University of Portland

Self-Serve Banner 9

Timesheet Entry Instructions

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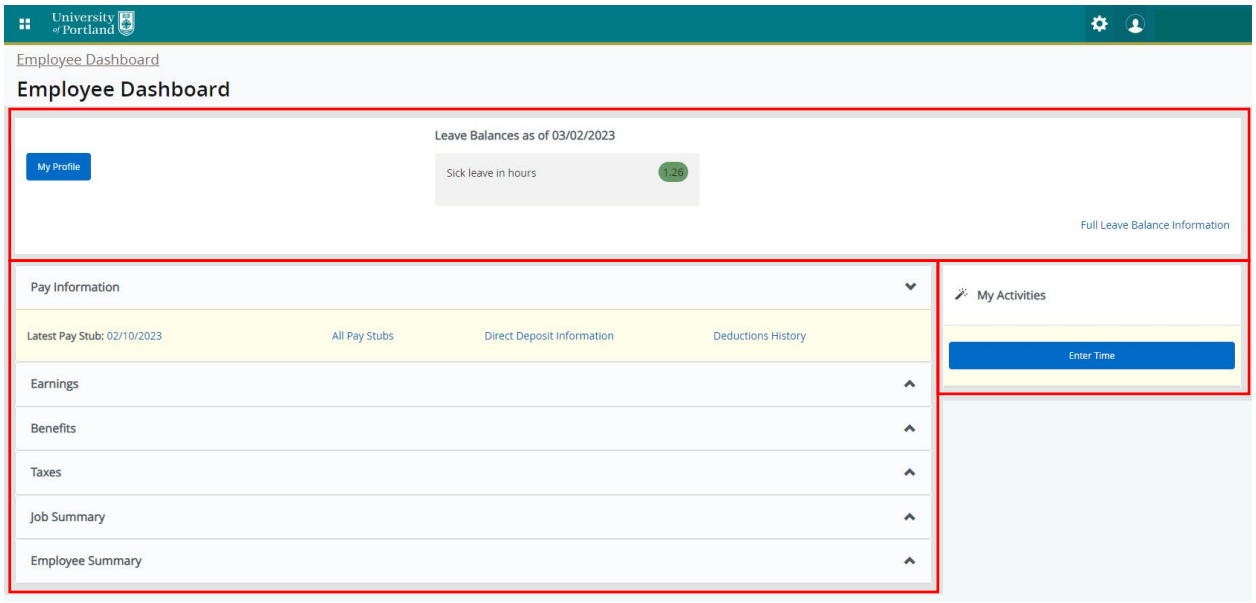
Accessing Self-Serve Banner

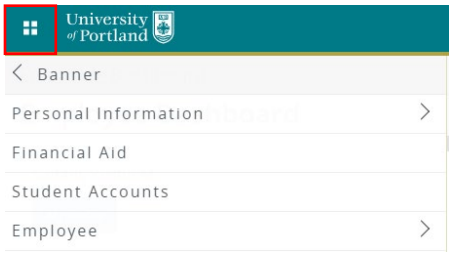
1) From your computer or mobile device, log in to https://pilots.up.edu with your assigned username and password.

2) Click on the **Self-Serve Banner** (SSB) button.

3) This will bring you to the **Employee Dashboard** which is broken down into three sections:
    a. Leave Balances & Employee Profile
    b. Pay Information
    c. My Activities

