SUBMITTING
ELECTRONIC TIMESHEETS
& LEAVE REPORTS

Banner Employee Self Service

Human Resources
Spring 2008
Guide to Submitting Time or Leave

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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. You must submit an electronic timesheet for every pay period.

About This Guide

The purpose of this guide is to introduce the Banner Employee Self-Service tool, provide you with instructions on how to enter hours worked or leave time, and show you how to view your pay information. 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.

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 web browsers:

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

   **Macintosh**
   - Safari 2.0
   - Firefox 2.0
   - 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 heading in the top channel.

5. Employee Self Service will load in a new window.
Starting a Time Sheet: Student, Hourly & Non-Exempt Employees

From the main menu for Employee Self-Service:

1. Click on the Time Sheet link. The Time Reporting Selection page will load.

2. Select "Access My Time Sheet" by clicking on the corresponding button under "My Choice".

3. Click on the Select button

Note: the "Approve or Acknowledge Time” choice will be visible only if you are also an Approver.

This is the position selection screen. If you currently have more than one job, you will see and be able to select which the one you would like to enter hours first.
1. Click on the button under **My Choice** to report time for that position.

   Note: You must choose one position at a time to enter your time. If you have more than one position, you will need to enter time for both positions. You will have **more than one** time sheet to complete.

2. Select a **Pay Period and Status** from the drop-down list

   The status must be one of the following to open the time sheet:
   - Not Started
   - In Progress
   - Pending (view only)
   - Returned for Correction

3. Verify the status and date are correct and then click **Time Sheet**.

4. The **Time and Leave Reporting** page will load. The time sheet screen is used to enter or view time for a pay period.

   **Note:** Banner does not allow you to access past pay periods.
Starting a Leave Report: Exempt Employees

From the main menu for Employee Self-Service:

1. Click on the **Leave Report** link. The Leave Report Selection page will load.

   ![Leave Report Selection Page]

   **NOTE:** If you are not a time sheet approver, clicking on the Time Sheet link will result in the following error message:

   ![Error Message]

   Click on the Employee tab to return to the employee menu and select Leave report instead.

2. On the Leave Report Selection page, click on the button under **My Choice** to report leave for that position.

   **Note:** You must choose one position at a time to enter your leave. If you have more than one position, you will need to enter leave for both positions. You will have **more than one** time sheet to complete.

3. Select a **Pay Period and Status** from the drop-down list

   The status must be one of the following to open the time sheet:
   - Not Started
   - In Progress
4. Verify the status and date are correct and then click **Leave Report**.

5. The **Time and Leave Reporting** page will load. The time sheet screen is used to enter or view time for a pay period.

**Note:** Banner does not allow you to access past pay periods.
Note: You must enter all hours worked and submit a timesheet for each pay period worked.

1. Verify the following information is correct before proceeding:
   - Title and Position Number
   - Department and Department Number
   - Time Sheet Period

Note: Please pay attention to the **Submit by Date** information. This is the date your timesheet must be submitted and approved by. Please verify that the **Submit by Date** has not passed. If it has, immediately contact your supervisor, manager, chair or Dean.

2. Click **Enter Hours** for a desired **Day**. A filed for entering your hours will load in the top part of the page.
3. Enter the correct number of hours in the **Hours** field.

4. Click **Save**.

5. Repeat the steps above for each Day and each Earning type that needs hours entered. See the **Copying Hours** section of this guide to learn how to copy hours to speed up this process.

6. Select **Next** and/or **Previous** at the bottom of the screen to navigate each week within the pay period.

7. View the total hours entered at the bottom of the screen to ensure that you have accurately entered your time.

**Note:** Just as you enter your time daily on a paper time sheet, you may enter time worked or leave taken hours daily on your web time sheet if you like.

<table>
<thead>
<tr>
<th>Convert minutes to fractional parts of an hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 6 minutes</td>
</tr>
<tr>
<td>.1 hour</td>
</tr>
<tr>
<td>7 to 12 minutes</td>
</tr>
<tr>
<td>.2 hour</td>
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<tr>
<td>13 to 18 minutes</td>
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<tr>
<td>.3 hour</td>
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<td>19 to 24 minutes</td>
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<td>25 to 30 minutes</td>
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<td>31 to 36 minutes</td>
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<tr>
<td>.6 hour</td>
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<td>37 to 42 minutes</td>
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<td>.7 hour</td>
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<tr>
<td>43 to 48 minutes</td>
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<tr>
<td>.8 hour</td>
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<tr>
<td>49 to 54 minutes</td>
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<tr>
<td>.9 hour</td>
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<tr>
<td>55 to 59 minutes</td>
</tr>
<tr>
<td>Top of the next hour</td>
</tr>
</tbody>
</table>
Entering Hours/Leave Taken: Non-Exempt Employees

Total hours for regular pay are entered by default for all non-exempt employees who are paid on a semi-monthly basis. See the first row below, Regular Pay.

