Instructions for Completing Banner Time Sheets ME/MN Payroll

1) Department Name/Banner Time Sheet Organization number (6 digits).

2) Position number is 6 digits.

3) Employee Banner ID number is 9 digits. (9XXXXXXXX)

4) Write employee social security number on all time sheets.

5) Month/Year (month and year of pay day).

6) FOAP number (21 digit account number)
   
   Fund = 6 digit budget code number,
   Organization Code # = 6 digit organization number the fund is associated with.
   Account = 6 digit object code the employee is paid from (ex. 1211 = 612110)
   Program = 3 digit code that identifies which program the fund is associated with.

7) Remember a time sheet is not valid without the signature of the employee and supervisor and/or the department head.

8) Pay ID ME Payroll - EPA Exempt from overtime.
   
   Pay ID MN Payroll - All permanent SPA employees subject to overtime &
   And employees exempt from overtime.

9) Pay period number is numbered sequentially 1-12 for each month paid.

<table>
<thead>
<tr>
<th>Pay #</th>
<th>Pay Period Reporting Period</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>December 16 - January 15</td>
</tr>
<tr>
<td>2</td>
<td>January 16 - February 15</td>
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<tr>
<td>3</td>
<td>February 16 - March 15</td>
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<tr>
<td>4</td>
<td>March 16 – April 15</td>
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<td>5</td>
<td>April 16 - May 15</td>
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<td>6</td>
<td>May 16 - June 15</td>
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<td>7</td>
<td>June 16 - July 15</td>
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<td>8</td>
<td>July 16 - August 15</td>
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<td>9</td>
<td>August 16 - September 15</td>
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<td>September 16 - October 15</td>
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<td>11</td>
<td>October 16 - November 15</td>
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<tr>
<td>12</td>
<td>November 16 - December 15</td>
</tr>
</tbody>
</table>
10) **Earn Codes defined below:**

**REG**  Regular hours scheduled and worked up to 40 hours within an ASU workweek (Monday 12:01 am - Sunday midnight) (Time taken off such as VAC, SIK will reduce your scheduled work hours)

**S10**  Shift premium for shift hours worked

**VAC**  (see VAS below). Vacation - paid leave taken

**VAB**  Vacation bonus- paid leave taken

**SIK**  Sick - paid leave taken

**HOL**  Holiday - paid leave taken

**HLW**  Holiday hours worked, premium pay

**HLA**  Holiday hours worked, equal time accrued for working the holiday up to 8.0 hours.

**CTE**  Compensatory time earned (hours worked over 40 in an ASU workweek Monday 12:01am - Sunday midnight)

**CTT**  Compensatory or Equal time taken (equal time from HLA hours worked only)

**CSL**  Community Service-Paid leave taken

**CBE**  Call back hours earned (portion of hours not worked up to 2 hours for each call back)

**OCH**  On-call hours worked

**MSA**  Misc-Paid leave taken including fire or jury duty

**MSM**  Misc-Paid Military Leave

**MSW**  Misc-Paid Adverse Weather Leave Taken

**WCH**  Worker's Comp-Holiday hours paid

**WCS**  Worker's Comp-Sick supplemental leave
WCV  Worker's Comp-Vacation supplemental leave
WCB  Worker's Comp-Vacation Bonus supplemental leave
AWW  Adverse Weather Makeup
CTR  Compensatory time requested hours for payment by department
VAS  Vacation hours taken December 16 thru December 31

The above references a full time 40 hour work week employee.

Revised 06/08/05