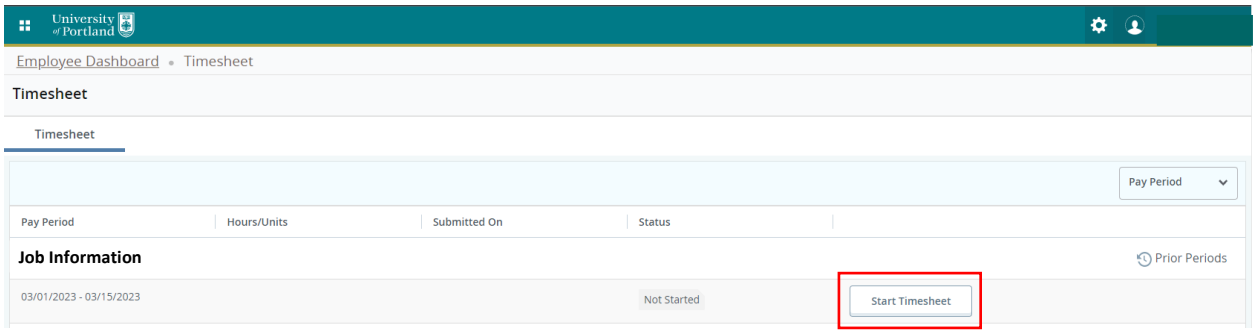


4) To navigate to other self-serve platforms such as **Financial Aid** or **Student Accounts**, click on the **Banner Menu** icon located on the upper left corner of the page.

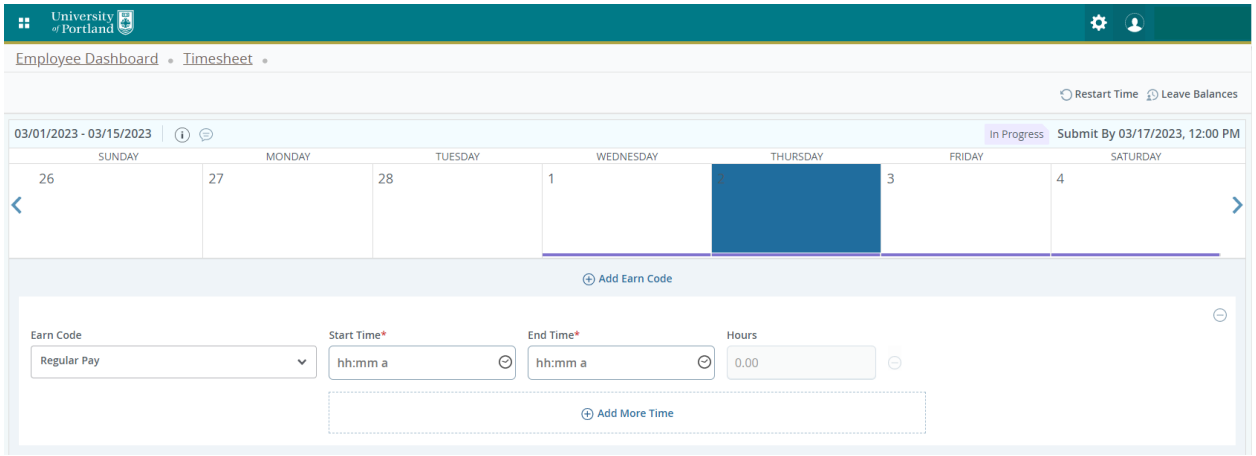


Entering Hours in Your Timesheet

1) From the Employee Dashboard click **Enter Time** located under **My Activities**. This will lead to you to the current pay period where you will click on **Start Timesheet**.

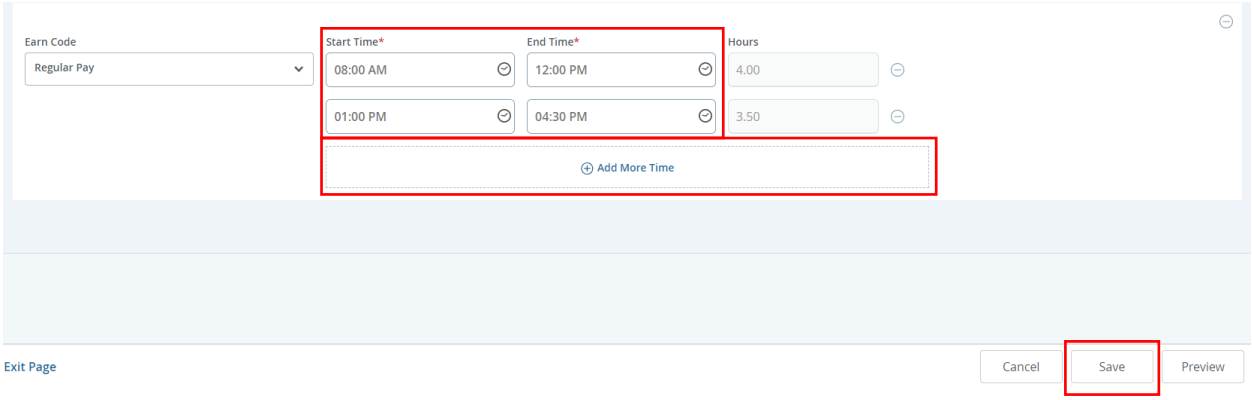


2) Once you are in your timesheet, you will click on the date that you would like to add hours to. The date selected will be highlighted in blue. Use the **arrow buttons** to navigate to other weeks within the pay period. Use the drop-down menu from the **Earn Code** field to begin entering in hours for your selected date.