8. Verify the following information is correct before proceeding:
   - Title and Position Number
   - Department and Department Number
   - Time Sheet Period

Note: Please pay attention to the Submit by Date information. This is the date your timesheet must be submitted and approved by. Please verify that the Submit by Date has not passed. If it has, immediately contact your supervisor, manager, chair or Dean.

9. To enter additional hours worked or leave taken, click Enter Hours for a desired Day (top column headings) Earning type (left row headings), such as Overtime Premium, Paid Sick Leave, Vacation Leave. These earning types are based on your position. A box for entering your time will appear:
10. Enter your hours in the box provided.

11. Click Save.

NOTE: If you have entered hours for sick, vacation or other leave time, those hours will be added to your total hours see total hours at the bottom of the screen).
12. If you have entered sick, vacation or other leave time, you must subtract that time from your Regular Pay hours. Click on the Regular Pay Hours for that day to change the hours. Enter the reduced number of regular pay hours for that day and click Save.

This will result in the correct number of total hours worked displaying at the bottom of the page.
13. Repeat the steps above for each **Day** and for each **Earning Type** that needs hours entered. Remember to adjust Regular Pay when reporting sick, vacation or other leave time. See the next section of this guide to learn how to copy hours to speed up this process.

14. Select **Next** and/or **Previous** at the bottom of the screen to navigate each week within the pay period.

15. View the total hours entered at the bottom of the screen to ensure you have accurately entered your time.

### Convert minutes to fractional parts of an hour

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Fractional Part</th>
</tr>
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<tbody>
<tr>
<td>1 to 6</td>
<td>.1 hour</td>
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- Title and Position Number
- Department and Department Number
- Time Sheet Period

**Note:** Please pay attention to the **Submit by Date** information. This is the date your timesheet must be submitted and approved by. Please verify that the **Submit by Date** has not passed. If it has, immediately contact your supervisor, manager, chair or Dean.

2. To enter leave taken, click **Enter Hours** for a desired **Day** (top column headings) **Earning** type (left row headings), such as Paid Sick Leave or Vacation Leave. These earning types are based on your position. A box for entering your time will appear:
3. Enter your hours in the box provided and click **Save**. The hours you entered will appear in the appropriate column.

4. Repeat the steps above for each **Day** and for each **Earning Type** that needs hours entered. See the next section of this guide to learn how to copy hours to speed up this process.
5. Select **Next** and/or **Previous** at the bottom of the screen to navigate each week within the pay period.

6. View the total hours entered at the bottom of the screen to ensure you have accurately entered your time.

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Copying Hours

The Copy Hours function is useful if you routinely work the same number of hours each day or on a pattern of days. You may copy your hours from one day to other days within the pay period.

1. Select the **Enter Hours** link under the first date and within the correct earning type to which you wish to input hours.

2. Enter the correct number of hours in the **Hours** field.

3. Click the **Copy** button, the Copy screen appears.

4. If you are entering the same number of hours for each day for all days of the pay period, click the “**Copy from date displayed to the end of the pay period**”: check box.
5. If you wish to include the same number of hours on Saturdays and/or Sundays, click the “Include Saturdays: and/or Include Sundays:” checkboxes.

6. If you wish to copy the same number of Earning hours only to specific days within the pay period, click the checkboxes beneath the individual days to which you wish to copy hours in the Copy by date: section.

7. Click the Copy button again.

4. Verify that a message stating “Your hours have been copied successfully” appears.

5. Click Time Sheet or Previous Menu to return to your time sheet.
Entering Comments

You may enter or edit comments to your supervisors/approver before you submit your time sheet for approval.

1. Click Comments on the time sheet.

2. Enter your comments.

3. Click the Save button after you have finished entering your comments

4. Click the Previous Menu button to return to your timesheet.
Reviewing Your Timesheet or Leave Report before Submission

You can preview your timesheet/leave report as well as print it.

1. Click **Preview** on the time sheet

Student/Hourly Example:

![Timesheet Example](image1)

![Timesheet Example](image2)
Non-Exempt timekeeping example:

2. You may print a copy of the timesheet by selecting File and Print. Page Setup should be set to Landscape.

3. Click the Previous Menu button to return to your time sheet.
Submitting Your Time Sheet or Leave Report for Approval

On or by the submission date for the pay period, submit your time sheet for approval.

1. Click on the Submit for Approval button at the bottom of the time sheet screen. This submits the time entered to the Approver for this department (generally a supervisor or manager).

2. A message, "Your time sheet was submitted successfully" will be displayed. You have placed your timesheet in the disposition of "Pending" for the Approver to review and approve.

NOTE: A timesheet in Pending status can no longer accept new time nor can it be edited for that pay period or position.
Logging Out

When you are finished with the time entry process, click another menu item to view or click the Exit button in the upper right-hand corner of the screen.

For security, close your browser window.