Banner Self-Service Employee Time and Leave Entry

General Information for all employees:

- Web time entry and approval is required for virtually all jobs at Saint Louis University.
- Non-exempt (hourly paid) employees are paid on a bi-weekly basis every other Friday, and are responsible for daily entry of times worked and absences via Banner Self-service on the provided electronic Time Sheet.
- Exempt (salaried) employees who accrue leave time are also responsible for recording daily exception time (such as vacation or sick time) on their personal electronic Leave Report via Banner Self-service.

Note: These exempt employees are responsible for submitting their Leave Report, as indicated by the due date and time, regardless of whether any exception time was taken or not.

- In both instances mentioned above, designated Time Approvers are responsible for reviewing, adjusting, and approving Time Sheets and Leave Reports by the designated due date/time.
- Approval of the Time Sheet causes an automatic electronic transfer to Payroll Services for processing, however, if the Time Sheet is approved after the indicated deadlines, it will not load and will not be processed.
- Approval of the Leave Report results in an immediate and automatic updating of the employee leave balances.
- Contracted faculty, graduate assistants, house staff and others who do not accrue leave will have their continued eligibility for pay approved by departmental Time Approvers in Internet Native Banner (INB). Other departments will utilize time clocks to feed time summaries directly to Payroll Services.

Action Items:

- Employee entering time (time sheet or leave report) in Banner Self-Service
  - Full-Time and Part-Time Hourly Staff
  - Federal Work-Study and Student Worker Employees
  - Monthly Leave Reporting Salaried Employees
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Full-Time and Part-Time Hourly Staff

1. Log into Self-Service Banner > on the Main Menu screen > click on the Employee Tab

2. Click on Time Sheet

3. Click on the “Access my Time Sheet” option and then click on Select Button

Note: if the Time Reporting Screen does not appear, please contact Payroll Services at payroll@list.slu.edu
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4. If you are employed in more than one position or transfer to a position mid-pay period you will need to select the appropriate position in the **My Choice** column. Select the appropriate **Pay Period** from the drop down box > Click on **Select** Button

5. On the Time and Leave Reporting screen, review **Position Title and Position Number, Department and Number, Time Sheet Period, and Submit By Date**

**Status Types:**
- **Position Selection** – return to time sheet selection screen
- **Comments** – enter in personal comments
- **Preview** -
- **Submit for Approval** – submit time to approver
- **Restart** -
- **Next** – view additional days in pay period to update

Note: review the time sheet status line (Submitted for Approval By, Approved By and Waiting for Approval From)
6. To enter hours, locate the appropriate date and earnings code for the time to be reported. Click on the Enter Hours link to access the time in and out screen.

*Full-time employees will have more earnings codes than Part-time employees*

7. Verify the correct date and earnings codes have been selected. Enter in time record for this screen by saving the arrival time at the Time-In field. Type in your expected departure time for the day. You will need to update these daily entries to record time out for lunch, time in from lunch and exact departure time at the end of each day worked (remember to use a.m. and p.m. on the drop down menu). Once this has been updated, click **Save button** and **Time sheet button**.
8. You will be returned to the Time and Leave Reporting screen to see the total hours you have just entered. Click on **Exit button**. Repeat these steps every day to ensure accurate time reporting.

9. At the end of the pay period, you may access the time sheet to review the daily entries and totals by clicking on the **Preview button**.
10. Once you have reviewed your time, click on the Previous Menu button to return to the previous screen.

11. If the time you have entered is accurate, click on the Submit for Approval button.

Note: Hours for employees who fail to submit time as scheduled will be held for payment on the next scheduled pay date. Employees who neglect to submit time by the date and time indicated on their time sheet will not receive that paycheck until the next pay period. Submission of late time must be addressed with your designated time approver.
12. Once you have finished recording your time, reviewed it is accurate and sent it off to the approver (by clicking on the Submit for Approval button), you will receive the certification screen requesting your **SLU Net ID password** to confirm the time you have entered is accurate. Your SLU Net ID password is the same one you used to get into Banner. Once you have entered in your SLU net ID password, click Submit button.

13. Once submitted, you will return to the Time and Leave Reporting screen with a message stating “Your time sheet was submitted successfully”. Click on the Exit button on the top right hand side of screen to log out. If you do not receive this message, contact Payroll Services immediately at payroll@list.slu.edu.
Federal Work-Study and Student Worker Employees

1. Click on the Employee Tab > Time Sheet

2. Click on the “Access my Time Sheet” option and then click on Select Button

Note: if the Time Reporting Screen does not appear, please contact Payroll Services at payroll@list.slu.edu
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3. If you are employed in more than one position or transfer to a position mid-pay period you will need to select the appropriate position in the My Choice column. Select the appropriate Pay Period from the drop down box > Click on Select Button

![Time Sheet Selection]

4. On the Time and Leave Reporting screen, review Position Title and Position Number, Department and Number, Time Sheet Period, and Submit By Date

**Status Types:**
- **Position Selection** – return to time sheet selection screen
- **Comments** – enter in personal comments
- **Submit for Approval** – submit time to approver
- **Next** – view additional days in pay period to update

Note: review the time sheet status line (Submitted for Approval By, Approved By and Waiting for Approval From)
5. To enter hours, locate the appropriate date and earnings code for the time to be reported. Click on the Enter Hours link to access the time in and out screen.