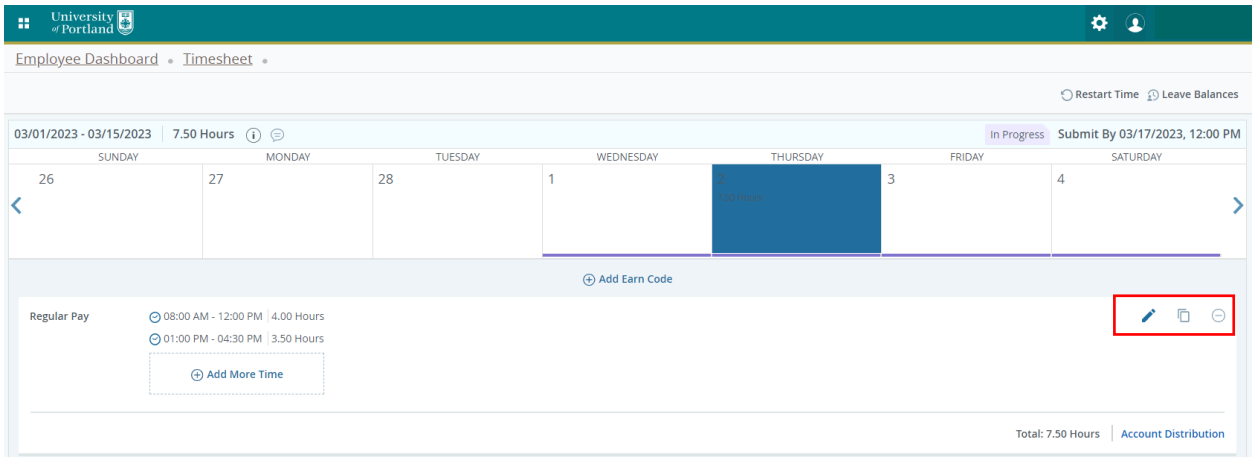


3) The **Earn Code** field will default to **Regular Pay** for all users and options available will depend upon your position. Monthly employees will not need to report regular hours, only leave hours such as sick, vacation, jury duty and bereavement time-off.

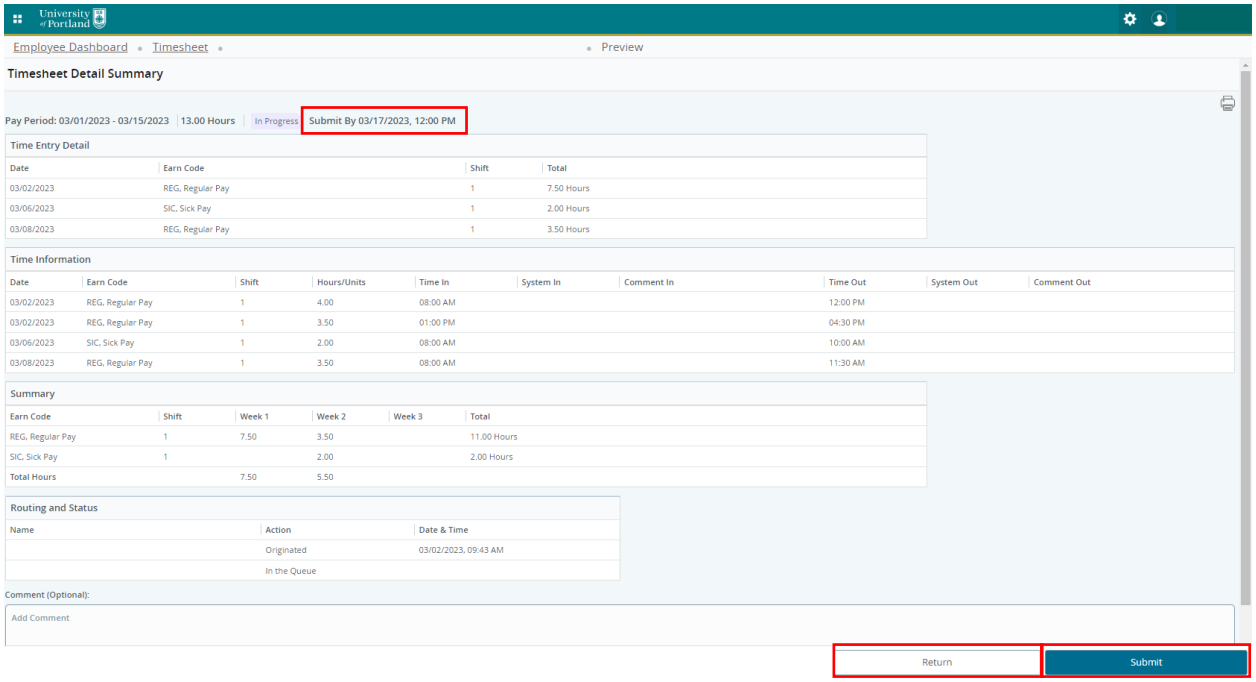
4) After you make your earning selection, input the **Start Time** and **End Time** of your shift at intervals of 15 minutes. For example, 10:00 am, 10:15 am, 10:30 am or 10:45 am. Click on **Add More Time** to add hours worked on another shift or a return from your lunch break. **Save** your entry once complete.



