

**Appalachian State University**  
**Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees**

## **Summary Steps:**

1. Login to **Employee Self Service** to access your **Time Sheet**.
2. Select **Position** and **correct pay period**; click on **Time Sheet** button.
3. Enter **hours worked**. Make **corrections** if needed.
4. Click on **Submit for Approval**.
5. Verify that the Time Sheet has been **Submitted for Approval by You**.
6. If desired, **print** a copy for your records.

**If the employing department requires paper time sheets to be submitted to your supervisor, your direct supervisor will forward your paper time sheet to the department head for electronic approval.**

# Appalachian State University

## Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

### 1. Login

To enter your hours worked via the Web, you must access **Employee Self Service**. If you do not know how to access Employee Self Service, follow the instructions on this page. If you already know how to log in, do so and go to page 3.

#### Instructions to Access Employee Self Service:

On the Appalachian State University home page (<http://www.appstate.edu>), click the **A-Z Index** link at the top of the page. On the next page, click the **E** link at the top of the page. This link will bring you to the E section of the list. Click on the **Employee Self Service** link. Log in using your **User ID** and **Password**.

1. Click **A-Z Index**.

2. Click **E**.

3. Click **Employee Self Service**.

4. Enter your User ID.

5. Enter your Password.

6. Click **Login**.

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Click the **Employee Tab** → **Time Sheet**

The image shows two side-by-side screenshots of the Banner Self Service portal. The left screenshot shows the main navigation menu with the 'Employee' tab selected. The right screenshot shows the expanded 'Employee' menu with the 'Time Sheet' link highlighted in yellow. Arrows from the text above point to the 'Employee' tab in both screenshots and the 'Time Sheet' link in the right screenshot.

**Appalachian STATE UNIVERSITY**

**Personal Information** **Student Services** **Employee** **Finance**

**Welcome, Karen T. Main, to Banner Self Service!** Last web

[Benefits](#)  
View Benefits and Deductions; Pay Information; Tax Forms; Current and Past Positions; Current

[Personal Information](#)  
View or Update Address(es), Phone Number(s), E-mail Address(es), and Emergency Contacts

[Finance](#)  
Create or review financial documents, Budget information, approvals.

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**Appalachian STATE UNIVERSITY**

**Personal Information** **Student Services** **Employee** **Finance**

[Time Sheet](#)

[Benefits and Deductions](#)  
View Health Insurance Information; Flex Spending Accounts; and Miscellaneous Deductions.

[Pay Information](#)  
View Direct Deposit Distribution; Earnings and Deductions History; and Pay Slubs.

[Tax Forms](#)  
View NC-4 (State); W-4 (Federal); or W-2 (End of Year) Forms.

[Current and Past Positions](#)  
View Current and Past Positions.

[Leave Balances and Leave History](#)  
View Leave Balances and Leave History.

[Pay Grade and Salary Amount](#)  
View Pay Grade and Salary Amount.


[Hire Date, Longevity Date, Leave Earn Date](#)  
View Hire Date, Longevity Date, Leave Earn Date

[Salary Planner](#)  
This link takes you to the Salary Planner portion of Banner.


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**2. Access time sheet**

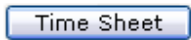
To access your time sheet, you must select a pay period. From the **Pay Period and Status** pull down menu, choose the appropriate pay period. (If you have multiple positions, you will also have to select the position for which you want to enter time. Please make sure the correct position and correct department is chosen.) Once a selection has been made, click the  button.

## Position Selection

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

Title and Department	My Choice	Pay Period and Status
Business Sys Analyst II, 023281-00 Business Systems, 415400	<input type="radio"/>	Dec 16, 2007 to Jan 15, 2008 In Progress ▼
Payroll Clerk V, 062261-00 Business Systems, 415400	<input checked="" type="radio"/>	Dec 16, 2007 to Jan 15, 2008 Not Started ▼

**Pay Period and Status**  
pull down menu



### Pull-down Menu Status Definitions

**Not Started:** The time sheet has not been initiated by the employee. Once the employee selects the time sheet for a particular period and opens it, the status of the time sheet will change to In Progress.

**In Progress:** The time sheet has been initiated by the employee but is not completed and has not been submitted for approval.

**Pending:** The time sheet has been completed and submitted for approval by the employee. The record is waiting for the approver (usually the supervisor) to approve the time.

