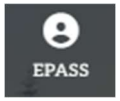
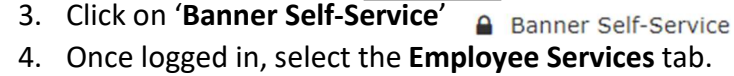
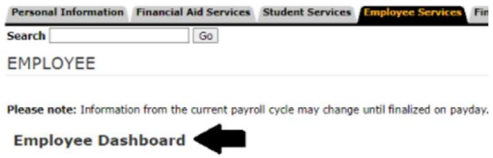
Hourly Staff Timesheet Instructions - Banner Self-Service Employee Dashboard

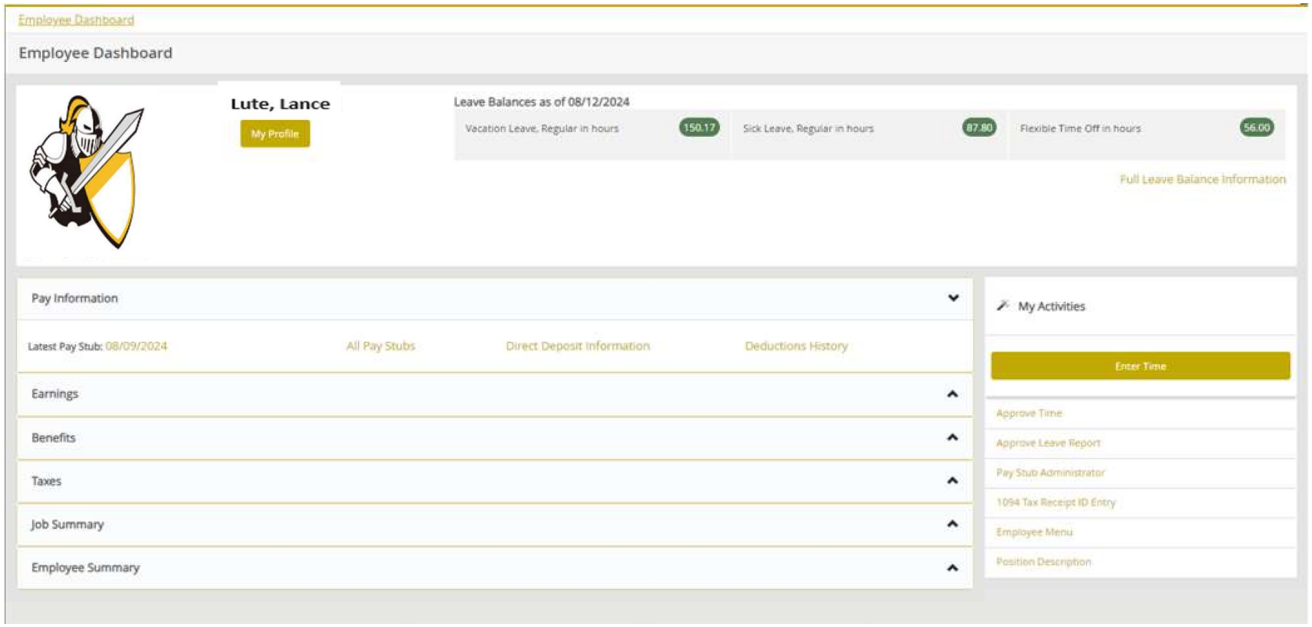
Please follow the instructions below to Enter your Timesheet:

1. Go to the PLU landing page www.plu.edu and click on '**EPASS**'
2. Next click on '**Banner**'
3. Click on '**Banner Self-Service**'
4. Once logged in, select the **Employee Services** tab.
5. Click on **'Employee Dashboard'**, from here you can see your:
    a. Current and past pay stubs
    b. Year-to-date earnings
    c. Benefits that are assigned to you (Medical, Dental, Life Insurance & Retirement)
    d. Current federal tax withholding (W4 form) or make changes
    e. Prior years W2's and/or 1095-C Health Insurance forms
    f. Current job title, department and supervisor information
    g. Current hire date
    h. Leave balances for Vacation, Sick & Flexible Time Off
    i. Timesheets for current and previous pay periods



