

Appalachian State University
Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

Summary Steps:

1. Login to **Employee Self Service** to access your **Time Sheet**.
2. Select **Position** and **correct pay period**; click on **Time Sheet** button.
3. Enter **hours worked**. Make **corrections** if needed.
4. Click on **Submit for Approval**.
5. Verify that the Time Sheet has been **Submitted for Approval by You**.
6. If desired, **print** a copy for your records.

Paper time sheets are to be submitted to your direct supervisor for approval. Your direct supervisor will forward your paper time sheet to the department head for electronic approval.

Appalachian State University

Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

1. Login

To enter your hours worked via the Web, you must access **Employee Self Service**. If you do not know how to access Employee Self Service, follow the instructions on this page. If you already know how to log in, do so and go to page 3.

Instructions to Access Employee Self Service:

On the Appalachian State University home page (<http://www.appstate.edu>), click the **A-Z Index** link at the top of the page. On the next page, click the **E** link at the top of the page. This link will bring you to the E section of the list. Click on the **Employee Self Service** link. Log in using your **User ID** and **Password**.

The diagram consists of six numbered screenshots with callout boxes and arrows indicating the sequence of actions:

- 1. Click A-Z Index.** A screenshot of the Appalachian State University homepage in Microsoft Internet Explorer. The address bar shows <http://www.appstate.edu/>. A callout box points to the "A-Z Index" link in the footer navigation.
- 2. Click E.** A screenshot of the "A-Z Index" page. A callout box points to the letter "E" in the alphabetical navigation bar.
- 3. Click Employee Self Service.** A screenshot of the "E" section of the index. A callout box points to the "Employee Self Service" link in the list.
- 4. Enter your User ID.** A screenshot of the "User Login" page. A callout box points to the "User ID:" input field.
- 5. Enter your Password.** A screenshot of the "User Login" page. A callout box points to the "Password:" input field.
- 6. Click Login.** A screenshot of the "User Login" page. A callout box points to the "Login" button.

Appalachian State University
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Click the **Employee Tab** → **Time Sheet**

The screenshot shows the Banner Self Service portal for Appalachian State University. The top navigation bar includes the university logo and a menu with tabs for Personal Information, Student Services, Employee, and Finance. The 'Employee' tab is selected and expanded, showing a list of links: Time Sheet, Benefits and Deductions, Pay Information, Tax Forms, Current and Past Positions, Leave Balances and Leave History, Pay Grade and Salary Amount, Hire Date, Longevity Date, Leave Earn Date, and Salary Planner. The 'Time Sheet' link is highlighted with a yellow bar. Below the navigation bar, a welcome message for Karen T. Main is visible, along with links for Benefits, Personal Information, and Finance. The version number 'RELEASE: 7.3' is displayed at the bottom of the page.

Appalachian STATE UNIVERSITY

Personal Information Student Services **Employee** Finance

Welcome, Karen T. Main, to Banner Self Service! Last web

[Benefits](#)
View Benefits and Deductions; Pay Information; Tax Forms; Current and Past Positions; Curte

[Personal Information](#)
View or Update Address(es), Phone Number(s), E-mail Address(es), and Emergency Contacts

[Finance](#)
Create or review financial documents, Budget information, approvals.

RELEASE: 7.3

Appalachian STATE UNIVERSITY

Personal Information Student Services **Employee** Finance

[Time Sheet](#)

[Benefits and Deductions](#)
View Health Insurance Information; Flex Spending Accounts; and Miscellaneous Deductions.

[Pay Information](#)
View Direct Deposit Distribution; Earnings and Deductions History; and Pay Slubs.

[Tax Forms](#)
View NC-4 (State); W-4 (Federal); or W-2 (End of Year) Forms.

[Current and Past Positions](#)
View Current and Past Positions.

[Leave Balances and Leave History](#)
View Leave Balances and Leave History.

[Pay Grade and Salary Amount](#)
View Pay Grade and Salary Amount.


[Hire Date, Longevity Date, Leave Earn Date](#)
View Hire Date, Longevity Date, Leave Earn Date

[Salary Planner](#)
This link takes you to the Salary Planner portion of Banner.


RELEASE: 7.3.1

Appalachian State University
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2. Access time sheet


To access your time sheet, you must select a pay period. From the **Pay Period and Status** pull down menu, choose the appropriate pay period. (If you have multiple positions, you will also have to select the position for which you want to enter time. Please make sure the correct position and correct department is chosen.) Once a selection has been made, click the  button.

