Time Sheet Submission – Step by Step

Log In to USF Connect

Go to www.connect.usfca.edu
Type in **User Name** and **Password**.
Click **Go**.

To find out your user name and password, call the USF Information Technology Services Help Desk: (415) 422-6668.

Employee Tab

Select the **Employee Tab**
Press **Click Here** under "2008 Banner."

Access Time Sheet

Select **Time Sheet**.

Employee

**Time Sheet**
**Leave Report**
For use by exempt employees.
**EPAFs: Electronic Personnel Action Forms**
**Pay Information**
Direct deposit allocation, earnings and deductions history, or pay stubs.
**Leave Balances**
**Contact HR**
At the Time Sheet Selection screen, from the drop down list, select the period for which you want to submit time.

Click **Time Sheet**.

**NOTE:** For employees with multiple jobs, press the button under **My Choice** next to the appropriate job. Separate Leave Reports must be submitted for each job.

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### Report Time

On the Time and Leave Reporting screen, click on the blue **Enter Hours** link next to corresponding earnings category under appropriate date.

Then, enter hours in blank field as shown here.

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Click **Save**.

**TIP:** Hours can be entered and saved at any time throughout the pay period prior to submitting the time sheet. Try entering hours worked on a daily basis, then “submitting” after the final shift worked during the pay period.

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### Submit Time Sheet

Click **Submit for Approval**.

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### Time Sheet Submission Deadlines - 2008

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Time Sheet Approval Deadline</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 6 - July 20</td>
<td>July 21</td>
<td>Aug. 1</td>
</tr>
<tr>
<td>July 21 - Aug. 5</td>
<td>Aug. 6</td>
<td>Aug. 15</td>
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<tr>
<td>Aug. 6 - Aug. 20</td>
<td>Aug. 21</td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Aug. 21 - Sept. 5</td>
<td>Sept. 8</td>
<td>Sept. 15</td>
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<tr>
<td>Sept. 6 - Sept. 20</td>
<td>Sept. 22</td>
<td>Sept. 20</td>
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<tr>
<td>Sept. 21 - Oct. 5</td>
<td>Oct. 6</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Oct. 6 - Oct. 20</td>
<td>Oct. 21</td>
<td>Oct. 31</td>
</tr>
<tr>
<td>Oct. 21 - Nov. 5</td>
<td>Nov. 6</td>
<td>Nov. 14</td>
</tr>
<tr>
<td>Nov. 5 - Nov. 20</td>
<td>Nov. 21</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Nov. 21 - Dec. 5</td>
<td>Dec. 6</td>
<td>Dec. 15</td>
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</tbody>
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Time Sheets are due to the Payroll Department by 11:59 p.m. on the dates shown here. Remember, your supervisor must first approve the time sheet prior to submitting it to Payroll. So please plan accordingly.

Time sheets may be submitted at any time during the pay period, so you are encouraged to submit your time sheet early.

If you fail to meet the time sheet approval deadline, please submit a paper time sheet to report your hours. Paper time sheets are accessed by printing the “Preview” screen on Banner E-timesheets.

To expedite quick payment, please inquire about Direct Deposit.

For more information about the Payroll Schedule and Submission Deadlines, log on to www.usfca.edu/hr/banner