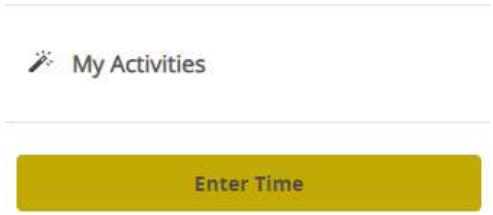




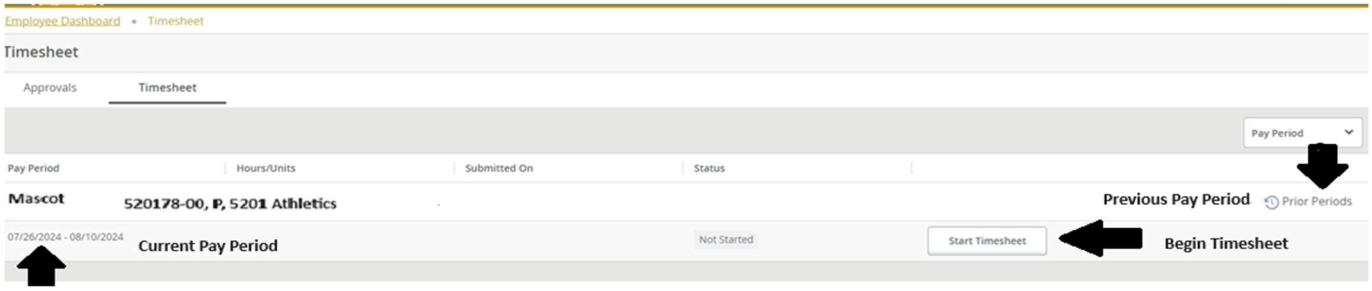


To Access Your Timesheet:

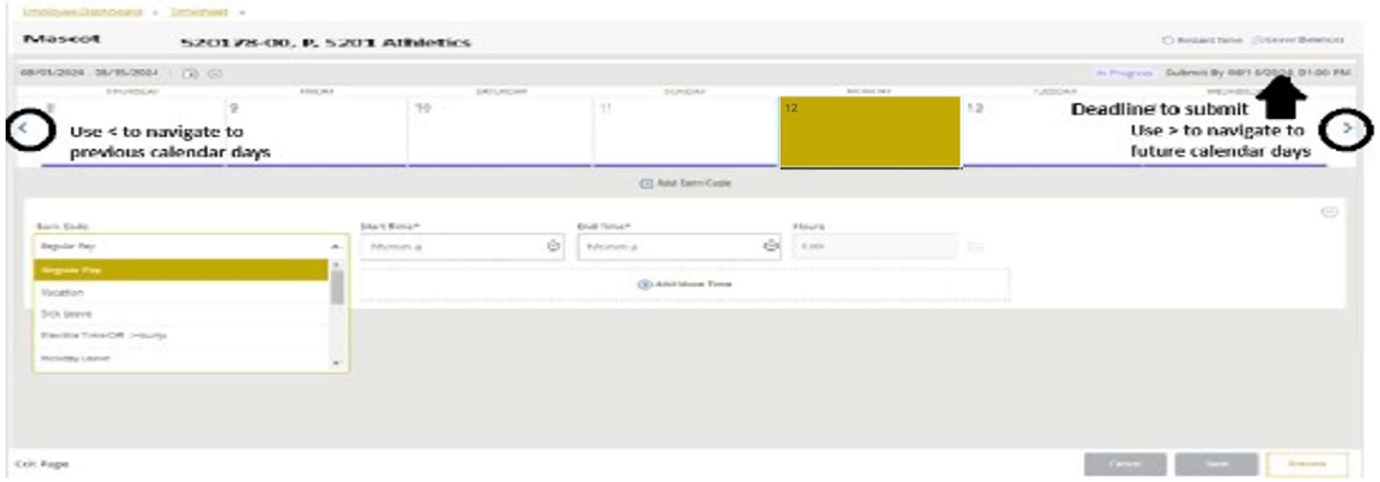
1. Click on **'Enter Time'** as shown below. You will see your current job title, position number and department.



