Student Web Time Entry Instructions

Many students will be responsible for reporting and submitting their time worked via the Employee Self Service application within the Dickinson Gateway. The following is a step-by-step guide to entering your hours, entering comments, reviewing and modifying your entries, and, finally, submitting them for approval to your supervisor.

Example screen prints are included to aid you in processing your hours via the Self-Service application. If you have questions regarding how to enter your time or if you are having problems accessing or submitting your time please contact the Payroll Office at 245-1544 or send an email to payroll@dickinson.edu.
**STEP 1** – Log on to the Gateway and select the ‘Banner Self Service’ tab.

This is an example of the Banner Self-Service menu. It may differ slightly depending on your level of access but you will always have the ‘Employee Information’ menu selection.

![Employee Self-Service Main Menu](image.png)

**Figure 1:** Employee Self-Service Main Menu.
**Step 2** – Click on the ‘Employee Information’ menu item.

This is an example of the Employee Information menu. The top item on the menu should be ‘Time Sheet’.

Figure 2: Employee Main Menu (in Self-Service).
**Step 3** – Select the ‘Time Sheet’ option from the Employee Information menu.

When you select the ‘Time Sheet’ option the ‘Selection’ menu will appear. You will need to select the job for which you are about to enter or maintain hours by clicking in the radio button to the right of the Title and Department (see 1 below). If you have only one active job this button will already be selected.

After you have selected the job you will need to select the week for which you want to maintain hours (see 2 below). If the active week is not already displayed in the drop-down box, click on the down arrow to the right of the box and find the week for which you wish to enter hours.

Then click on the ‘Time Sheet’ button on the lower left of the screen (see 3 ).

![Figure 3: Time Sheet Selection screen indicating the options (1 and 2) to be selected.](image-url)
**Step 4 – Enter the Hours to be Reported.**

Below is an example of a time sheet that hasn’t had any hours reported. This is what you will see when you open a time sheet for the first time. Note that the first week in the pay period is displayed. To access the second week of the pay period click on the ‘Next’ button (see 1 below).

Once you have identified the day for which you wish to enter hours, click on the blue highlighted ‘Enter Hours’ listed under the desired date (see 2 below).

In this example we are selecting the ‘Monday’ column and we will enter 4 hours of work in two different time increments.

![Figure 4: Time and Leave Reporting main entry screen for Students.](image)
**Step 5** - Enter the times that you worked.

The ‘Enter Hours’ link will cause the screen example below to be displayed. Note that you will need to enter the time that you began work and the time that you ended work. If you worked 2 hours, took a lunch break, and then worked two more hours you will need to enter two transactions.

In this example we are going to assume that the student worked from 9 until 11 o’clock in the morning, then left for classes. The student returned to work at 2 in the afternoon and worked until 4 o’clock. The total hours worked should be 4 hours.

![Time In and Out entry and maintenance screen.](image)

Figure 5: Time In and Out entry and maintenance screen.
Note on the screen example below that we have entered two transactions. The first entry is from 9 until 11 a.m. and the second one is from 2 to 4 p.m. Note that the drop-down box will default to ‘AM’. You must select ‘PM’ from the drop-down when any of your times cross the noon hour.

After the time transactions are entered you must click on the ‘Save’ button (see below).

Figure 6: Time In and Out screen showing data entered.

When you click on the ‘Save’ button the total hours will be displayed for each line as well as for the day in total.
At this point there are several options available to you. The following buttons at the bottom of the screen are used as follows:

- **Timesheet** – This will return you to the Timesheet screen, displaying all hours that have been entered thus far.

- **Previous Day** – This will display the time entry screen for the prior day. For example, if you just completed entering hours for Tuesday, clicking on this button will bring up the hours entry screen for the preceding Monday.

- **Next Day** - This will display the time entry screen for the next sequential day. For example, if you just completed entering hours for Tuesday, clicking on this button will bring up the hours entry screen for the Wednesday.

- **Add New Line** – This should be used if you have entered 5 time transactions for the day and you still have more hours to enter. The time entry screen defaults to 5 available lines. If you click on this button a 6th line (and so on) will be displayed for time entry.