Position Selection

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

Title and Department	My Choice	Pay Period and Status
Business Sys Analyst II, 023281-00 Business Systems, 415400	<input type="radio"/>	Dec 16, 2007 to Jan 15, 2008 In Progress ▼
Payroll Clerk V, 062261-00 Business Systems, 415400	<input checked="" type="radio"/>	Dec 16, 2007 to Jan 15, 2008 Not Started ▼

Pay Period and Status
pull down menu



Pull-down Menu Status Definitions

Not Started: The time sheet has not been initiated by the employee. Once the employee selects the time sheet for a particular period and opens it, the status of the time sheet will change to In Progress.

In Progress: The time sheet has been initiated by the employee but is not completed and has not been submitted for approval.

Pending: The time sheet has been completed and submitted for approval by the employee. The record is waiting for the approver (usually the supervisor) to approve the time.

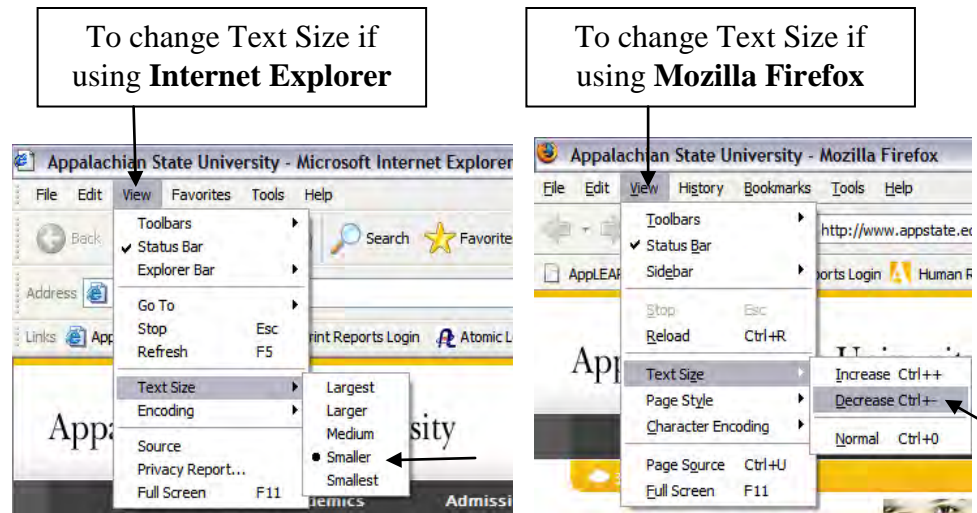
Approved: The time sheet has been approved and has been submitted to the payroll office.

Appalachian State University
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3. Enter Hours Worked

The time sheet is displayed by week. To see the next week, click the **Next** button at the bottom of the screen.

When scrolling down in the time sheet, if the Day/Date column headings disappear from the screen decrease the text size which can be accomplished by going to View|Text Size from the menu bar as illustrated below.



To enter hours, click the **Enter Hours** link under the day in which time needs to be reported. Time must be entered for each work day. Once the desired hours are entered, you should **Save** hours. Saving the hours will bring you back to the time sheet with the number of hours entered appearing on the selected day. Click the **Save** button for the hours you enter for each day. See the example on the next page.

Appalachian State University

Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

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: Tech Support Analyst -- 000041-00

Department and Number: Payroll -- 415103

Time Sheet Period: Jul 01, 2014 to Jul 15, 2014

Submit By Date: Aug 15, 2014 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1	0	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

Submitted for Approval By: _____

Approved By: _____

Waiting for Approval From: _____

RELEASE: 8.8

First, click on the Enter Hours link for the appropriate day. (When you move the mouse over the link, it appears underlined and changes color.)

http://testofmssb.appstate.edu:9130/pls/BRTEST9/bwpktem.P_EnterTimeSheet?JobsSeqNo=595385&TypeEntry=D&La...

1:37 PM
8/5/2014

Appalachian State University

Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

Time Sheet

To begin, click a link under the date where you want to enter hours. More dates within the period.

Time Sheet

Title and Number: Tech Support Analyst -- 000041-00

Department and Number: Payroll -- 415103

Time Sheet Period: Jul 01, 2014 to Jul 15, 2014

Submit By Date: Aug 15, 2014 by 05:00 PM

Earning: Non Student Regular Hours

Date: Jul 01, 2014

Shift: 1

Hours: 4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

After the Enter Hours link is clicked, the Hours: box appears. Type the number of hours you wish to enter in the box (4 hours in this example).

After entering 4 hours, the Save button is clicked because I only want to enter the hours for one day.

