



Web Time Entry for Full-Time Nonexempt Employees

Welcome to Banner Web Time Entry. The purpose of this tutorial is to show you, as a fulltime nonexempt staff employee, how to fill out, submit, and keep track your electronic Time Sheet.

As a full-time nonexempt employee, you will be submitting a Time Sheet at the end of each pay period. Pay periods run from the 16th of one month to the 15th of the following month. For example, Pay Period 3 will run from February 16 to March 15.

It's important to know that in the payroll process, you have certain responsibilities.

First, it is important for you to initiate your Time Sheet at start of the pay period. Initiating a Time Sheet is no more than opening the Time Sheet and entering hours.

You should enter all of your hours worked, leave taken, or holidays/extra given days for the pay period. This is called "Positive Time Entry" and should be done at least weekly.

And submit your Time Sheet to your Approver by the submission deadline on the Payroll Calendar. The Payroll Calendars are available on the *My Missouri State* portal. You may even want to print the Payroll Calendar to have a convenient reference.

To begin Web Time Entry, you'll need to locate your Time Sheet. Using a web browser such as Internet Explorer or Mozilla Firefox, log into the *My Missouri State* portal at My.MissouriState.edu using your User ID and password. This is the same user name and password you use to access your email.

After you sign in, you will be taken to your *My Missouri State* homepage. If you haven't used the *My Missouri State* portal before, you can access additional information by clicking on the "HELP" question mark icon on the top right corner of the screen. It's loaded with information on how to use all of the *My Missouri State* power-packed features.

To access your Time Sheet, click on the Work Resources tab and locate the Time Reporting Channel. This is where you will go to enter your hours worked and leave taken, and to later check that it's been approved. Let's scan this channel for a moment.

First, we'll confirm that the information about your job is correct. Notice that your job title and related information appear above the payroll dates. If you have more than one job, both will be listed and available payroll dates will be listed under each job.

Select the appropriate Pay Period under the position for which you wish to record your hours. If you do not see the appropriate Time Sheet, click on the MORE button to view all Time Sheets.

Confirm again that your job information is correct along with the pay period. The "submit by" date is really important. This is the date by when your Approver needs to submit your Time Sheet to Payroll.

So this means you need to submit it to the person approving your time on or before the date listed on the Payroll Calendar. If you don't work on the date you are to submit your Time Sheet to your Approver, you should submit your Time Sheet by the end of your shift on your last working day of the pay period.

Now that you've located your Time Sheet, the next step is filling it out. Let's take a moment to get familiar with the categories in the Earning column. If you have questions as to when to use which category, you should contact your Time Approver.

Now look at the top row of dates that go across the screen. You'll notice that we can only see one week. To get to the next week, we simply click the NEXT button at the bottom of the screen. And there we are, in the next week of the pay period. And to get back, we click the PREVIOUS button which has appeared.

Now you're ready to fill out your Time Sheet. Click the Enter Hours link which corresponds with the Earning type and date you'd like to report. For example, let's say that you worked Thursday, July sixteenth. The first step is to click on the Enter Hours link at the intersection of the day and Earning Type.

Confirm that the Earning type and the date that you are going to report are correct. Then type in the number of hours into the open field, let's say eight, and click SAVE. You can see that eight hours of regular hours worked have been posted under Thursday, July sixteenth.

Let's try another example. Let's say you were sick on Friday, July 17. Click on the Enter Hours link for Sick Employee under Friday, July 17. Confirm that the Earning type and the date are correct. Then type in the number of hours into the open field, let's say eight, and click SAVE.

Note that the TOTAL HOURS column displays a total of all of the hours you have recorded on your form.

If you'd like to enter hours for another day, just click the Enter Hours link under the earnings type and date you'd like to report, fill in the hours and click SAVE again.

Employees will enter hours to the nearest quarter of an hour. For example, if you worked 8 hours, all you need to do is enter '8'. But if you worked 7 ¼ hours, you would enter '7.25'. And if you worked 7 ½ hours, you would enter '7.5'. You can refer to the Quick Reference Guide for Nonexempt Employees for a helpful chart which translates minutes into quarter hours.

If you are reporting hours for part of the Pay Period, and you are not ready to submit your Time Sheet yet, just click on the "Back to My Missouri State" link in the upper left hand corner of the screen to go back to the *My Missouri State* portal. You may return to the Time Sheet to make changes on any entries or enter additional hours until the end of the Pay Period.

Once you have entered all of the hours for the pay period, all you have left to do is submit the Time Sheet for approval, so let's do that now. Just go to the bottom of your Time Sheet and click the Submit for Approval button. You'll notice you receive a message "Your Time Sheet was submitted successfully".

Be sure to submit it by the deadlines established in the Payroll Calendar, but also be aware that once your Time Sheet is submitted, you will need to contact your Time Approver to make changes.

Now let's take another look at the bottom of the Time Sheet. Here you see the status of your Time Sheet in the approval process, such as the date you submitted it and if it has been approved.

When you are done working on your Time Sheet, you may click on the "Back to My Missouri State" link in the upper left hand corner of your screen to return to the *My Missouri State* home page to continue whatever else you might be doing.

When you are finished working within *My Missouri State*, it is important to log out. This prevents others from accessing your account through any browser windows you may have left open. To log out, just click the 'log out' icon in the upper right hand corner of *My Missouri State*.

If you have any additional questions on Web Time Entry or related payroll policy, talk to your Approver, consult the employee handbook, or contact the Payroll Office at 836-6578.

Congratulations on navigating your way through the new online time reporting system!