Support Staff Web Time Entry Instructions

Many employees 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 245-1725.
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.

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’.

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

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

When the ‘Time Sheet’ option is selected the screen that is displayed will vary depending on whether you are able to approve time for others, act as a proxy, or are a superuser.

If you are responsible for approving timesheets for others, are a named proxy by another approver, or have superuser capabilities, the ‘Time Reporting Selection’ screen will be displayed. If you are access the system in order to enter your individual hours, select the radio button next to ‘Access my Time Sheet’ (see Figure 3 below) and click on ‘Select’. The approved time, proxy, and superuser selections are discussed in the ‘How to Approve Hours in Self-Service’ document.

![Time Reporting Selection screen](image)

Figure 3: Time Reporting Selection screen indicating the choice to enter Timesheet information.
If you are not an approver, superuser, or have proxy rights, you will bypass the ‘Time Reporting Selection’ menu and the ‘Time Sheet 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 you.

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 4: Time Sheet Selection screen indicating the selections necessary to begin entry.
**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 and earnings type 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 8 hours of regular time worked.

![Image of Time and Leave Reporting maintenance screen.](image-url)

**Figure 5: Time and Leave Reporting maintenance screen.**
**Step 5** - Enter the times that you worked.

The ‘Enter Hours’ link will cause the screen example below to be displayed.

Note that both the earnings type (Regular Pay) and the Date for which you are entering hours (Jun 08, 2009) is displayed (see 1 below).

Enter the hours that you wish to report for this date and earnings code in the ‘Hours’ Box (see 2 below). In this example we will enter 8.00 hours.

![Time and Leave Reporting indicating the data entry areas.](image)

After you have entered the hours for the day and pay type, click on the ‘Save’ button (see 3 above).
When you click on save the screen will reset and the hours that you entered will appear under the day and in the pay type column that you selected (see below).

At this point you may continue to enter hours individually for each day and pay type. However, if you have days that are identical in the number of hours worked and pay type, you may use the ‘Copy’ function to make your data entry more efficient. In this example we are going to assume that we worked 8 hours of regular time for each day in the week.

To begin we will click on the ‘Copy’ button (see below).

Figure 7: Time and Leave Reporting screen indicating the hours that have been entered.
When the ‘Copy’ button is selected the ‘Copy’ screen (see below) will be displayed. Note that the day and earnings type that we are about to copy is displayed (see ▭ below). In order to copy our 8 hours from the Monday date to the rest of the days in the week, we simply check the boxes underneath Tuesday, Wednesday, Thursday, and Friday.

Note: If you worked the same number of hours for each day with the same pay type you can copy these hours to each day in the pay period by checking the box next to “copy from date displayed to end of pay period’. Saturdays and Sundays will be excluded from the copy unless you include them by clicking on the box next to ‘Include Saturdays’ or ‘Include Sundays’.

Figure 8: ‘Copy’ screen showing how to copy hours from one day to other dates.
Once you have selected the days that you want to copy ‘to’, click on the ‘Copy’ button at the bottom of the screen (see above).

After you click on the ‘Copy’ button the screen will clear. Then click on the ‘Time Sheet’ button (see above) to return to the timesheet screen.

Note that the 8 hours that we copied from Monday for the rest of the week now appear on the time sheet. In addition, the total hours for the week is now showing 40 hours.

Figure 9: Time and Leave Reporting showing the hours that have been copied.

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.
➢ **Position Selection** – This selection will return you to the Position Selection screen (see page 5). 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.

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.

![Summary of Reported Time](image)

**Figure 10: Summary of Reported Time. Use this screen to preview timesheet before submitting it to your approver.**
**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 previously entered comments 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.

![Comments screen showing the text box used to relay information.](image)

**Figure 11**: Comments screen showing the text box used to relay information.
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 12: Screen showing where the PIN is required in order to certify your time submission.](image)
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 13: Screen showing that the timesheet has been submitted successfully.

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