If you are an Approver who uses Internet Native Banner (INB) you will receive notices in INB of time sheets pending approval. Please respond “NO” when asked if you want to approve using INB. Approve time in Self-Service only. Responding “Yes” may lock up your session of INB.
Web Time Entry and Leave Reporting Overview

Web Time Entry, for classified employees, is the time keeping method for employees at YSU found in your Banner Self-Service menu. Web Leave Reporting, for professional administrative employees, is the method for reporting leaves taken during a pay period. Employees will be responsible for entering and submitting their time or leave every pay period. From that point, the approver will be responsible for approving the hours or leaves. Once the approver has approved the hours or leaves, they will be processed into the Banner System.

Web Time Entry or Leave Reporting Flow Chart

1. Employee Enters Secured Website

2. Employee Opens New Time Sheet/Leave Report

3. Employee Enters Hours Worked or Reports Leave

4. Employee Submits Information to Approver

5. Approver submits for Processing

5. Return for Correction to Employee from Approver

Definitions: Web Time Entry and Leave Reporting Approvers or Proxies

An approver is the person who will certify that the time or leave reported is accurate and validate the time or leave submitted by an employee on the Web. Typically, an approver is the direct supervisor.

Approvers should establish a proxy as soon as possible. A proxy is an individual who will act on another’s behalf to approve a time sheet or leave report. A proxy should be someone who is familiar with the employee’s schedule and can certify that the time or leave reported is accurate.
Logging On to Self-Service

a. Access the My YSU Portal from the YSU home page
b. Enter your username and password to login into the portal.
c. If you have forgotten your password, go to my.ysu.edu and use the option to reset it found below “How do I reset my password?”

If you are an Approver who uses Internet Native Banner (INB) you will receive notices in INB of time sheets pending approval. Please respond “NO” when asked if you want to approve using INB. Approve time in Self-Service only. Responding “Yes” in INB will lock up your session of INB. Messages are shown below.
In the MyYSU Portal, under **e-Services for Faculty and Staff**, click **Banner Self-Service**.

Click **Personal Information** – **OR** – the **Personal Information tab** on the Main Menu to Change your PIN, establish a security question and reset your own PIN if you forget it. **This is a one-time only set-up.**

Click **Employee** – **OR** -- the **Employee tab** on the Main Menu to view your Time Sheet or Approve Time options.
Set Your PIN

Employees must set your PIN (Personal Identification Number) when they first use Web Time Entry. The PIN is a unique six-digit number for certifying your identity when submitting or approving time. It is not the registration PIN used by students. It is a one-time setup unless you forget your PIN.

1. On the Main Menu or tabs click Personal Information.
2. Click Change your PIN to select a new PIN on the Change PIN page.
3. Enter your Old PIN. The Old PIN for first time users is yynnnn (where yy is your birth year and nnnn is the last 4 digits of your SSN). If you have ever changed this PIN but cannot remember, you must be reset.
4. Enter New PIN. Choose a six-digit number you can remember. Be selective in your choice here as your identity is verified by the use of your PIN when submitting your time sheets and approvals.
5. Re-enter new PIN.
6. Click Change PIN after completing your entries. The Reset button clears all entry fields.

If your old PIN is incorrect, you will see: Old PIN number verification error! Please contact the Tech Desk at X1595 for a PIN reset. Whenever you are reset, Self-Service returns you the option to enter a new PIN.

If your PIN changes are accepted, you will be returned to the Personal Information page and receive the following message.
Change Your Security Question
To reset your own PIN at a future time, please establish a security questions. *(Onetime set-up)*

1. Click **Change Security Questions** on the Personal Information page.
2. Enter your current PIN to **Confirm your PIN**
3. Enter a **Question** and **Answer** in the designated boxes.
4. Click **Submit** when you are finished. Click **Reset** to clear the Question and Answer boxes if you are making corrections.

**Forgot Your PIN?**
When you do not remember the PIN and you have a security question established, Click **Forgot your PIN?** to respond to the security question. **Submit Answer**, then you can reset your PIN to a new six digit number.

Contact the Tech Desk at X1595 to reset your PIN if you do not have a security question.
Open Time Sheets or Leave Reports, Set Proxy

1. Click **Employee** from the Main Menu in Self-Service or click on the **Employee Tab** to access Time Sheets.
2. On the **Employee Tab**, click **Time Sheet** to view the **Time Reporting Selections**.

---

**Main Menu**

Welcome, Rosalyn S. Donaldson, to the WWW Information System!