Note: Federal Work Study positions only have federal work study earnings available. Student worker positions will have student worker hours and a couple of shift differential options which should not be used unless instructed by your time approver.

*Federal Work Study positions can only report the first 15 hours worked each week. This increases to 40 hours per week during winter break and summer semester. Hours over 15 hours worked per week on a federal work study position should be reported on a corresponding student worker time sheet. If you do not have this option, please contact your time approver. Student workers, however, should report every hour on their time sheet.*

6. Verify the correct date and earnings codes have been selected. Enter in time record for this screen by saving the arrival time at the Time In field and departure time in the Time Out field (remember to use a.m. and p.m. on the drop down menu). Once this has been updated, click Save button and Time sheet button.
7. You will be returned to the Time and Leave Reporting screen to see the total hours you have just entered. Click on Exit button. Repeat these steps every day to ensure accurate time reporting.

8. At the end of the pay period, you may access the time sheet to review the daily entries and totals by clicking on the Preview button.

9. If the time you have entered is accurate, click on the Submit for Approval button.

Note: Hours for employees who fail to submit time as scheduled will be held for payment on the next scheduled pay date. Employees who neglect to submit time by the date and time indicated on their time sheet will not receive that paycheck until the next pay period. Submission of late time must be addressed with your designated time approver.
10. Once you have finished recording your time, reviewed it is accurate and sent it off to the approver (by clicking on the Submit for Approval button), you will receive the certification screen requesting your **SLU Net ID password** to confirm the time you have entered is accurate. Your SLU Net ID password is the same one you used to get into Banner. Once you have entered in your SLU net ID password, click Submit button.

![Banner Self-Service Employee Time and Leave Entry](image)

**Certification**

I certify that the time entries represent a true and accurate record of my time. I am responsible for any charges made using my SLU Net ID and password.

*Enter the password for your SLU Net ID and select Submit if you agree with the previous statement. Otherwise, click on a tab above and your time transaction will not be submitted for approval.*

**SLU Net ID Password:**

Submit

11. Once submitted, you will return to the Time and Leave Reporting screen with a message stating “Your time sheet was submitted successfully”. If you do not receive this message, contact Payroll Services immediately at payroll@list.slu.edu

![Time and Leave Reporting](image)

12. Click on the Exit button on the top right hand side of screen to log out.

![Exit button](image)
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Monthly Leave Reporting Salaried Employees

1. Click on the Employee Tab > Leave Report

2. Click on the “Access my Leave Report” option and then click on Select Button

Note: if the Time Reporting Screen does not appear, please contact Payroll Services at payroll@list.slu.edu
3. If you are employed in more than one position or transfer to a position mid-pay period you will need to select the appropriate position in the My Choice column. Select the appropriate Pay Period from the drop down box > Click on Leave Report Button

4. On the Time and Leave Reporting screen, review Position Title and Position Number, Department and Number, Time Sheet Period, and Submit By Date

**Status Types:**
- Position Selection – return to time sheet selection screen
- Comments – enter in personal comments
- Preview -
- Submit for Approval – submit time to approver
- Restart -
- Next – view additional days in pay period to update

Note: review Leave Report status line (Submitted for Approval By, Approved By and Waiting for Approval From)
5. To enter hours, locate the appropriate date and earnings code for the leave to be reported. Click on the Enter Hours link to allow for leave entry.

6. Enter in the number of hours for leave taken that day for that earning type. Click Save button and Exit button. Repeat these steps each day for when leave should be reported.

Note: All monthly leave accruing employees are required by the university policy to submit a leave report each month, regardless if no leave was taken. This acts as certification that leave was or was not taken.
7. Click on the **preview button** to review hours.

8. Once you have reviewed your time, click on the **Previous Menu** button to return to the previous screen.

9. If the time you have entered is accurate, click on the **Submit for Approval** button.
10. Once you have finished recording your time, reviewed it is accurate and sent it off to the approver (by clicking on the Submit for Approval button), you will receive the certification screen requesting your **SLU Net ID password** to confirm the time you have entered is accurate. Your SLU Net ID password is the same one you used to get into Banner. Once you have entered in your SLU net ID password, click Submit button

11. Once submitted, you will return to the Time and Leave Reporting screen with a message stating “Your time sheet was submitted successfully”. If you do not receive this message, contact Payroll Services immediately at payroll@list.slu.edu

*Please feel free to contact payroll@list.slu.edu with additional questions*