



# Payroll Instructions: Banner 9

- Entering an Hourly Banner Time Sheet
- Approving an Hourly Banner Time Sheet
- Creating a Proxy and Approving Time Acting as a Proxy

# Hourly Pay Information

- Pay periods run: 1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> – 30<sup>th</sup>/31<sup>st</sup>
- Time submission is due by midnight on: 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup>
- Payday is on: 10<sup>th</sup> and 25<sup>th</sup>
- Late time forms are delayed at least one pay period before being entered per University Policy

# Entering an Hourly Banner Time Sheet

# Entering an Hourly Banner Time Sheet



The screenshot shows the SUU portal interface. On the left is a vertical navigation menu with the following items:

- Travel
- Tutoring Queue
- the Success HUB
- BANNER** ?
- EMPLOYEE**
- Banner Login
- Argos
- EPAF Administration
- Employee Menu (Banner 8)
- Employee Self-Service (Banner 9)
- Leave Report
- Tax Forms
- Time Sheet (Banner 8)
- Time Sheet (Banner 9)
- FINANCE**
- Finance (Banner 9)

A red arrow points to the "Time Sheet (Banner 9)" option in the menu.

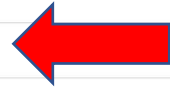
The main content area on the right displays event details for "December 12 from 10 a.m. to 11:30 a.m. in the Cedar Breaks Room of the Sharwan Smith Student Center." The description states: "This event is for any employees of SUU who would like to contribute to the brand and identify of Southern Utah University as the University of the Parks. This meeting will establish a steering committee to oversee initiatives and efforts." Below the text is a green button labeled "Add to Your Calendar". There are also 4 likes and a "Like" button shown.

### Timesheet

#### Approvals

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status	
Accounting Assistant, HS9999-00, T, 66000, Accounting Services, Rate: \$9.250000				<a href="#">Prior Periods</a>
02/01/2022 - 02/15/2022	2.00 Hours		In Progress	<a href="#">i</a>
01/16/2022 - 01/31/2022	34.50 Hours	01/31/2022	Approved	<a href="#">i</a>
Accounting Assistant, WS2122-00, T, 66000, Accounting Services, Rate: \$9.000000				<a href="#">Prior Periods</a>



**Choose your pay period and position**

Accounting Assistant, HS9999-00, T, 66000, Accounting Services, Rate: \$9.250000

[Restart Time](#) [Leave Balances](#)

02/01/2022 - 02/15/2022 | 2.00 Hours [i](#) [c](#)

In Progress **Submit By 02/15/2022, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 2.00 Hours	2 2.00 Hours	3	4	5

[+ Add Earn Code](#)

Earn Code  Hours

**Enter your hours.  
Don't forget to  
save. Once all  
your hours are  
entered for the  
pay period click  
Preview**



[Exit Page](#)

[Cancel](#)

[Save](#)

[Preview](#)

### Timesheet Detail Summary

Accounting Assistant, HS9999-00, T, 66000, Accounting Services , Rate: \$9.250000

Pay Period: 02/01/2022 - 02/15/2022 | 5.00 Hours | [In Progress](#) | [Submit By 02/15/2022, 11:59 PM](#)

Time Entry Detail			
Date	Earn Code	Shift	Total
02/01/2022	HRG, Hourly Regular	1	2.00 Hours
02/02/2022	HRG, Hourly Regular	1	3.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
HRG, Hourly Regular	1	5.00			5.00 Hours
<b>Total Hours</b>		5.00			

Routing and Status		
Name	Action	Date & Time
<input type="text"/>	Originated	02/01/2022, 09:53 AM
Font, Linda	In the Queue	
Matheson, Lindey E.	In the Queue	

Comment (Optional):

Add Comment

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2000 characters remaining

**Preview your hours to make sure they are correct and **SUBMIT****



Return

Submit

Follow these instructions if there are still errors occurring with submitting time and the error description is blank.

1. Hard Refresh Browser <https://fabricdigital.co.nz/blog/how-to-hard-refresh-your-browser-and-clear-cache>
2. Clear Cache and Cookies
3. Try a different web browser and/ or Device

If none these solutions work, please contact payroll immediately.



# Approving an Hourly Banner Time Sheet

## Approval Deadlines

- Time submission by hourly employee is due midnight on: 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup>
- Supervisor Approval is due by midnight on the 3<sup>rd</sup> and the 18<sup>th</sup> following submission

- Travel
- Tutoring Queue
- the Success HUB

## BANNER ?

### EMPLOYEE

- Banner Login
  - Argos
  - EPAF Administration
  - Employee Menu (Banner 8)
  - Employee Self-Service (Banner 9)
  - Leave Report
  - Tax Forms
  - Time Sheet (Banner 8)
  - Time Sheet (Banner 9)
- ### FINANCE
- Finance (Banner 9)

December 12 from 10 a.m. to 11:30 a.m. in the Cedar Breaks Room of the Sharwan Smith Student Center.