2. Click on '**Start Timesheet'.** After you open your timesheet for the first time, the status will update to **'In Progress'.**

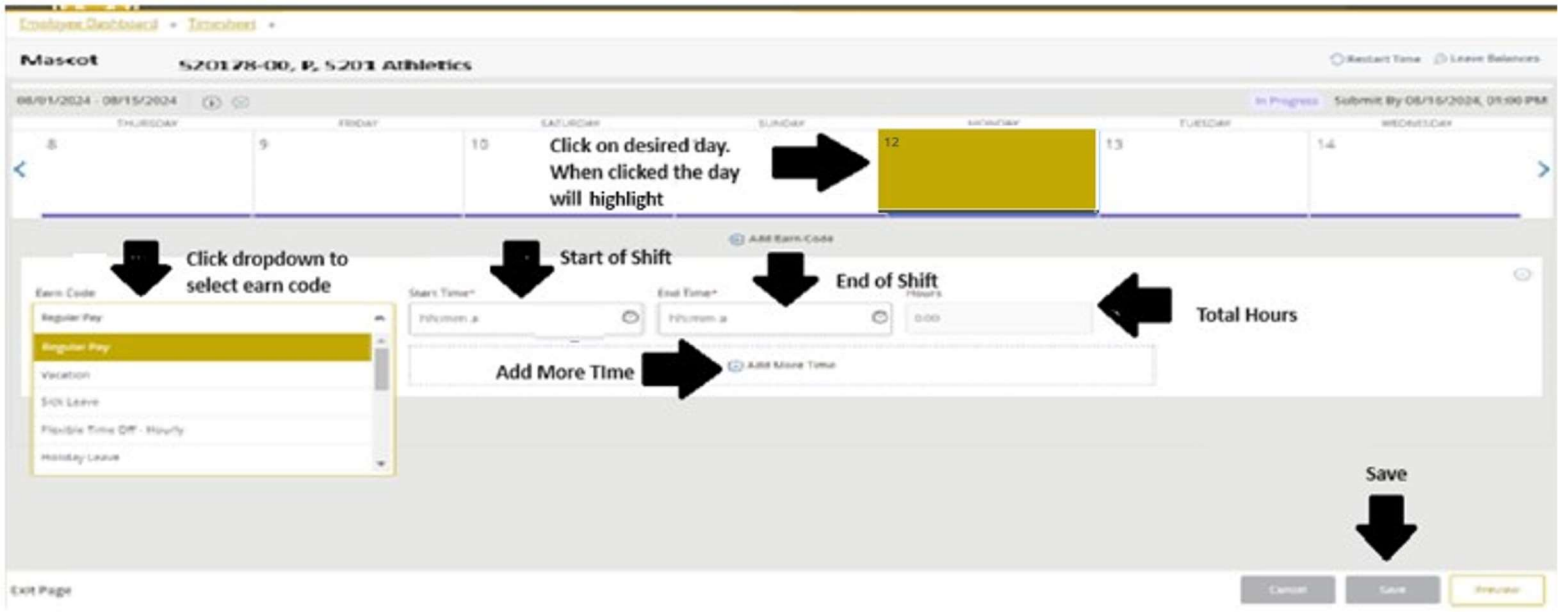


3. On the next screen you will see a calendar. The calendar will always highlight the day that you log in. You will need to use the navigation arrows on the sides to go to previous or future dates that are not shown.



To Enter Hours on Your Timesheet:

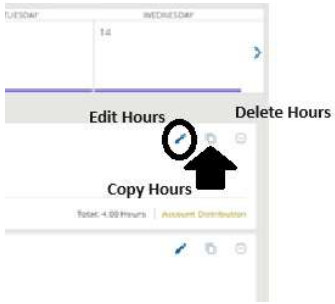
1. Click on the desired day. The day that is highlighted is the day you are currently on and will highlight.
2. Click on the drop down under Earn Code to select your Earn Code used for this day.