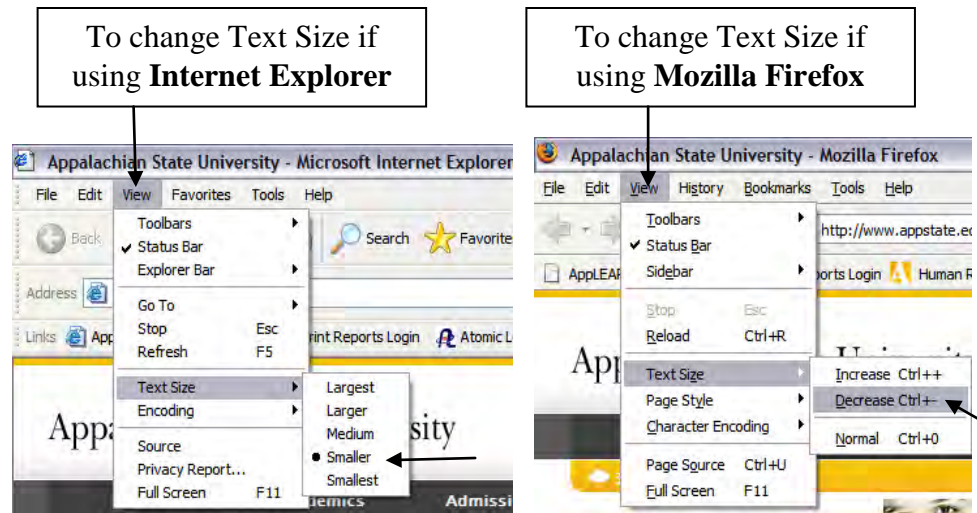
**Approved:** The time sheet has been approved and has been submitted to the payroll office.

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**3. Enter Hours Worked**

The time sheet is displayed by week. To see the next week, click the **Next** button at the bottom of the screen.

**When scrolling down in the time sheet, if the Day/Date column headings disappear from the screen decrease the text size which can be accomplished by going to View|Text Size from the menu bar as illustrated below.**



To enter hours, click the **Enter Hours** link under the day in which time needs to be reported. Time must be entered for each work day. Once the desired hours are entered, you should **Save** hours. Saving the hours will bring you back to the time sheet with the number of hours entered appearing on the selected day. Click the **Save** button for the hours you enter for each day. See the example on the next page.



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## Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees



Personal Information **Employee** Finance

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

### 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

<b>Title and Number:</b>	Tech Support Analyst -- 000041-00
<b>Department and Number:</b>	Payroll -- 415103
<b>Time Sheet Period:</b>	Jul 01, 2014 to Jul 15, 2014
<b>Submit By Date:</b>	Aug 15, 2014 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1		0	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>
Non Student Overtime Hours	1		0	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>
Non Student Holiday Hours Work	1		0	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>
	1		0	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

<b>Submitted for Approval By:</b>	
<b>Approved By:</b>	
<b>Waiting for Approval From:</b>	

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First, click on the Enter Hours link for the appropriate day. (When you move the mouse over the link, it appears underlined and changes color.)

http://testofmssb.appstate.edu:9130/pls/BRTEST9/bwpktetm.P\_EnterTimeSheet?JobsSeqNo=595385&TypeEntry=D&La...



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## Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

**Time Sheet**

To begin, click a link under the date where you want to enter hours. More dates within the period.

**Time Sheet**

**Title and Number:** Tech Support Analyst -- 000041-00

**Department and Number:** Payroll -- 415103

**Time Sheet Period:** Jul 01, 2014 to Jul 15, 2014

**Submit By Date:** Aug 15, 2014 by 05:00 PM

**Earning:** Non Student Regular Hours

**Date:** Jul 01, 2014

**Shift:** 1

**Hours:** 4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0	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	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

After the Enter Hours link is clicked, the Hours: box appears. Type the number of hours you wish to enter in the box (4 hours in this example).

After entering 4 hours, the Save button is clicked because I only want to enter the hours for one day.


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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.

**Time Sheet**  
**Title and Number:** Tech Support Analyst -- 000041-00  
**Department and Number:** Payroll -- 415103  
**Time Sheet Period:** Jul 01, 2014 to Jul 15, 2014  
**Submit By Date:** Aug 15, 2014 by 05:00 PM

**Earning:** Non Student Regular Hours  
**Date:** Jul 01, 2014  
**Shift:** 1  
**Hours:** 4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	4		4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			4		4	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:**

After the  button is clicked, 4 hours of Non Student Regular Hours appears in the time sheet for Tuesday, July 1, 2014.



