

You must open your timesheet on your first day worked and submit it on your last day worked.

Where is my timesheet?

Your electronic timesheet is found in My YSU Portal in the Banner Self-Service option. (www.ysu.edu)

How do I get there?

1. Access the **My YSU Portal** from the YSU home page, www.ysu.edu
2. Enter your username and password to login to the portal.
3. In the portal, click **Banner Self-Service**.

If you have forgotten your password or it is your first time accessing My YSU Portal, go to my.ysu.edu and click Forgotten Password/ Password Reset.

Complete Your Timesheet

Click the **Employee Tab** in Banner Self-Service. Choose **Time Sheet** from the Employee options.

1. Choose the time sheet to record your hours worked by clicking the **My Choice** radio button to select a position. If you only have one position, **My Choice** will be selected for you.
2. Click on the drop down arrow to display list of the available Pay Periods. Choose the current period.
3. Click **Time Sheet** to enter the time sheet.
4. Click **Enter Hours** to record time/hours on days you work. This will open the Time In and Out page to record your In and Out time.
5. Enter time at intervals of 15 minutes. For example, 10:00, 10:15, 10:30, 10:45.
6. Do not modify the **SHIFT** entry. Your shift is always
 1. Enter several In/Out combinations in one day if necessary. Click **Add New Line** if Time In/Out exceed five entries.
7. Select **Save** to display Total Hours. The time sheet adds the total hours from the Time In/Out intervals entered.
8. To return to the time sheet, click **Time Sheet**.
9. Repeat these steps for each date you worked or use the **Copy** option if your Time In/Out is the same each day.

Copy Time to Multiple Dates

Copy your time into multiple dates only if the Time In/Out is the same.

1. **Save** a Time In/Out entry, then click **Copy** to display the Copy Time page.
2. Click each date to copy time into.
3. Click **Copy** to copy time entered into the selected or all dates.

4. Click **Time Sheet** after copying time to return to the Time Sheet.

Preview Time Sheet

1. Click **Preview** in time sheet to verify that the dates and times are accurate.
2. Click **Previous Menu** or **Time Sheet** to return to the time sheet.

Submit for Approval (Set a PIN* prior to this step)

Click **Submit for Approval** button on the timesheet.

1. Enter your **PIN**.
2. Click **Submit** to send the time sheet for approval.
*See the **PIN & Security Question** document.

WARNING: If you do not submit your time sheet, there may be a delay in your pay!

Correct Errors

Corrections can be made before you submit your timesheet or before it is approved by your supervisor. Click **Return Time** to pull your time sheet back for corrections if you have submitted it in error.

A. Remove Time Entries

1. Click on the number displayed in the columns to open the Time In/Out page.
2. Enter the new hours in the Time In/Out blocks or remove the entries.
3. Click **Save** after your changes have been made.

B. Restart Time Entries

Choosing **Restart** will eliminate every time entry.

1. Click **Restart** to remove all time entered and reset every entry field to "Enter Hours". The **Restart Confirmation** page is displayed prior to the restart.
2. Click **Submit** to clear your time sheet or **Cancel** to return without removing all of the time entered.

Exit Self-Service

Please close your Self-Service by closing the window or browser tab.

*Please see the **Change PIN and Security Question –OSI** (one sheet instructions) for information on establishing a PIN for the first time.

