

## Web Time Entry – Instructions for Supervisors to Approve Hours

Instructions to access Banner Web Self Service:

1. Go to CSB/SJU homepage: <http://www.csbsju.edu>
2. Choose A-Z index
3. Choose B – Banner Web Self Service
4. Enter secure area
5. Enter Banner ID
6. Enter password

To approve time sheets:

1. Access “Employee”
2. Choose “Time Sheet”
3. Choose “Approve or Acknowledge Time” and click “Select”
4. Choose the department and pay period you are approving time for and how you want the names to be sorted and click “Select”
  - **Please Note:** When you choose the pay period you will see the option for either “JS” (Saint John’s Students) or “BS” (St. Ben’s Student). If you supervise students on both campuses you will need to choose the pay period associated with each of them.
  - The current pay period will only become an option after at least one student from the department has viewed his/her timesheet

The screenshot shows the Banner Web Self Service interface. At the top, it says "College of Saint Benedict / Saint John's University / Order of Saint Benedict" and "Banner Web Self Service". There are tabs for "Personal Information" and "Employee". On the right, there are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Approver Selection". Below this, there is a message: "Choose an Organization, Pay ID and Pay Period. Determine the Sort Order and then choose Select." The "Time Sheet" section contains a table with two columns: "Department and Description" and "My Choice Pay Period". The table has three rows of data. The first row is selected. Below the table, there is a "Sort Order" section with two radio button options: "Sort employees' records by Status then by Name:" (selected) and "Sort employees' records by Name:". The browser status bar at the bottom shows "Done", "Internet", and "100%".

Department and Description	My Choice Pay Period
W, W00246, Athletics - CSB 1	<input checked="" type="radio"/> BS, Mar 01, 2008 to Mar 31, 2008
W, W00666, Campus Recreation - CSB 1	<input type="radio"/> BS, Nov 01, 2007 to Nov 30, 2007
W, W01254, Fin Aid/Student Employment 4	<input type="radio"/> BS, Jan 01, 2008 to Jan 31, 2008 <input type="radio"/> JS, Jan 01, 2008 to Jan 31, 2008 <input type="radio"/> BS, Mar 01, 2008 to Mar 31, 2008 <input type="radio"/> JS, Mar 01, 2008 to Mar 31, 2008

5. Timesheets can be in 5 different statuses; they need to be in the “Pending” status before they can be approved:
  - **Not Started** – student has not done anything with the timesheet
  - **In Progress** – student has not yet submitted timesheet for approval

- **Pending** – student has submitted timesheet for approval and is ready for the supervisor to approve
  - **Approved** – student has submitted timesheet and supervisor has approved the time; the timesheet is waiting to be brought into the payroll system
  - **Complete** – timesheet has been submitted approved and brought into the payroll system
6. If you would like to see the details of the timesheet or need to change the hours see the instructions below.
  7. If you do not need to change the hours nor want to see the details check the box under “Approve or FYI” for the timesheet(s) you want to approve.
  8. **Please Note:** Round timesheet hours to the nearest quarter hour
    - a. Examples: 1 hour and 15 minutes = 1.25; 1½ = 1.5; 1¾ = 1.75
    - b. Record 1 hour and 10 minutes as 1.25 and 1 hour and record 1 hours and 5 minutes as 1.
  9. Use the menu options to navigate web time entry. **Do NOT** use the forward and back keys on internet explorer to navigate in web time entry.
  10. Click “Save”

College of Saint Benedict / Saint John's University / Order of Saint Benedict  
Banner Web Self Service

Personal Information **Employee**

[SITE MAP](#) [HELP](#) [EXIT](#)

### Department Summary

Select the employee's name to access additional details.

**COA:** W, CSB/SJU Web Time Entry  
**Department:** W00246, Athletics - CSB 1  
**Pay Period:** Mar 01, 2008 to Mar 31, 2008  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Apr 05, 2008, 12:00 A.M.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
900184154	Laura Doe 810810 - 00	Approve	18.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Time Record</a>

**Not Started**

To view the details of the timesheet or to change the hours:

2. To view the complete timesheet click on the students name
3. If you need to change hours click “Change Record” and see instructions below.
4. Click “Enter Hours” next to “Regular Earnings” on a day that you want to record hours
5. Enter the number of hours the student worked that day and click “Save”
6. Click “Next” to progress through the weeks

7. When hours are correct click "Approve"

Personal Information **Employee** SITE MAP HELP EXIT

## Employee Details

Select Next or Previous to access another employee.

**Employee ID and Name:** 900184154 Laura Doe      **Department and Description:** W W00246 Athletics - CSB 1  
**Title:** 810810-00 Athletics - CSB      **Transaction Status:** Pending

[Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Mar 01, 2008	Sunday, Mar 02, 2008	Monday, Mar 03, 2008	Tuesday, Mar 04, 2008	Wednesday, Mar 05, 2008	Thursday, Mar 06, 2008	Friday, Mar 07, 2008	Saturday, Mar 08, 2008	Sunday, Mar 09, 2008	Monday, Mar 10, 2008
Regular Earnings - Non Exempt	1		18					2			2			2
<b>Total Hours:</b>			18					2			2			2
<b>Total Units:</b>				0										

**Routing Queue**