Bi-Weekly Timesheet Submission
Access the university website at

www.ecsu.edu
Click ‘**Banner**’ At The Top Of The Webpage For Self Service Banner Access
Log In to your Banner Account

Click:
Enter Secure Area
Log In continued

Click: ‘Login’ to continue to next page

Enter your 970# here

Enter your 6 digit birthdate
Click ‘Employee’
Click ‘Timesheet’
Select the appropriate Job

Identify the Job
Click the radio button to select the Job
Select the date range by clicking the down arrow
Click ‘Timesheet’ to continue to next page
### Entering Time

#### Identify the correct date

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

<table>
<thead>
<tr>
<th>Time Sheet</th>
<th>Title and Number:</th>
<th>Federal Work Study -- M00002-00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning</td>
<td>Title III -- 31013</td>
<td>Mar 26, 2012 to Apr 08, 2012</td>
</tr>
<tr>
<td>Shift</td>
<td>Apr 08, 2012 by 11:59 PM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Student</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

**Total Hours:**

- 0

**Total Units:**

- 0

Click: Enter Hours
Enter time in 15 minute intervals. Use clock format.

Select AM or PM by clicking the down-arrow.

Click: ‘Save’
Click: ‘Timesheet’ to return to weekly view

Verify hours and ensure lunch breaks are excluded
Submitting the Timesheet

Ensure hours are correct
After entering ALL time for the **two week** pay-period
click ‘Submit for Approval’
Confirming Submission

Enter your PIN (6-digit birthdate) Then click ‘Submit’
Confirming Submission continued

Verify successful submission
Verify “Waiting for Approval From”

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Earnings</th>
<th>Shift</th>
<th>Hours or Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>29 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Monday</td>
<td>29 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Monday</td>
<td>29 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>30 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>30 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>30 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Wednesday</td>
<td>31 Mar</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>1 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>1 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>1 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Friday</td>
<td>2 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Friday</td>
<td>2 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Friday</td>
<td>2 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td>3 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td>3 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td>3 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sunday</td>
<td>4 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sunday</td>
<td>4 Apr</td>
<td>Regular</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

You on Mar 29, 2012
Vandaly Ray
Third Shift Employees only

• If you are scheduled to work on Sunday night and your shift begins at midnight, the time should be entered on your timesheet as 12a.m. Monday morning NOT 12a.m. Sunday morning.

Banner pay-periods begin Monday morning at 12a.m. and end Sunday evening at 11:59p.m.
Navigating your Timesheet

The buttons shown above are located in the top & bottom left corners of your timesheet.

- **Position Selection** - allows the employee to maneuver between positions
- **Comments** - the employee may enter a comment for his/her supervisor to review
- **Preview** - click to view the entire two week pay-period on one page
- **Submit for Approval** - click once to submit the timesheet for approval
- **Restart** - resets the timesheet and deletes all previously entered data
- **Next** - accesses the 2\(^{nd}\) week of pay-cycle
- **Previous** - accesses the 1\(^{st}\) week of pay-cycle
- **Return Time** - retrieves submitted timesheet prior to supervisor approval
Helpful Hints

• Click ‘Timesheet’ only once when opening the timesheet. Double-clicking will cause an error and will require the employee to complete a paper timesheet.

• Do not use the Back button in your web-browser to navigate your timesheet. This may cause an error message and will require a paper timesheet.

• Click ‘Submit for Approval’ only once. Double-clicking will cause an error and will require the employee to complete a paper timesheet.

• Do not reenter your timesheet using the Back button in your web-browser. This will cause an error and will require the employee to complete a paper timesheet.

*If you have any doubt that your timesheet is working properly, notify your supervisor or Human Resources immediately.*
Helpful Hints continued

Monitor the Status of Your Timesheet

- **Not Started**: employee has not opened the timesheet
- **In Progress**: employee has opened the timesheet
- **Pending**: timesheet has been submitted and is awaiting approval
- **Approved**: timesheet has been approved
- **Completed**: timesheet has processed with payroll and payment will be received on the next pay-date
Helpful Hints continued

• Timesheets that are approved after payroll has begun processing will **NOT** be processed. The employee must complete a paper timesheet.

• Timesheets that are approved after payroll has processed will **NOT** pull into the next pay cycle. The employee must complete a paper timesheet.
Helpful Hints continued

• Do not click ‘Restart’ when adjusting a timesheet that has been returned for correction after the employee submission deadline has passed. Clicking ‘Restart’ will revert the timesheet to ‘Not Started’ status and will require the employee to complete a paper timesheet.

• Log time daily to help avoid paper timesheet submission.

• Submit timesheets at the end of your last shift for the payroll cycle.
Helpful Hints continued

Please check your timesheet access in Self-Service Banner early. This will allow time for correcting any access concerns.

If you have any doubt that your timesheet is working properly, notify your supervisor or Human Resources immediately.
For additional assistance, feel free to contact:

Nancy McPherson  
Administrator of Temporary Employment  
Division of Human Resources & Payroll  
Email: njmcpherson708@mail.ecsu.edu  
Phone: 252-335-3786 | Fax: 252-335-3415

Sarah Harris  
Administrator of Bi-Weekly Payroll  
Division of Human Resources & Payroll  
Email: smharris@mail.ecsu.edu  
Phone: 252-335-3205 | Fax: 252-335-3415