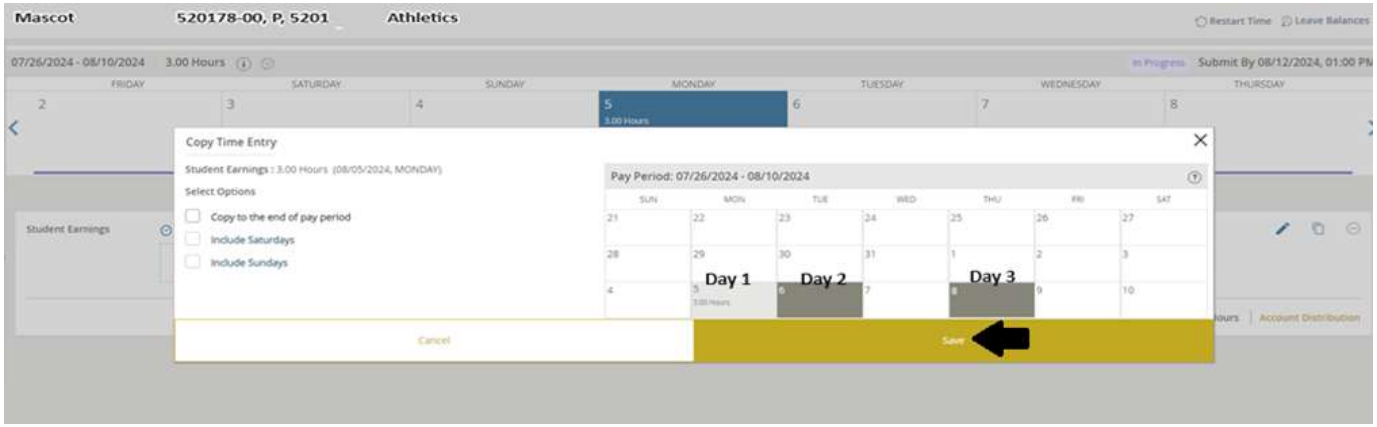
3. Select Regular Pay for worked hours or a leave code such as Vacation or Sick.
4. Enter Start and End Time. If you worked more than one shift in a day, select '**Add More Time**' to add a new line.
    a. The time sequence must be entered using **4 digits** separated by a colon (00:00) with a space before AM/PM.
        i. For example: **use 08:00 AM**, not 8:00 AM or 8AM.
5. Click '**Save**' on the bottom right-hand corner, after entering each Earn Code for each day. Save often.

6. If you need to add multiple earn codes to your day, click on '**Add Earn Code**' and a new drop down will appear so you can select the next Earn Code and split the hours out.
7. To enter hours on a different day, click the next worked day on the calendar and repeat the process.

8. If you need to edit/reduce hours, click on the date then click on the pencil icon.



9. If you work the same shift on multiple dates, you can:
    a. Click on the Copy Hours Button
    b. Click on the days on the calendar pop-out that you worked the same hours
    c. Click 'Save' after all days have been copied

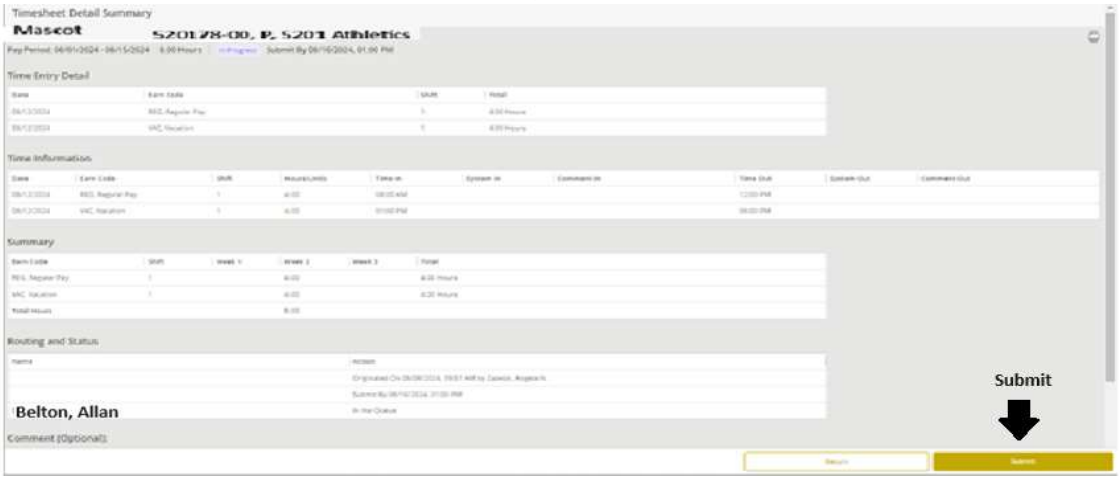


10. If you need to remove unneeded hours click on the ⊖ icon.
    a. You will be prompted to make sure this is the action you wish to take. Click on '**Yes**' to move forward.
        i. Always make sure to click on '**Save**' after each action.

