

Washburn University Web Time Entry for Students

Timesheet Instructions for Banner 9 Self Service:

Entering Time on the Web allows you to Enter and submit hours worked on a web time sheet.

Banner Web Time Entry offers the following features:

- 1) The ability to access your web time sheet at your convenience, from any computer, with an internet connection, at any time of any day.
- 2) The ability to check the status of your time sheet throughout the approval process by logging into Employee Self Service.
- 3) Increased accuracy as keyed data defaults into Banner directly from the web time sheet.

Employee responsibilities:

Student Employees are responsible for reporting time worked on a daily basis via web time entry.

Failure to submit your time sheet by the “Timesheet Due Date” will cause a delay in receiving your paycheck until the next student processing pay date.

You must submit your web time sheet for approval each pay period.

Washburn Practices:

1. Time sheet Timeline:
 - a. Availability: Employee time sheets will be available beginning the first day of the pay period.
 - b. Submission: An employee must submit his/her time sheet to the supervisor by the Monday (10PM) after the pay period has ended. Please review the payroll calendar for specific due dates.
 - c. Approval: Time sheet approvers should approve time sheets by the Tuesday (10 PM) after the pay period has ended. Please review the payroll calendar for specific due dates.
 - d. Student payroll has a lag time of 10 days so your paycheck date is 10 days after the approval date. Please review the payroll calendar for specific due dates, and pay dates.

Using Firefox login to <https://my.washburn.edu> and navigate to the employee tab where you can click on “Employee Dashboard” from the Employee Self-Service box.

Employee Self-Service

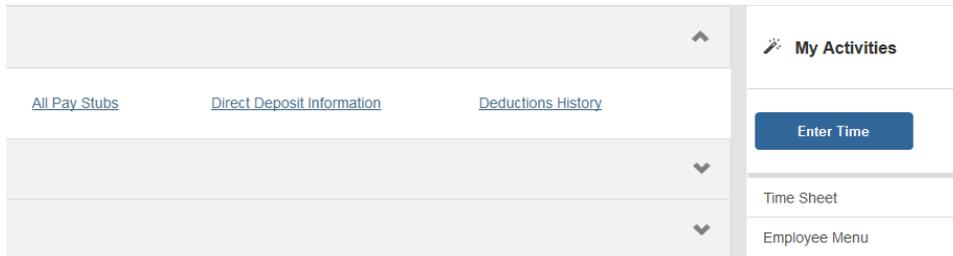
****NEW****

Banner 9 Self-Service

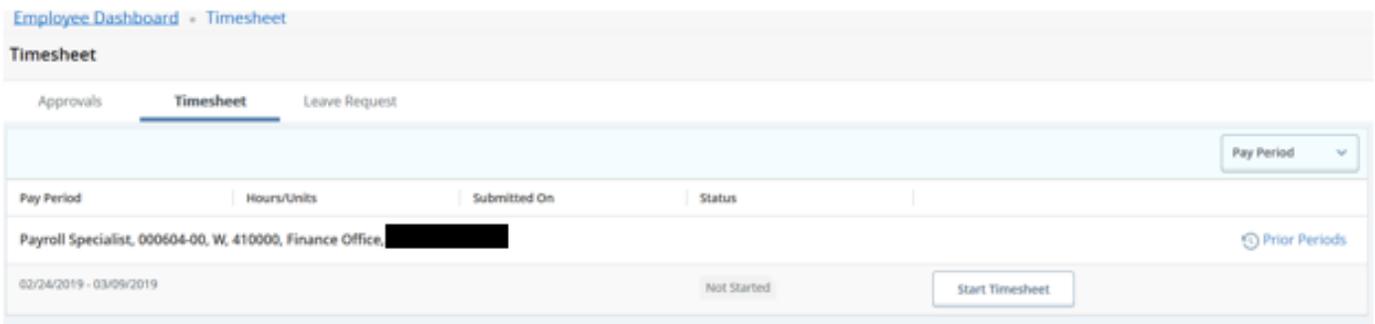
[Employee Dashboard](#)

(Timesheet, Pay stub, Leave, Profile, etc.)

After entering your “Employee Dashboard” you will click “Enter Time” (blue box) under the My Activities section on the right side of your screen.