This event is for any employees of SUU who would like to contribute to the brand and identify of Southern Utah University as the University of the Parks. This meeting will establish a steering committee to oversee initiatives and efforts.

Add to Your Calendar

4

Like

- Sexual Violence Awareness (Campus SaVE Act)
- Speech & Presentation Center
- Student Billing System
- Student Conduct Code
- T-Bird Squawks
- Tbird Connection
- Testing Center
- Transfer Equivalency
- Tutoring Center
- Writing Center
- Zoom



Go To Employee Self-Service (Banner 9).

Pay Information				▼
Latest Pay Stub: <a href="#">08/31/2022</a>	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				▲
Benefits				▲
Taxes				▼
Job Summary				▲
Employee Summary				▲

My Activities

Enter Leave Report

Request Time Off

Approve Time


Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Effort Certification

Labor Redistribution



In your Employee Dashboard click on Approve Time on the right-hand side.

Select the correct pay period and choose the time sheet you need to approve

Employee Dashboard • Time Entry Approvals

### Approvals - Timesheet

Approvals | Leave Report | Leave Request

Timesheet ▼ | All Departments ▼

Distribution Status Report - Timesheet


1

12/01/2022 - 12/15/2022 (2022 HP 23)

12/01/2022 - 12/15/2022 (2022 HP 23)

11/16/2022 - 11/30/2022 (2022 HP 22)

11/01/2022 - 11/15/2022 (2022 HP 21)



This will bring you to a list break down of all the hours work. From this screen you can Approve or return for corrections. To see a calendar view, select Details. Select “Preview” to return to the List break down.

Pay Period: 12/01/2022 - 12/15/2022 | 5.00 Hours | Pending | Submitted On 12/12/2022, 12:14 PM

### Time Entry Detail

Date	Earn Code	Shift	Total
12/01/2022	HRG, Hourly Regular	1	2.00 Hours
12/05/2022	HRG, Hourly Regular	1	1.00 Hours
12/08/2022	HRG, Hourly Regular	1	2.00 Hours

### Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
HRG, Hourly Regular	1	2.00	3.00		5.00 Hours
Total Hours		2.00	3.00		

### Routing and Status

Name	Action	Date & Time
[REDACTED]	Originated	12/12/2022, 12:13 PM
[REDACTED]	Submitted	12/12/2022, 12:14 PM
[REDACTED]	Pending Approval	

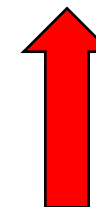
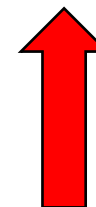
Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

ReturnDetailsReturn for correctionApprove



# Creating a Proxy for Time Approval and Approving Time as a Proxy

# Creating a New Proxy

**Purpose:** A proxy allows another individual in your department able to approve hourly employee's time in the event the original approver is sick or on PTO.

**Who should be a Proxy:** A Proxy should be able to validate the hours submitted by an hourly employees, such as the original approver's supervisor or another individual who they work closely with.

**Note:** Setting up a proxy to approve time is different than setting up a proxy in the SUU portal approval queue.



Pay Information				▼
Latest Pay Stub: <a href="#">08/31/2022</a>	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				▲
Benefits				▲
Taxes				▼
Job Summary				▲
Employee Summary				▲

My Activities

Enter Leave Report

Request Time Off

Approve Time


Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Effort Certification

Labor Redistribution



In your Employee Dashboard click on Approve Time on the right-hand side.