- **Personal Information**: View addresses, phones and e-mail address; Change your PIN and/or your security ques
- **Alumni and Friends**: Make a gift or view giving history.
- **Faculty and Advisors**: Edit, Student and Registration Overrides, View Class Lists and Student Information
- **Employee**: Time sheets, time off, benefits, leave or job data, paystubs, W2 form, W4 data.

---

**Employee**

**The 2013 W2 form is now available!** Please use the Tax Forms required. If you do not know your PIN or need it reset, please contact your human resources department.

**Notice to students:** Students cannot work more than 25 hours :)

- **Time Sheet**: To be used by Bi-Weekly Employees and Approvers Only!
- **Leave Report**: To be used by Semi-Monthly Employees Only!
- **Benefits and Deductions**: Retirement, health, flexible spending, miscellaneous, and Benefit Statement.
- **Pay Information**: Direct deposit allocation, earnings and deductions history, or pay stubs.
- **Tax Forms**: W4 information or W2 Form.
- **Jobs Summary**
- **Leave Balances**
Time Reporting Selection

**Selection Criteria Page**

**Access my Time Sheet:** Allows you to complete a time sheet. See the Employee Web Time Entry document for details.

**Access my Leave Report:** Allows you to submit leaves that have been taken.

**Access my Leave Request:** Allows you to submit a Request for Leave time in advance of the pay period. *(Option not in use)*

Each of the options above are routed to an approver for review and approval.

**Approve or Acknowledge Time:** Allows you to view and acknowledge time for those who are routed to you or directed to you as a proxy. You may also see members of your ORG who are not your direct reports.

**Act as Proxy:** A pull-down list containing the names of each individual for whom the approver can act as a proxy. When a name is selected the values for that approver will be displayed in the Time Selection page. The word *Self* defaults, indicating a person is not acting as a proxy.

**Act as Superusers:** This status is reserved for Payroll. Allows access over departmental boundaries. When checked, the system will determine if Superuser status is granted prior to proceeding to the Approver Selection page.
Proxy Set Up

Establish a proxy when you begin working with Web Time approvals or prior to your absence.

1. To establish a proxy on the Time Reporting Selection page, click **Proxy Set Up**.
2. Find your desired proxy in the alphabetized pull-down Name box.
3. Select the proxy by clicking their name displayed in the Name box.
4. Click the **Add** check box to add your proxy.
5. Click **Save**.

It is recommended that you select at least one proxy; however, you can establish multiple proxies if you desire.

If your proxy is in another ORG, please notify the Payroll department.

**Note:** Please inform your proxy of your decision to add them. Your employee timesheets and leave reports will be seen on their approval selections list. They will also receive notices when using Internet Native Banner of pending approvals if time sheet or leaves are waiting for approval.
**Remove Proxy**

Approvers can remove a proxy as they desire.

1. Click the **Remove** checkbox beside the proxy to remove.
2. Click **Save**.
Time Reporting Selection Page
If you have time sheets to approve, you will see the Time Reporting Selection page.

Approve or Acknowledge Time

1. Click the radio button for Approve or Acknowledge Time.
2. Click Select to continue to the Approver Selection page.

If you do not have time sheets to approve or your own time sheet to complete, you will see the following notification. This message may also indicate an unopened time reporting period or employees who have not opened time sheets during this pay period.

If you are an Approver who uses Internet Native Banner (INB) you will receive notices in INB of time sheets pending approval. Please respond “NO” when asked if you want to approve using INB. Approve time in Self-Service only. Responding “Yes” may lock up your session of INB.
Approver Selection Page

All time reports will be displayed on the Approver Selection page. The Approver Selection page is organized by department ORG and type, Time Sheets and Leave Reports.

1. Click the radio button for your ORG code and type selection. If you approve employees in more than one ORG it will be listed here.
2. Choose the Sort Order of your employee’s, by Status and Name or by Name only. The default is “records by Status then by Name:”. You may also choose to list items by Name.
3. Click Select.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The employee has not viewed or entered hours/leave for this pay period.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The employee has viewed or entered hours/leave but not submitted the hours/leave.</td>
</tr>
<tr>
<td>Pending</td>
<td>The employee has submitted hours/leave, awaiting approval from the approver.</td>
</tr>
<tr>
<td>Approved</td>
<td>Approver has approved the hours/leave.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>The approver found an error/incorrect hours entered on the time sheet. Employee needs to make changed and submit again for approval.</td>
</tr>
<tr>
<td>Completed</td>
<td>The hours/leave has been extracted into the payroll process.</td>
</tr>
</tbody>
</table>
Department Summary Page