Once you click “Enter Time” you should see the next timesheet that needs submitted. You will click on the “Start Timesheet” button to start your timesheet. **If you have more than one position make sure you are on the correct position to enter your time. If you do have more than one position on campus you would submit a separate timesheet for each position.**



Time Sheet Statuses:

NOT STARTED: You have not started your timesheet. It can be opened/started.

IN PROGRESS: You are in the process of entering your time for the pay period. It can be opened/edited.

PENDING: You submitted your time sheet and its awaiting approval from your supervisor. It **cannot** be edited by you.

RETURNED FOR CORRECTION: Your timesheet is being returned to you for correction. You are required to make corrections and resubmit by the normal deadline. If you do not resubmit you will not be paid on time.

APPROVED: Your time sheet has been approved and ready for Payroll to process. It cannot be edited by you or your approver.

COMPLETED: Payroll received and processed your timesheet.

Once into your timesheet you will scroll to the right to see all the days in the pay period. You are on a specific day when it is dark blue in color. You will use the drop down to select the Earn Code (Regular Pay) and enter the hours for that day.

Employee Dashboard > Timesheet > Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED] Timesheet successfully created.

Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED] Restart Time Leave Balance

02/24/2019 - 03/09/2019 In Progress Submit By 03/11/2019, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6	7	8	9

➕ Add Earn Code

Earn Code: Regular Pay Hours:

After entering the appropriate hours you are claiming then hit the “Save” button in the bottom right corner.

Cancel Save Preview

Once you save that day's time it will appear in the daily box.

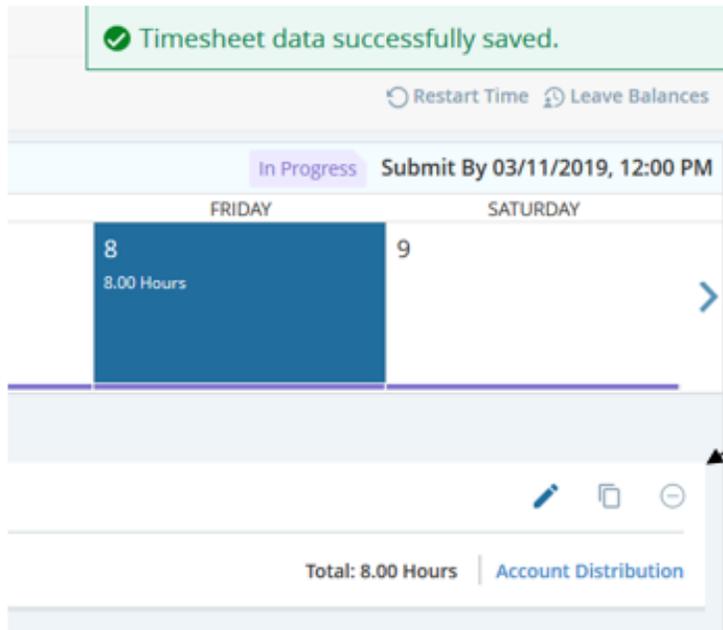
03/01/2019 - 03/31/2019 4.00 Hours In Progress Submit By 03/21/2019, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6 4.00 Hours	7	8	9

➕ Add Earn Code

Personal Leave 4.00 Hours Total: 4.00 Hours Account Distribution

Complete your hours worked for all other days as needed and save after each day's entry. Notice on the far right you have three buttons for use:



EDIT:  click here if you need to edit your hours after you have saved them

COPY:  click here to copy to another day

DELETE:  click here to delete the entry from that day (it will warn you and ask you to confirm this action)

If you use the Copy feature you can copy to the end of the pay period or to one day at a time:

Copy Time Entry ✕

Regular Pay : 8.00 Hours (03/05/2019, TUESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 02/24/2019 - 03/09/2019						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	1	2
3	4	5 8.00 Hours	6	7 5.50 Hours	8 8.00 Hours	9

Cancel
Save

Once you have entered all days needed and are ready to submit you will click on the “Preview” button



on the bottom right to see the recap of hours for each earn code and as you scroll down you will see the total hours submitted for each week: (Students will not have Sick Leave, Holiday, etc.)