## Appalachian State University Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

**Corrections** can be made to time that has been entered and saved **prior** to submitting your time sheet for approval. To make a correction, click the number of hours under the date that you wish to change, and enter the correction in the Hours: box. For example, after entering the hours worked July 1 through July 3, I remember that I only worked 6 hours on July 3. Clicking the Enter Hours link allows me to enter the correct hours and save as follows:

The screenshot shows the 'Time Sheet' page for a Tech Support Analyst. The time sheet period is from July 01, 2014 to July 15, 2014. The user has entered 7 hours for Friday, July 4, 2014. A callout box points to the 'Enter Hours' link for Friday, July 4, 2014, with the text: 'To correct the number of hours on July 3, I clicked here first.'

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	17		4	6	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			17		4	6	7	0	0	0	0
<b>Total Units:</b>			0		0	0	0	0	0	0	0

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## Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

**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:** Tech Support Analyst -- 000041-00  
**Department and Number:** Payroll -- 415103  
**Time Sheet Period:** Jul 01, 2014 to Jul 15, 2014  
**Submit By Date:** Aug 15, 2014 by 05:00 PM

**Earning:** Non Student Regular Hours  
**Date:** Jul 03, 2014  
**Shift:** 1  
**Hours:** 6

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1	0	16		4	6	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			16		4	6	6	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:**

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If numerous corrections need to be made and you feel that it would be easier to just start over, clicking the  button will allow you to do so if it is clicked **prior** to submitting your time sheet for approval.

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## Web Time Entry for Graduate Assistant, Student Temporary, Work Study, and Temporary Employees

### 5. Submit for Approval

Once you are finished entering your time, click the Submit for Approval button at the bottom of the screen to submit your time for approval to your supervisor.

**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. An email was sent to your approver.**

**Time Sheet**

<b>Title and Number:</b>	Tech Support Analyst -- 000041-00										
<b>Department and Number:</b>	Payroll -- 415103										
<b>Time Sheet Period:</b>	Jul 01, 2014 to Jul 15, 2014										
<b>Submit By Date:</b>	Aug 15, 2014 by 05:00 PM										
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014	Monday Jul 07, 2014
Non Student Regular Hours	1		0	16	4	6	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Overtime Hours	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non Student Holiday Hours Work	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			16		4	6	6	0	0	0	0
<b>Total Units:</b>			0		0	0	0	0	0	0	0

Position Selection   Comments   Preview   Next   Return Time


<b>Submitted for Approval By:</b>	You on Aug 05, 2014
<b>Approved By:</b>	
<b>Waiting for Approval From:</b>	Tracy Greene

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The bottom of the screen will indicate that you submitted your time sheet and the date as shown above. It also indicates that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, it will be indicated in the Approved By box.

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**7. Printing a Copy for your Records**

You will be able to view your time sheet online for one year after it has been submitted. If you would like a printed copy of your time sheet, click the  Button below the time sheet, go to the **File** menu, click **Page Setup**, choose **Landscape** orientation, and then click **File** and **Print**.



Appalachian State University  
**SM HOURLY WAGE EMPLOYEE TIME RECORD**

*Please complete this form in its entirety before submitting to Time Originator*

Pay Period Ended \_\_\_\_\_ Scheduled Pay Date \_\_\_\_\_  
mm/dd/yy mm/dd/yy

Department Name \_\_\_\_\_  
 & Timesheet Organization Number \_\_\_\_\_ Position # \_\_\_\_\_

Budget Code: Fund \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

Employee Type:  S = Student Temporary  W = Student - Work Study  T = Non-Student Temporary

**Use the letter representing the employee type in the blank of the earn code. (Please see above)**

Employee's Banner ID \_\_\_\_\_

Employee's Name \_\_\_\_\_  
Last First MI Suffix

Shift \_\_\_\_\_ Hourly Rate \$ \_\_\_\_\_

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<u>OR</u>	
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Earn Code																	Sub Total
X__R																	
X__H																	
X__O																	
Total Hours																	

I certify that the above Account No., Hourly Rate, and Hours Data are correct to the best of my knowledge.

\_\_\_\_\_  
 Employee Date

\_\_\_\_\_  
 Department Head/Supervisor Date

***This record must be kept by all Departments and is subject to audit by the Payroll Department, University, State and Federal Auditors. Retain for 2 years then transfer to University Archives for Retention.***

**Earn Codes**

**X\_R** = 100% of all regular hours worked not greater than 40. Per ASU workweek. (Monday 12 am thru Sunday midnight).  
 Including hours worked on a holiday.

**X\_H** = All hours worked on a holiday to receive premium pay.

**X\_O** = All overtime hours worked over 40 in an ASU workweek (Monday 12 am thru Sunday midnight).