View of Department Summary by Status and Name (Time Sheets)

<table>
<thead>
<tr>
<th>Posting ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00401921</td>
<td>Stephen Ludtjenkuna</td>
<td>Approve</td>
<td>80.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In Progress

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00401999</td>
<td>Confer N Blasing</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td>Leave Balance</td>
</tr>
<tr>
<td>Y00608362</td>
<td>Linda Graham Moore</td>
<td>16.00</td>
<td>.00</td>
<td></td>
<td>Leave Balance</td>
</tr>
</tbody>
</table>

Not Started

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00407028</td>
<td>Kimberly Ann Jenkins</td>
<td></td>
</tr>
<tr>
<td>Y00402100</td>
<td>Susan E Jones</td>
<td></td>
</tr>
<tr>
<td>Y00522558</td>
<td>Samantha Jo Lemke</td>
<td></td>
</tr>
<tr>
<td>Y00401662</td>
<td>Carol Ann O'Brien</td>
<td></td>
</tr>
</tbody>
</table>

Pay Event Transactions

| Action required by all approvers: | 2 |
| Time or Leave Transactions Approved or FYI: | 0 |
| Time or Leave Transactions Pending Approval or FYI: | 3 |
| Total: | 96.00 |
| Total Hours: | 96.00 |
| Total Units: | .00 |

View of Department Summary by Name (Leave Report)

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Transaction Status</th>
<th>Required Action</th>
<th>Total Days</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Leave Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00425930</td>
<td>Rosalyn Sullenti Donaldson</td>
<td>Pending</td>
<td>Approve</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>Y00425910</td>
<td>Debbie Anne LaRocco</td>
<td>Not Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y00425920</td>
<td>Janellifer Jill Lewis</td>
<td>In Progress</td>
<td></td>
<td>.00</td>
<td>8.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>Y00425930</td>
<td>Kevin William Reynolds</td>
<td>Not Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y00425940</td>
<td>Aloha X Yannello</td>
<td>In Progress</td>
<td></td>
<td>.00</td>
<td>5.00</td>
<td>.00</td>
<td>Leave Balance</td>
</tr>
</tbody>
</table>
Description of Items on Department Summary

A. Summary:

1. COA – Company
2. Department – Organization code and name
3. Pay Period – Period selected by the employee when completing time sheet
4. Act as Proxy - Displays Not Applicable when you are the approver in the routing queue for the employee. Displays the name of the Approver when you are serving as a proxy.
5. Pay Period Time Entry Status (Time entry): Cutoff date and time displayed. **NOTE:** Please review and approve all time sheets before the time shown elapses. Failure to do so may result in a delay in pay for your employee(s). Leave Period Leave Entry Status (Leave report): Cutoff date and time for approving leave reports. **NOTE:** Please review and approve all leave reports before the time elapses.

B. Action Buttons:

1. Change Selection – Returns to the Approver Selection page to select another org code or type of approval.
2. Select All, Approve or FYI – Approves all time listed without review. **WARNING:** Always review time sheets.
3. Reset – Returns the status of the time records to their original
4. Save - Saves changes including approval status for time sheets.

C. Other Information:

1. Change Time Record - Allows the approver to update the timesheet. **Note:** We have chosen to not allow approvers to make changes to the time sheet. Approvers should return a time sheet to the employee using the Return for Correction option.
2. Comments – Add or view comments when necessary. Comments are identified by showing “with Comments” as a message after the approver’s name.
3. Leave Balance – View the employee’s leave balance. Leave balances are shown based on the accrual occurring after the last pay period. It is the employee’s responsibility to manage their available time. The approver may verify that they have time available to take.
Example Department Summary Page

1. See the Status descriptions (p. 11) to become familiar with each group displayed in the summary.
2. Name, Position and Title – Click the employee’s name to review the time sheet as submitted. Review web time sheet and employee comments for accuracy. If the time sheet has been opened you can view the entries but no action is allowed on “In Progress” status time sheets.
3. Required Action – Your response to time sheets or leave request or reports.

Reviewing Web Time Sheets and Leave Reports
Review electronic time sheets or leave reports in the same manner as you would paper time sheets or leave report. Whenever time is not the standard work day, the student Time In/Out is not reported according to your record, or leaves are reported, please review the comment section of the electronic form. Employees should clarify any time which would have been presented on the Request for Leave Form: (ex. Sick, Bereavement, FMLA, Other Leaves).

