in the week. Employee took annual leave on 10/28, so the 2 hours on 10/24 are paid as regular hours, and the employee uses 6 hours of annual leave instead of 8, for a 40 hour work week.

Week 2 (overtime earned): employee worked one additional hour on 11/1, and because employee worked 41 hours in the week and did not use any leave, this hour gets paid as overtime.

Office Manager, 311390-00

				WEEK 1 (no overtime earned)							WEEK 2 (overtime earned)						
<i>Time Sheet</i>				Saturday , Oct 22, 2016	Sunday , Oct 23, 2016	Monday , Oct 24, 2016	Tuesday , Oct 25, 2016	Wednesday, Oct 26, 2016	Thursday , Oct 27, 2016	Friday , Oct 28, 2016	Saturday , Oct 29, 2016	Sunday , Oct 30, 2016	Monday , Oct 31, 2016	Tuesday , Nov 01, 2016	Wednesday, Nov 02, 2016	Thursday , Nov 03, 2016	Friday , Nov 04, 2016
Regular Pay	1	74				10	8	8	8	0			8	8	8	8	8
Annual Leave	1	6								6							
Overtime Pay	1		1											1			
Total Hours:		80				10	8	8	8	6			8	8	8	8	8
Total Units:			1											1			