Preview

Payroll Specialist, 000604-00, W, 410000, Finance Office

Pay Period: 02/24/2019 - 03/09/2019 | 80.00 Hours

Submit By: 03/11/2019, 12:00 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	69.50
Sick Leave	1	2.50
Holiday	1	8.00
Total Hours		80.00

Weekly Summary	
Week	Total Hours
Week 1	40.00
Week 2	40.00

Comment (Optional):

Add Comment

2000 characters remaining

Cancel

Submit

If you are done and ready to submit hit the "Submit" button. If you still need to make changes hit the "Cancel" button to go back to the timesheet to make corrections.

Once you hit the submit button you will see a confirmation message in the top right corner that you have submitted this timesheet.

Stromgren, Marsha L. 1

Finance Office

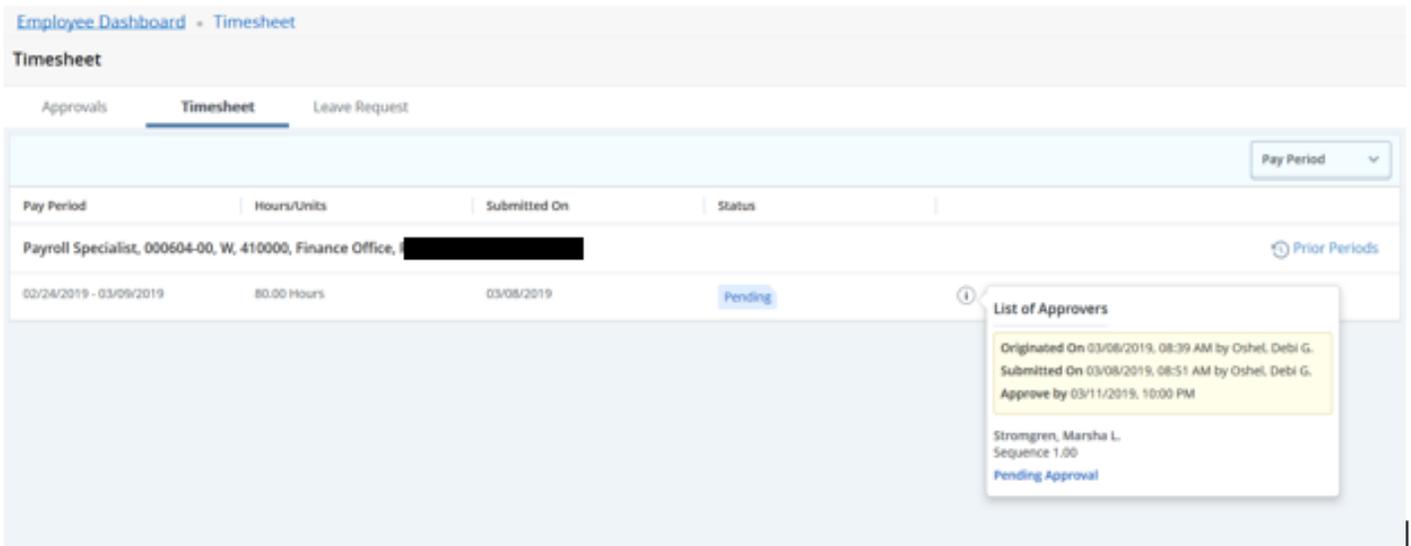
✓ The timesheet has been successfully submitted.

Leave Balances

Your timesheet is now pending for your supervisor to approve.

After you submit and are back on the original "Timesheet" screen listing each pay period you will see that it now says "Pending" and the Information button will show you when it was submitted and the supervisor who needs to approve.

You can click on the information button  to see dates and times that you originated, submitted, and that is pending approval or approved if your supervisor has already approved your timesheet.



The screenshot shows the "Employee Dashboard - Timesheet" interface. It features a navigation bar with "Approvals", "Timesheet", and "Leave Request" tabs. A table lists timesheet entries with columns for "Pay Period", "Hours/Units", "Submitted On", and "Status". A "Pay Period" dropdown menu is located in the top right. An information popup titled "List of Approvers" is displayed over the "Pending" status of the first entry.

Pay Period	Hours/Units	Submitted On	Status
Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]			
02/24/2019 - 03/09/2019	80.00 Hours	03/08/2019	Pending

List of Approvers

- Originated On 03/08/2019, 08:39 AM by Oshel, Debi G.
- Submitted On 03/08/2019, 08:51 AM by Oshel, Debi G.
- Approve by 03/11/2019, 10:00 PM

Stromgren, Marsha L.
Sequence 1.00
Pending Approval