It is not necessary for employees to comment on Vacation or Personal Leave Accrual (Personal Time).

If employees are reporting bereavement, sick (self or others) or FMLA, Leave with pay and benefits, Leave without pay With Benefits, or Leave without Pay and without Benefits the comments should be written in the comments section of the time sheet.

Return for Correction whenever the appropriate comments are not given or the time or leave reported is incorrect.

Review Comments
All comments should include: Date(s) Taken, Earn Code, Number of Hours and an explanation where necessary.

Example: 4/17 Sick Leave, 3 hours, Daughter.
Return for Correction

Return for Correction sends the timesheet or leave report back to the employee to correct any time entries or to record comments about time taken. Please remind the employee of the critical Submit by Date.

1. Click the Return for Correction check box to send time sheet back to the employee to revise.
2. Click the Save button.

WARNING:

The employee will not receive any electronic notification that you have returned their timesheet or leave report for corrections.

You must communicate with your employee as soon as possible when you have returned their timesheet or leave report for corrections.

Approve or FYI

After reviewing the employee’s time sheet or leave report, if no corrections are needed:

1. Click the Approve or FYI check box to approve.
2. Click the Save button.

Returning Timesheets to Employees after Approval

An approved timesheet can be returned for correction as long as the Submit by Date and Time have not past. To do this you must first click Return Time (button found in an approved time sheet), then click Return for Correction. Please remind the employee of the critical Submit by Date.

1. From inside the employee’s approved time sheet, click Return Time to return the time from Approved status to Pending status.
2. Click the Return for Correction button to send time sheet back to the employee to revise. The timesheet status becomes Return for Correction.

Returning Leave Reports to Employees

Only unapproved Leave Reports can be returned to employees for correction. Please verify the leave report is accurate before approving. Leave reports are submitted after the period has passed. Your approval will update the Banner system immediately. If you must correct a leave report after it has been approved, please contact Human Resources at extension 3148.
View Employee Time Sheet

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 999654-00 Administrative Assistant 4
Title:
Department and Description: Y 120201 Human Resources
Transaction Status: Pending

Routing Queue | Account Distribution

Time Sheet

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hour Input</td>
<td>1</td>
<td>72</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Hours</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Units</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Routing Queue

Name: Kevin William Reynolds
Action and Date:
Originated Mar 30, 2012 03:47 pm
Submitted Apr 06, 2012 12:01 pm
Pending

Account Distribution Default Data

<table>
<thead>
<tr>
<th>Pay Period Effective Date</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 25, 2012</td>
<td>100.00</td>
<td>111000</td>
<td>120201</td>
<td>602200</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
</tr>
</tbody>
</table>

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

Time Sheet | Routing Queue | Account Distribution

16 | Page
# View Employee Leave Report

## Employee Details

- **Employee ID and Name:**
- **Title:**
- **Department and Description:** Y120021 Human Resources
- **Transaction Status:** In Progress

Select Next or Previous to access another employee.

## Leave Report

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Pay</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Leave Balances as of Mar 28, 2014

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours or Days</th>
<th>Ranked Date Available</th>
<th>Available Beginning Balance</th>
<th>Earned</th>
<th>Taken</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Leave</td>
<td></td>
<td>Aug 19, 2012</td>
<td>105.83</td>
<td>131.94</td>
<td>112.5</td>
<td>125.27</td>
</tr>
<tr>
<td>Sick Leave</td>
<td></td>
<td>May 21, 2012</td>
<td>1035.73</td>
<td>95</td>
<td>100.5</td>
<td>1055.27</td>
</tr>
<tr>
<td>Personal Leave</td>
<td></td>
<td>May 21, 2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td></td>
<td>May 21, 2012</td>
<td>-8</td>
<td>0</td>
<td>0</td>
<td>-8</td>
</tr>
<tr>
<td>Excessive Leave Reporting</td>
<td></td>
<td>May 21, 2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Military Leave</td>
<td></td>
<td>May 21, 2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Personal From Sick</td>
<td></td>
<td>May 21, 2012</td>
<td>0</td>
<td>0</td>
<td>32</td>
<td>-32</td>
</tr>
<tr>
<td>Military Differential hours</td>
<td></td>
<td>May 21, 2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Routing Queue

- **Name:**
- **Action and Date:** Originated Mar 27, 2014 10:41 am

Select Previous or Next to navigate through the queue.