

# Banner

# Web Time Entry PT Non-Exempt

## Quick Reference Guide

### General Information

- Time sheets span the two week pay period.
- Access your time sheet multiple times during the pay period to enter time worked and time off.
- Time sheets must be submitted by the payroll deadline.
- Time sheets must be approved by the Approver, who is typically your “reports to” supervisor.

Log In	<ol style="list-style-type: none"><li>1. Access myYC Portal from YC main web page (or my.yc.edu), entering your user name and password.</li><li>2. Select <b>My Timesheet</b> under <b>Employees</b> in the <b>My Services</b> channel.</li></ol>
Select Position and Pay Period	<ol style="list-style-type: none"><li>3. The <b>Time Sheet Selection</b> page displays your jobs, showing title, department and the current pay period.</li><li>4. Select the position for which you will be entering time by clicking the radio button under <b>My Choice</b> and select the current pay period from the drop down box. Click the <b>Time Sheet</b> button.</li></ol>
Entering Hours	<ol style="list-style-type: none"><li>5. The <b>Time and Leave Reporting</b> page displays applicable earning codes (regular pay and <i>sick leave</i>).</li><li>6. Click the <b>Enter Hours</b> links for the appropriate day for the applicable time reporting type. For example, Monday, Oct 27 – Regular Pay.</li><li>7. Enter the applicable hours (in 15 minute increments) in the <b>Hours</b> field. For example, 7.5 for 7 hours, 30 minutes, and click Save to save the entry and return to the timesheet. Click <b>Save</b> to save the time entered and return to the time sheet.</li></ol>
Time Sheet Screen Functionality	<ol style="list-style-type: none"><li>8. Select the applicable option for processing the time:<ol style="list-style-type: none"><li>a. <b>Position Selection</b> – Returns to the <b>Time Sheet Selection</b> page and allows selection of another job (if applicable)</li><li>b. <b>Comments</b> – Send comments to the Approver</li><li>c. <b>Preview</b> – View time already entered for all time reporting categories; can be printed if you require a paper copy of the time sheet</li><li>d. <b>Submit for Approval</b> – Sends time to the Approver. Changes cannot be made after submitted, but the Approver can return the time sheet to the individual</li><li>e. <b>Restart</b> – Clears all entered time. <b>Restart</b> cannot be used if the time was already submitted to the Approver</li><li>f. <b>Next/Previous</b>– displays the next (or previous) week in the pay period</li></ol></li></ol>
Log Out	<ol style="list-style-type: none"><li>9. Click the <b>Red X</b> (exit) top-right of page. Click <b>Logout</b> (upper right) to exit the portal and protect your privacy.</li></ol>
Approvals	<ol style="list-style-type: none"><li>10. Approvals are automatically routed to the designated time approver.</li><li>11. Time approvers can take one of two actions: check to see if your time sheet has been 1) approved or 2) returned for corrections. Log in to the system (see steps, above) and ensure that the <b>Pay Period and Status</b> on the <b>Time Sheet Selection</b> pay displays <b>Approved</b> for the current pay period. If it displays <b>Return for Correction</b>, follow the steps above to change and resubmit.</li><li>12. Once time is submitted for approval it cannot be changed by the employee. Corrections or changes to prior pay periods cannot be entered. Departments need to submit a form to Payroll indicating the change supersedes the applicable time period and Payroll will enter the corrections.</li></ol>