

# Time sheet submittal Instructions for Hourly Staff

## **Web Time Submittal Deadlines**

Employee time sheet submittal- **10:00 a.m.** on the Monday of the pay week

Supervisor approval- **2:00 p.m.** on the Monday of the pay week.

# Employee Responsibilities

- Employees are responsible for accurately documenting and submitting their hours worked in Banner Web. Hours can only be reported under the date they were actually worked. DO NOT ENTER HOURS FOR PREVIOUS PAY PERIODS IN BANNER WEB. THESE MUST BE REPORTED ON A MANUAL TIME SHEET.
- Employees must submit their time sheets by 10:00 a.m. on the Monday of the pay week.
- If an employee is unable to meet this deadline and...
  - it is before 2:00 p.m. on the Monday of a pay week, the employee should first contact his/her supervisor to request that the supervisor submit and approve the time sheet on the employee's behalf. This can only be done if the employee has already opened the time sheet.
  - it is after 2:00 p.m. on the Monday of a pay week and/or the supervisor is unable to submit the time sheet on behalf of the employee, then the employee must complete a manual time card which will be processed on the next payroll. (Manual time cards must be picked up from the Payroll Office, Maryland Hall G-17)

# Click on “Employee”

## Main Menu

Welcome, Joe Li, to BannerWeb, the University of Richmond Web Information System!

Duo is required to access BannerWeb from off campus. Please see <https://is.richmond.edu/accounts-passwords/duo/index.html> for enrollment instructions and additional information. NOTE: New incoming first-year and transfer students do NOT need Duo until the start of their first semester. If you experience problems, please contact the [Help Desk](#).

Last web access on Jul 18, 2019 at 11:01 am

### Personal Information

Update addresses, review name or social security number change information; Change your PIN.

### Student Services

Review status of applications; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review your Financial Aid information; Planning Your First Year; Submit your undergraduate degree application on-line and make a tuition/fee payments.

### Employee

Employee Dashboard; My Team; Full Leave Balance Information; Pay Information; Earnings; Benefits; Taxes; Job Summary; My Activities; Time Sheet; Leave Report; Approve Time; Approve Leave Report.

### Onecard Services Main Menu

Check your Spidercard balance and other Onecard related functions.

### Travel & Expense Reporting

Create and review Travel & Expense Reports

### Online Check Request

For reimbursement of an individual's University-related expenditures (not travel-related)

### University New Vendor Request

Request Accounts Payable create a new vendor in Banner for future payments/reimbursements.

### Manage and Sign Up for Direct Deposit

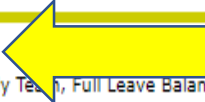
# Click on “Employee Self-Service”

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[Employee Self-Service](#)   
Employee Dashboard: My Profile, My Team, Full Leave Balance Information, Pay Information, Earnings, Benefits, Taxes, Job Summary, My Activities: Time Sheet, Leave Report, Approve Time, Approve Leave Report.

[Pay Information](#)  
Manage/Sign up for Direct Deposit; View your Pay Stubs.

[Tax Forms](#)  
Change W-4 information; View your W-2 Form.

[Emergency Information Collection](#)  
View or Update Emergency Contact Information.

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# Click on “Enter Time”

The screenshot shows an "Employee Dashboard" interface. At the top left, there is a "My Profile" button. In the center, a "Leave Balances as of 07/19/2019" section displays "Vacation in hours" with a value of "0.00". Below this, a "Pay Information" section includes links for "Latest Pay Stub: 06/07/2019", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". A vertical menu on the left contains "Earnings", "Benefits", "Taxes", "Job Summary", and "Employee Summary". On the right, a "My Activities" section features a prominent blue "Enter Time" button. A large yellow arrow points directly to this button. A link for "Full Leave Balance Information" is also visible in the top right corner.

# Select the appropriate position and pay period, then click “Time Sheet”


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## Position Selection

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 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Cafe Assistant, STHRLY-01 Lou's Cafe, 2837	<input checked="" type="radio"/>	Jul 14, 2019 to Jul 27, 2019 Not Started ▼




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You should now see your time sheet which has the days of the week listed across the top. To navigate between the two weeks in the pay period, use the “next” and “previous” buttons located at the bottom of the screen. **Note: Time sheets are submitted for a two-week period. Do not click “submit” until you have entered hours for both weeks.**

Search

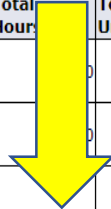
## Time Sheet

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

### Time Sheet

**Title and Number:** Cafe Assistant -- STHRLY-01  
**Department and Number:** Lou's Cafe -- 2837  
**Time Sheet Period:** Jul 14, 2019 to Jul 27, 2019  
**Submit By Date:** Jul 29, 2019 by 10:00 AM


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 14, 2019	Monday Jul 15, 2019	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019
Regular Pay	1		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>					0	0	0	0	0	0	0
<b>Total Units:</b>					0	0	0	0	0	0	0



