Employee Self Service Time Entry

- My Scranton
  User Name – Example: Jonesd1
  PIN – Your Banner PIN Number
  Click on LOGIN
  Click on EMPLOYEE
  Click on SELF SERVICE (UIS)
  Click on EMPLOYEE MENU
  Click on TIME SHEET

- Main Menu
  Click on Employee Menu
  Click on Time Sheet

- Time Reporting Selection
  Employee – Will default to Time Sheet Selection.
  Click on Time Sheet
  Supervisor – Your choice will default to Approve or Acknowledge Time.
  Click on Select
  To access your time sheet:
  Click on Access My Time Sheet
  Click on Select

- Pay Period and Status
  Employee – Click on the check mark after the payroll effective start date to make your selection for the pay period that you would like to view or modify.
  Highlight that pay period effective date and click on it.
  Click on Time Sheet

- Time Sheet
  Select the Day and Leave Code that you would like to modify.
  Click on ENTER HOURS
  PLEASE NOTE: Hours can not be entered on Saturdays or Sundays.
  Enter the amount of leave hours for that day in the area provided. At this time you can save your record by clicking on SAVE or if, applicable you can use the Copy feature. This feature will allow you to copy the amount of hours entered for that particular Leave Code into multiple days during this pay period.
  Click on Copy which will display a screen where you can select the days of the week that you would like to copy your previously selected hours to.
  Click in the area/areas provided.
  Click on COPY
  Click on Time Sheet or Previous Menu to return to your Time Sheet.

PLEASE NOTE: Time can be entered in .25 hour increments in all leave categories with exception of Vacation Time. Vacation Time can ONLY be entered in 3.5 or 7 hour increments.
Restart feature will allow you to start your Time Sheet over and delete all leave hours that were previously entered for this current pay period.
Click on Restart
Click on Submit (this will clear your time sheet)

Click on NEXT to access the second week on your time sheet.

IMPORTANT!!
You will need to submit your time sheet for approval by 10:00 AM on the Monday after the pay period end date. You will not be able to change, add or delete hours to your Time Sheet after this time. This date is displayed on the top portion of your Time Sheet under the header, SUBMIT BY DATE.
PLEASE NOTE: Once your Time Sheet is submitted for approval, you can not change, add or delete hours.
Click on Submit for Approval to submit your hours to Payroll

- Prior Pay Period Adjustments
  Prior pay period adjustments will be made by the Payroll Department.
  To adjust Leave Time for a prior pay period, you will need to use the Prior Pay Period Adjustment Leave Time code on your time sheet.
  Click on ENTER HOURS and enter the amount of hours that you would like to adjust. The following message will be displayed: Please enter a comment before entering prior payroll leave adjustment.
  Click on Comments
  Enter the date and the amount of leave time that needs to be adjusted.
  Examples:
  1. Change 7 hours of Travel Time for July 5th to 7 hours Vacation Time.
  2. Add 7 hours Sick Time on June 18th.
  3. Delete 7 hours Mission Time on June 1st.

  Click on SAVE
  Click on Previous Menu to go back to your time sheet.
  Re-enter your hours that need to be adjusted in the Prior Pay Period Adjustment area and click on SAVE. (Adjustment hours can be entered in one day or you can enter hours in each day.
- Time Reporting Selection
  Supervisor – your choice will default on Approve or Acknowledge Time
  Click on select

- Approver Selection
- Time Sheet

  Your department/departments will default into this section.

  If you are responsible for multiple departments, you will need to select the department for the employee records that you are going to view.

  Click on your choice of department

  Click on Sort Order

  1. Sort employees' records by status, then by name
  2. Sort employees' records by name

  Employee Status:

  In Progress – employee accessed their record and did not submit for approval. Record can be modified at this time.

  Approved – employee accessed their record and submitted for approval. Record cannot be modified at this time.

  Completed – Payroll has processed this pay period. Record cannot be modified at this time.

  PLEASE NOTE: If you feel that your employee needs to make a change on their time sheet, you will need to notify your employee and have them make the change to their record. Supervisors do not have the ability to change their employee's time sheet.

  Click on select

- Department Summary

  Employees will be listed in the order that you selected.

  The following information can be viewed on this screen:

  Department Number and Department Name

  Pay Period Effective Dates

  Pay Period Time Entry Status (this will tell you the date and time that your employees records will need to be approved by in order for Payroll to process their records timely).

  Time Sheet Status

  Employee's ID Number

  Employee's Name and Position Number

  Total Hours of Leave Time that was entered by your employee

  Queue Status

  Click on Employee's name to view your employee's time sheet.

  Click on Previous menu to go back to the Department Summary page and click on Select New Department. This will bring you back to the Approver Selection page.