APPROVING

ELECTRONIC TIMESHEETS

& LEAVE REPORTS

Banner Employee Self Service

Human Resources
Spring 2008
Guide to Approving Time

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Introducing Banner Employee Self Service [BESS]

The University of San Francisco is pleased to provide its employees with online human resources services through Banner Employee Self-Service, otherwise known as BESS. BESS provides you with new services to help you save time through a dynamic, real-time system.

BESS allows employees to:
• Enter and submit work hours on an electric timesheet
• View sick and vacation leave balances
• View pay records

All of these features, and more, are available through any computer with an Internet connection.

Timekeeping Requirements

• **Hourly employees and non-exempt classified employees;** e.g., OPE staff are responsible for reporting all time during the payroll period up to the time sheet submission date, either through Banner Employee Self-Service or via a department timekeeper. A timesheet must be submitted for every pay period.

• **Administrative/Exempt employees** are responsible for recording exception time only; e.g., vacation or sick time through Banner Employee Self-Service. Employees must submit an electronic timesheet for every pay period.

• **Designated Approvers or their Proxy** are responsible for approving the timesheet and submitting it to payroll via BESS prior to the ‘submit by’ date. NOTE: Late approval can result in inaccurate or delayed paychecks.

About This Guide

The purpose of this guide is to introduce the Banner Employee Self-Service tool, provide you with instructions on how to view, return, correct, or approve your employees’ timesheets. This tutorial is not meant to explain any payroll or human resources policies or procedures.

For Assistance:

If you have any employment, benefits, or payroll questions please visit the human resources web pages at [http://www.usfca.edu/hr](http://www.usfca.edu/hr). Please contact human resources office at 415-422-6707 if you still have questions concerning HR policies or your paycheck.

Please contact the HR Banner help desk for questions relating to the use of HR Banner and the Banner Employee Self-Service tools by e-mail etimesheets@usfca.edu or call 415-422-5743.
Accessing Employee Self Service

1. To access Banner Employee Self Service, use one of the following supported web browsers:

   **Windows**
   - Internet Explorer 6, 7
   - Firefox 2.0
   - Netscape 7.2, 9.0

   **Macintosh**
   1. Safari 2.0
   2. Firefox 2.0
   3. Netscape 7.2, 9.0

2. Log in to USFconnect.

3. Click on the **Employee** tab.

4. Click on the “Click Here” button under the Employee Self Service, 2008 heading in the top channel.
5. Employee Self Service will load.
Viewing a Time Sheet

From the main menu for Employee Self-Service:

1. Click on the **Time Sheet** link

2. Select "**Approve or Acknowledge Time**" by clicking on the corresponding button under "**My Choice**".

3. Click on the **Select** button

4. Select the department for which you are approving time and indicate the sort order you prefer by clicking the appropriate **My Choice** buttons and then clicking **Select**.

   **Tip:** Sorting by status, then by name will bring timesheets ready for approval to the top of the list.
5. A list of employees will display. Employees with time sheets awaiting your approval will show with a **Transaction Status** of **Pending**. Summary information regarding submitted time sheets displays in the columns to the right of each name.

5. To view the detail of a particular time sheet, click on that employee’s name. The time sheet detail will display.
## Employee Details

**Employee ID and Name:** 10236718 Erin G Lybrand  
**Department and Description:** S 713XX1 CIT  
**Transaction Status:** Pending

### Time Sheet

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</tbody>
</table>

### Routing Queue

- **Name:** Erin G Lybrand  
  - Action and Date: Organized Nov 28, 2007 06:33 pm
- **Name:** Erin G Lybrand  
  - Action and Date: Submitted Nov 29, 2007 11:38 am  
  - Transaction Status: Pending

### Account Distribution Default Data

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</table>

### Additional Options

- Previous Menu
- Approve
- Return for Correction
- Change Record
- Delete
- Add Comment
- Next
Approving Time Sheets

1. To review a time sheet prior to approval, click on the employee’s name to access the time sheet detail.

2. Note regular pay hours for student, hourly, and non-exempt employees. For non-exempt employees, ensure that sick, vacation, and other leave hours are subtracted from regular pay hours.

3. To approve the time sheet, click the **Approve** button at the top or bottom of the page. A page will load confirming that you have approved the time sheet.
Changing Reported Time

NOTE: Changes to a timesheet are recorded with the user’s ID, date, and time of the change. The employee will be notified that a change has been made.

1. To change an employee’s reported time prior to approval, click on the Change record button and the top or bottom of the page.

2. The employee time sheet will appear.
3. Click on the Enter Hours link for the day and Earning type that you wish to modify. A field will appear in the top half of the page for you to enter/edit the data.

4. Enter/edit the hours worked as needed and click Save.
NOTE: For non-exempt employees, be sure to accurately deduct edited sick, vacation, and other leave from regular pay.

5. You may then approve the revised time sheet by scrolling to the bottom of the page and clicking the Approve button.
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Submitted for Approval By: Stephanie J. Martin on Nov 30, 2007
Approved By: Tracy A. Schroeder
Waiting for Approval From: TRACY A. SCHROEDER

RELEASE: 7.2.1.1
Comments

1. If you wish to add a comment, click on the Add Comment button.

Note: If you check the confidential indicator, your comments will not display on the employee detail page when you return to it.
Approving Timesheets by Group

1. From your list of employees, you may choose to approve multiple employees’ time sheets simultaneously. To do this, you may check the Approve or FYI boxes of individuals you wish to approve manually, or, if you wish to approve them all, click the Select All, Approve or FYI button near the top of the page. This will check the Approve or FYI box for all employees whose time sheets are in Pending status.

2. To complete the approval, click Save. The status of the listed positions will change accordingly.
Department Summary

Select the employee's name to access additional details.

1 record(s) have been Approved/Acknowledged.

- Department: 713001, CIT
- Pay Period: Nov 21, 2007 to Dec 05, 2007
- Role: Not Applicable
- Pay Period Time Entry Status: Open until Dec 06, 2007, 11:59 P.M.

Approved ID | Name and Position | Required Action | Total Hours | Total Units | Queue Status | Approve or Pay | Return for Correction | Other Information
---|---|---|---|---|---|---|---|---
10919530 | Stephen Joy C Martin, 699998 - 00 | 82.59 | .00 Approved
10226885 | Laura E McCarthy, 699961 - 00 | 82.59 | .00 Approved

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

The time sheet was approved successfully.

- Name: Stephen Joy C Martin
- Title and Number: Program Assistant IV -- 699998-00
- Department and Number: CIT -- 713001
- Time Sheet Period: Nov 21, 2007 to Dec 05, 2007
- Submit By Date: Dec 06, 2007 by 11:59 P.M.

Earning: Regular Pay
Date: Nov 21, 2007
Shift: 1
Hours: 0

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Total Wednesday Nov 21,</th>
<th>Thursday Nov 22,</th>
<th>Friday Nov 23,</th>
<th>Saturday Nov 24,</th>
<th>Sunday Nov 25,</th>
<th>Monday Nov 26,</th>
<th>Tuesday Nov 27,</th>
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Setting Up Proxies

To set up a proxy, click the Proxy Set Up link at the bottom of the Time Reporting Selection page. The Proxy Set Up page will display.

1. Select the proxy you would like from the pull-down menu of approvers.

2. Click on the Add check box next to the pull-down menu.

3. Click Save.

Click on the Time Reporting Selection link at the bottom of the page to return to the Time Reporting Selection page.
Logging Out

When you are finished with the time sheet approval process, click another menu item to view or click the X in the upper right-hand corner of the screen to close the browser window.