## Approvals - Timesheet

Approvals

Leave Report

Leave Request

Timesheet

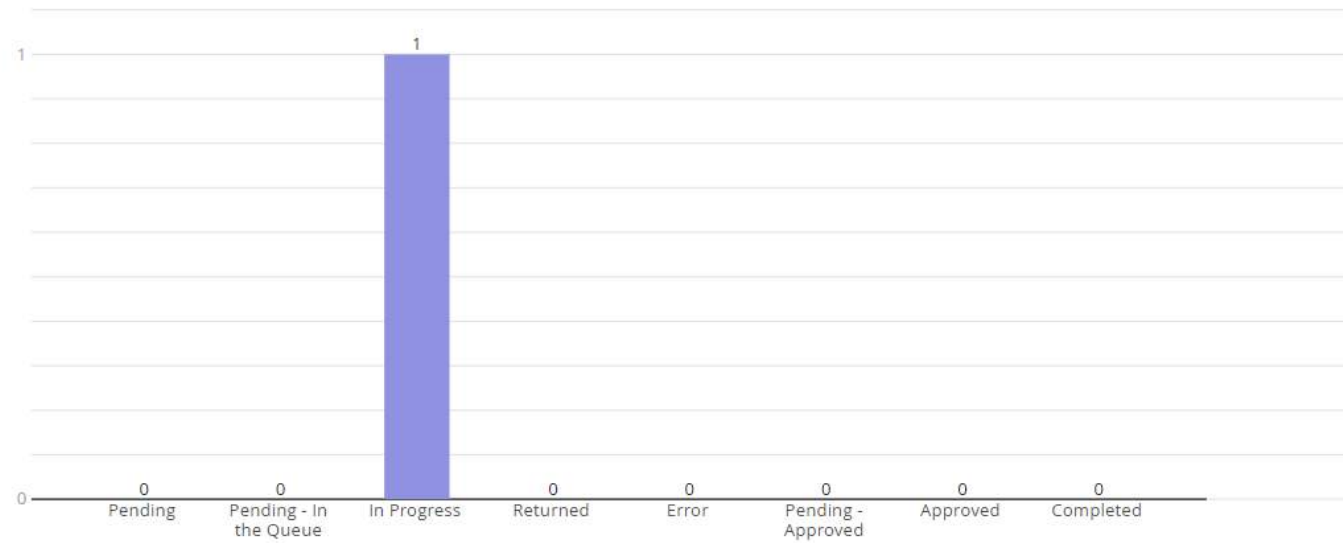
All Departments

08/16/2022 - 08/31/2022 (2022 HP 16)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Timesheet



In the upper right corner click Proxy Super User”

Pending 0

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Matheson, Lindey E. - [Accounting Services] ▾

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Font, Linda - [Accounting Services]



Click Add a new proxy and select the appropriate individual. Once added select the green check box next to their name to activate them as a proxy.

Only individuals with a check mark next to their name will be able to act as a proxy

# Approving Time Acting as a Proxy

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Font, Linda - [Accounting Services] ▾



Existing Proxies

Add a new proxy

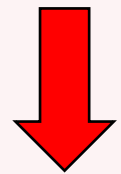
Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

- Font, Linda - [Accounting Services]
- Murnan, Angela - [Accounting Services]

In the section Act as a Proxy for, change the person from self to the approver you are acting as a proxy for. Once selected click Navigate to Time & Leave Approvals application.



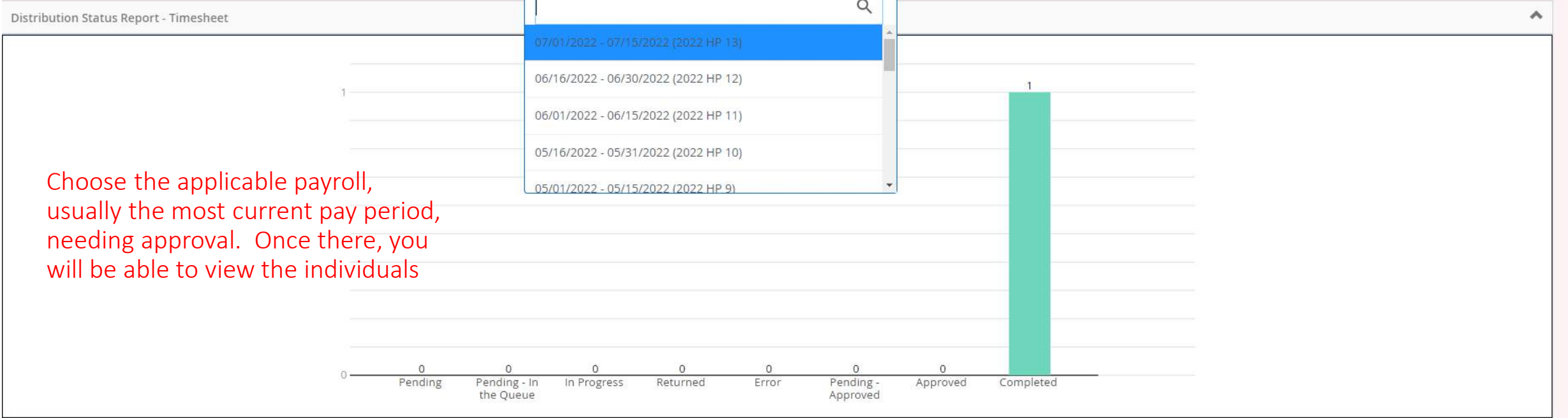
Navigate to Time & Leave Approvals application

Approvals - Timesheet

You are acting as proxy for Font, Linda

Approvals Leave Report Leave Request

Timesheet  07/01/2022 - 07/15/2022 (2022 HP 13) All Status except Not Started



Choose the applicable payroll, usually the most current pay period, needing approval. Once there, you will be able to view the individuals

To Approve time, click on an individual below the chart. This will bring you to a list view of hours worked per day. Verify the hours are accurate and click Approve. Repeat this for each individual.

Thank You!

**SUU** SOUTHERN  
UTAH  
UNIVERSITY