To View a Preview Your Timesheet and Submit for Approval:

1. Once you have finished entering your time, click on '**Preview**'. This will take you to your summary page.

2. Review all hours entered. If everything looks correct, click on '**Submit**'. If you need to make changes, click on **'Return'**.



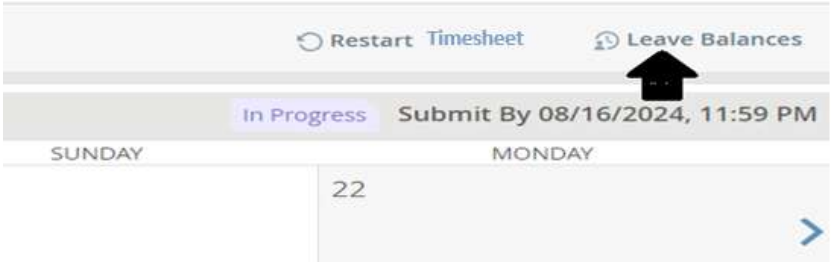
Once your timesheet has been submitted, you will see this confirmation message:

3. If you or your supervisor leave a comment you will see this symbol:

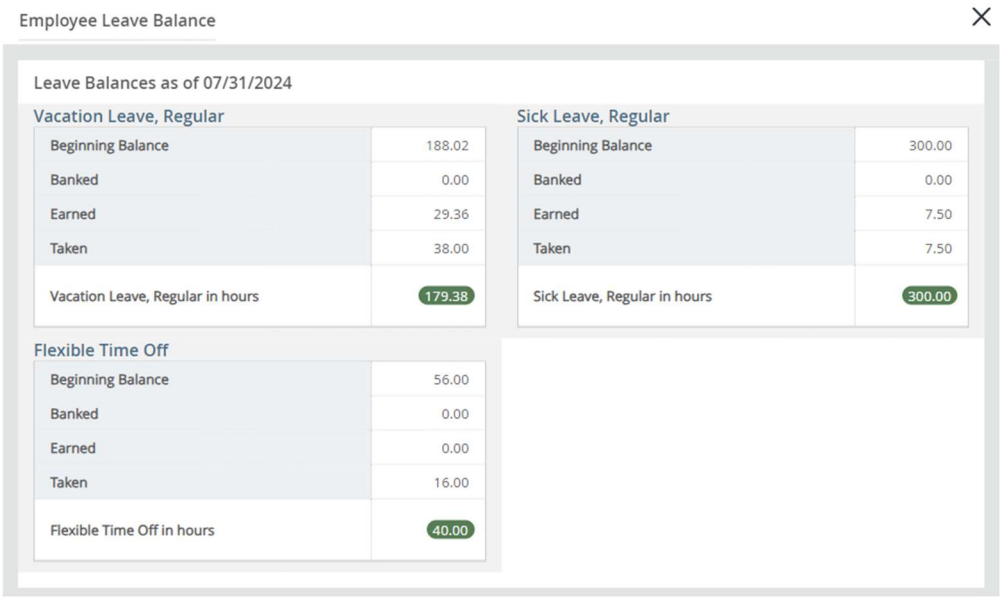
4. Now that your timesheet has been completed, you supervisor will have the ability to review and approve your timesheet or return it to you with any corrections. Please work with your supervisor to resolve any issues.

To Check Your Leave Balances:

1. Click on '**Leave Balances**' in the top right corner.



The Employee Leave Balance pop-out will show your leave balances as of the beginning of the current period. Any leave recorded on this timesheet has not been deducted from the balances you see. You will only see the amounts change once the payroll has completed processing and all leave hours used and accrued have been applied.



2. Once you are done in this area, you can click '**Exit Page**' in the bottom left-hand corner to bring you back to the beginning of your timesheet or you can click on **'Employee Dashboard'** in the top left corner to bring you back to your summary page.