**Submitted for Approval By:** \_\_\_\_\_  
**Approved By:** \_\_\_\_\_  
**Waiting for Approval From:** \_\_\_\_\_

# To enter time, Click on “Enter Hours” under the correct day.

Time Sheet

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

**Time Sheet**

**Title and Number:** Cafe Assistant -- STHRLY-01  
**Department and Number:** Lou's Cafe -- 2837  
**Time Sheet Period:** Jul 14, 2019 to Jul 27, 2019  
**Submit By Date:** Jul 29, 2019 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 14, 2019	Monday Jul 15, 2019	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019
Regular Pay	1	0			<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**





# To copy the same hours to multiple days, check the boxes for the days that you want to copy the hours to and click “copy”.

## Copy

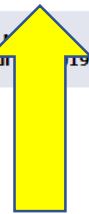
To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:	Regular Pay
Date and Hours to Copy:	Jul 14, 2019, 8 Hours
Copy from date displayed to end of the pay period:	<input type="checkbox"/>
Include Saturdays:	<input type="checkbox"/>
Include Sundays:	<input type="checkbox"/>
Copy by date:	

Sunday Jul 14, 2019	Monday Jul 15, 2019	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Jul 21, 2019	Monday Jul 22, 2019	Tuesday Jul 23, 2019	Wednesday Jul 24, 2019	Thursday Jul 25, 2019	Friday Jul 26, 2019	Saturday Jul 27, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


[Time Sheet](#) [Previous Menu](#) [Copy](#)


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You will receive a message indicating that your hours have been copied successfully. Click on “time sheet” to return to the time sheet.

### Copy

 To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

 Your hours have been copied successfully.

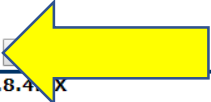


Earnings Code: Regular Pay  
Date and Hours to Copy: Jul 14, 2019, 8 Hours  
Copy from date displayed to end of the pay period:   
Include Saturdays:   
Include Sundays:

#### Copy by date:

Sunday Jul 14, 2019	Monday Jul 15, 2019	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Jul 21, 2019	Monday Jul 22, 2019	Tuesday Jul 23, 2019	Wednesday Jul 24, 2019	Thursday Jul 25, 2019	Friday Jul 26, 2019	Saturday Jul 27, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


[Time Sheet](#)



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Once you have entered all your hours into the time sheet, Click on “Submit for Approval” to submit the time sheet.

## Time Sheet

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

### Time Sheet

**Title and Number:** Cafe Assistant -- STHRLY-01  
**Department and Number:** Lou's Cafe -- 2837  
**Time Sheet Period:** Jul 14, 2019 to Jul 27, 2019  
**Submit By Date:** Jul 29, 2019 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 21, 2019	Monday Jul 22, 2019	Tuesday Jul 23, 2019	Wednesday Jul 24, 2019	Thursday Jul 25, 2019
Regular Pay	1		0	32	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>				32	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

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# Enter your password and click “Submit”.


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## Certification

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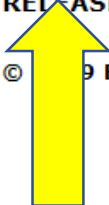
 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my NetID & Password.

Enter your Password and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirec

**Network Password**  

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# You will see the notice that your time sheet was submitted successfully.

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## Time Sheet

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

 Your time sheet was submitted successfully.



### Time Sheet

**Title and Number:** Cafe Assistant -- STHRLY-01  
**Department and Number:** Lou's Cafe -- 2837  
**Time Sheet Period:** Jul 14, 2019 to Jul 27, 2019  
**Submit By Date:** Jul 29, 2019 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 14, 2019	Monday Jul 15, 2019	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019
Regular Pay	1	0	32		8	8	8	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>			32		8	8	8	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:** You on Jul 24, 2019  
**Approved By:**  
**Waiting for Approval From:** Amanda Boyd

## Notes:

- You do not have to enter all of your hours at once, but be sure to save any hours that you have entered or adjustments that you have made.
- Open your time sheet at the beginning of a pay period so that your approver can adjust and/or submit your time sheet on your behalf if need be.
- Do not use the “back” button or the “refresh” button when accessing your time sheet.
- You can click on the “preview” button to view the two-week pay period on one screen.
- You can include comments by clicking on the “comment” button.
- Once you submit your time sheet, you cannot go back and make any adjustments. If you need to make a correction, you will need to contact your approver for assistance.

# Additional Questions or Assistance

**Contact the Payroll Office for additional assistance:**

Lyndsi Smith: [lsmith9@Richmond.edu](mailto:lsmith9@Richmond.edu) ext. 6077

Shelle Flowers: [sflowers@Richmond.edu](mailto:sflowers@Richmond.edu) ext. 8171

Payroll Inbox: [payroll@Richmond.edu](mailto:payroll@Richmond.edu)