- **Save** – Clicking on this button will save any time transactions that have already been entered (see discussion above).

- **Copy** – If you worked the same set of hours for multiple days you may copy what you have just entered for the current day to other days in the pay period. Clicking on this button will display a list of the days in the pay period. You will then be able to indicate which days you wish to copy the same hours to. For instance, if you worked Monday through Friday from 9 a.m. until noon, you would be able enter this time once for Monday, then click on the ‘Copy’ button and select Tuesday through Friday in order to duplicate the hours reported for those days. Be cautious when using this method and be sure that the hours are identical for all days to be copied.
Delete – Clicking on this button will delete all time transactions entered for the day and you will be able to start over from scratch. If you’re hopelessly tangled up, this is the button that will reset the day to the beginning.
Step 6 – Returning to the Time Sheet

In this example we have selected the ‘Timesheet’ button and returned to the timesheet screen. Note that the four hours we entered for Monday appear as well as under the ‘Total Hours’ column.

At this point you may enter additional hours for this week (select the appropriate ‘Enter Hours’ link) or select from one of the buttons on the bottom of the screen.

Figure 7: Time and Leave Reporting showing hours having been entered.
- **Position Selection** – This selection will return you to the Position Selection screen (see page 4). This is handy if you need to report hours for two different positions during the pay week.

- **Comments** – There may be times when you need to pass information about your hours to your approver. When this option is selected a text box will be displayed. Information that you enter in this text box will be available for review by your supervisor when you submit your time for approval. This is a handy time-saver if you need to explain why you are reporting certain hours.

- **Preview** – This selection will display your time sheet in an easy to read format for your review. You may wish to do this before submitting your time for approval.

- **Submit for Approval** – This selection is used when you have completed your time entry for the job and you are ready to send it to your supervisor for approval. *Please note that if you have time for two or more jobs in the pay period, you must submit the timesheet for each job individually.*

- **Restart** – This selection will reset all days to zero hours and remove all time transactions entered.

- **Next**- This selection will display the next week in the pay period. If you are already on the second week in the pay period, this button will be changed to read ‘Previous’.
Step 7 – Preview your time sheet.

In the example, below, we have selected the ‘Preview’ button described previously. Note that the ‘Enter Hours’ links are gone and the time sheet is in a much more readable format.

It also lists the times in and out for each day of the time period. This is a very handy ‘review’ process and should be used in an attempt to avoid errors before submitting the time for approval and payment.

Figure 8: Summary of Reported Time screen. Used to preview timesheet before submission.
Step 8 – Enter appropriate comments or explanations.

In this example we have selected the ‘Comments’ button. A text box will be displayed on the screen (see example, below). You may enter any appropriate comments or necessary explanations in this box. Remember, everything that you enter will be available for review by your supervisor as well as the payroll department.

You may enter multiple comments. If you have entered comments previously for this pay period and you select the ‘Comments’ button again, the previously entered comments will be displayed and you may change or delete the existing comments or add to them as you wish.

Figure 9: Comments screen. Used to pass information to the approver or payroll.
**Step 9 – Submitting your Time for Approval**

Once your hours have been entered and you are satisfied with the data entry, it’s time to submit your hours to your supervisor for approval.

*Note: Hours must be approved by your supervisor no later than noon on the Monday following the end of the pay period. You are urged to have your hours entered and submitted to your approver by 9 a.m. so that your approver has time to review and approve them by the deadline.*

When you click on the ‘Submit for Approval’ button you will be prompted for your PIN number in order to certify the submission (see example below).

After you enter your PIN, click on the ‘Submit’ button (see below).

![Figure 10: Screen used to provide the PIN so that submission to the approver can be certified.](image-url)
Once the ‘Submit’ button is selected, and if the PIN you entered is correct for your employee record, you will receive the message that ‘Your time sheet was submitted successfully’ (see 1 below).

At this point you may exit employee self service, return to the employee tab menu, or click on the ‘Position Selection’ button in order to enter hours for an additional job.

Figure 11: Time and Leave Reporting indicating that the timesheet has been submitted.

*Congratulations! You have submitted your time for approval and payment!!*