Appalachian State University

Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

[Personal Information](#) | **[Employee](#)** | [Finance](#)
[SITE MAP](#) | [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:	Tech Support Analyst -- 000041-00
Department and Number:	Payroll -- 415103
Time Sheet Period:	Jul 01, 2014 to Jul 15, 2014
Submit By Date:	Aug 15, 2014 by 05:00 PM

Earning: Non Student Regular Hours
Date: Jul 01, 2014
Shift: 1
Hours: 4

After the **Save** button is clicked, 4 hours of Non Student Regular Hours appears in the time sheet for Tuesday, July 1, 2014.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	4		4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			4		4	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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Corrections can be made to time that has been entered and saved **prior** to submitting your time sheet for approval. To make a correction, click the number of hours under the date that you wish to change, and enter the correction in the Hours: box. For example, after entering the hours worked July 1 through July 3, I remember that I only worked 6 hours on July 3. Clicking the Enter Hours link allows me to enter the correct hours and save as follows:

The screenshot shows the 'Time Sheet' interface. At the top, there are navigation tabs for 'Personal Information', 'Employee', and 'Finance'. Below this, the 'Time Sheet' section is highlighted. A message states: '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:	Tech Support Analyst -- 000041-00
Department and Number:	Payroll -- 415103
Time Sheet Period:	Jul 01, 2014 to Jul 15, 2014
Submit By Date:	Aug 15, 2014 by 05:00 PM

Earning: Non Student Regular Hours
 Date: Jul 03, 2014
 Shift: 1
 Hours: 7

Buttons: Save, Copy, Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	17		4	6	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			17		4	6	7	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

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

RELEASE: 8.8

Appalachian State University

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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: Tech Support Analyst -- 000041-00
Department and Number: Payroll -- 415103
Time Sheet Period: Jul 01, 2014 to Jul 15, 2014
Submit By Date: Aug 15, 2014 by 05:00 PM

Earning: Non Student Regular Hours
Date: Jul 03, 2014
Shift: 1
Hours: 6

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	16		4	6	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			16		4	6	6	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

RELEASE: 8.8

If numerous corrections need to be made and you feel that it would be easier to just start over, clicking the button will allow you to do so if it is clicked **prior** to submitting your time sheet for approval.

Appalachian State University

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5. Submit for Approval

Once you are finished entering your time, click the Submit for Approval button at the bottom of the screen to submit your time for approval to your supervisor.

The screenshot shows a web browser window with the Appalachian State University logo and navigation tabs for Personal Information, Employee, and Finance. The page title is "Time Sheet". A message states: "Your time sheet was submitted successfully. An email was sent to your approver." Below this is a "Time Sheet" form with the following details:

- Title and Number:** Tech Support Analyst -- 000041-00
- Department and Number:** Payroll -- 415103
- Time Sheet Period:** Jul 01, 2014 to Jul 15, 2014
- Submit By Date:** Aug 15, 2014 by 05:00 PM


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	16		4	6	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			16		4	6	6	0	0	0	0
Total Units:			0		0	0	0	0	0	0	0

At the bottom of the form, there are buttons for "Position Selection", "Comments", "Preview", "Next", and "Return Time". The "Submitted for Approval By:" field is populated with "You on Aug 05, 2014" and the "Waiting for Approval From:" field is populated with "Tracy Greene".

The bottom of the screen will indicate that you submitted your time sheet and the date as shown above. It also indicates that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, it will be indicated in the Approved By box.

Appalachian State University
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7. Printing a Copy for your Records

You will be able to view your time sheet online for one year after it has been submitted. If you would like a printed copy of your time sheet, click the  Button below the time sheet, go to the **File** menu, click **Page Setup**, choose **Landscape** orientation, and then click **File** and **Print**.

Appalachian State University
SM HOURLY WAGE EMPLOYEE TIME RECORD

Please complete this form in its entirety before submitting to Time Originator

Pay Period Ended _____ Scheduled Pay Date _____
mm/dd/yy mm/dd/yy

Department Name _____
 & Timesheet Organization Number _____ Position # _____

Budget Code: Fund _____ Org _____ Account _____ Program _____

Employee Type: S = Student Temporary W = Student - Work Study T = Non-Student Temporary

Use the letter representing the employee type in the blank of the earn code. (Please see above)

Employee's Banner ID _____

Employee's Name _____
Last First MI Suffix

Shift _____ Hourly Rate \$ _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<u>OR</u>	Sub Total
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Earn Code																	
X__R																	
X__H																	
X__O																	
Total Hours																	

I certify that the above Account No., Hourly Rate, and Hours Data are correct to the best of my knowledge.

 Employee Date

 Department Head/Supervisor Date

This record must be kept by all Departments and is subject to audit by the Payroll Department, University, State and Federal Auditors. Retain for 2 years then transfer to University Archives for Retention.

Earn Codes

X_R = 100% of all regular hours worked not greater than 40. Per ASU workweek. (Monday 12 am thru Sunday midnight).

Including hours worked on a holiday.

X_H = All hours worked on a holiday to receive premium pay.

X_O = All overtime hours worked over 40 in an ASU workweek (Monday 12 am thru Sunday midnight).