5) Once saved, the total time will appear in the daily box. While the pay period is still open, you will be able to **Edit**, **Copy** or **Delete** your entries as needed. To do so, select the date in question and choose your option.
   a. To edit the time after it has been saved click this icon –
   b. To copy the time to another day, click this icon –
   c. To delete an entry from the day, click this icon –



6) When all hours for the pay period have been entered, click **Preview** located on the bottom right of the timesheet. This will take you to the **Timesheet Detail Summary** screen where you can review your timesheet and **Submit** to your supervisor for approval.

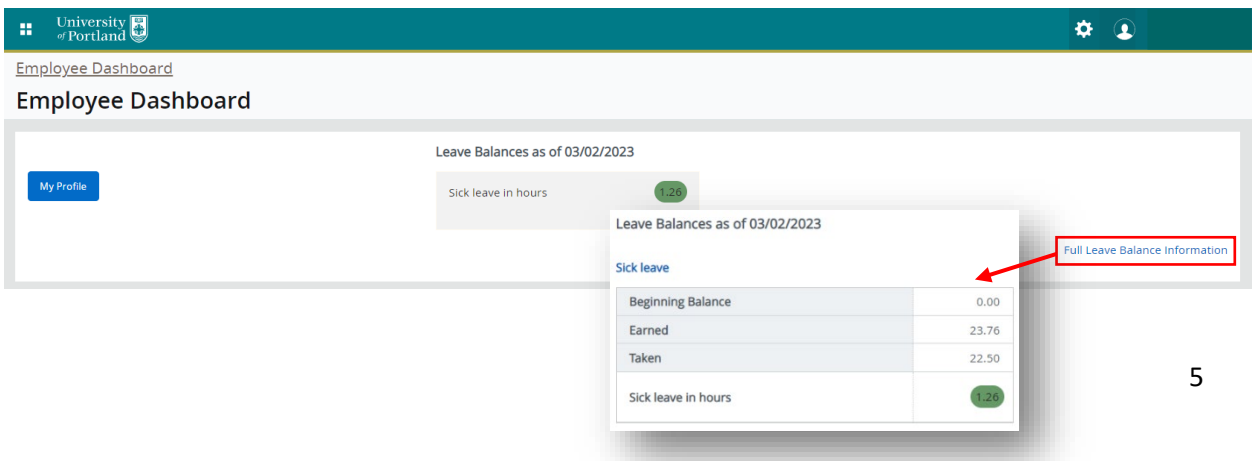


7) Corrections can still be made to your timecard prior to the submission deadline by clicking **Return** and accessing your timesheet.

Accessing Leave Balances

In the first 90 days, new employees will not see their sick and vacation time on their timesheets, however it is accruing. You can review your available balances from the **Employee Dashboard**.

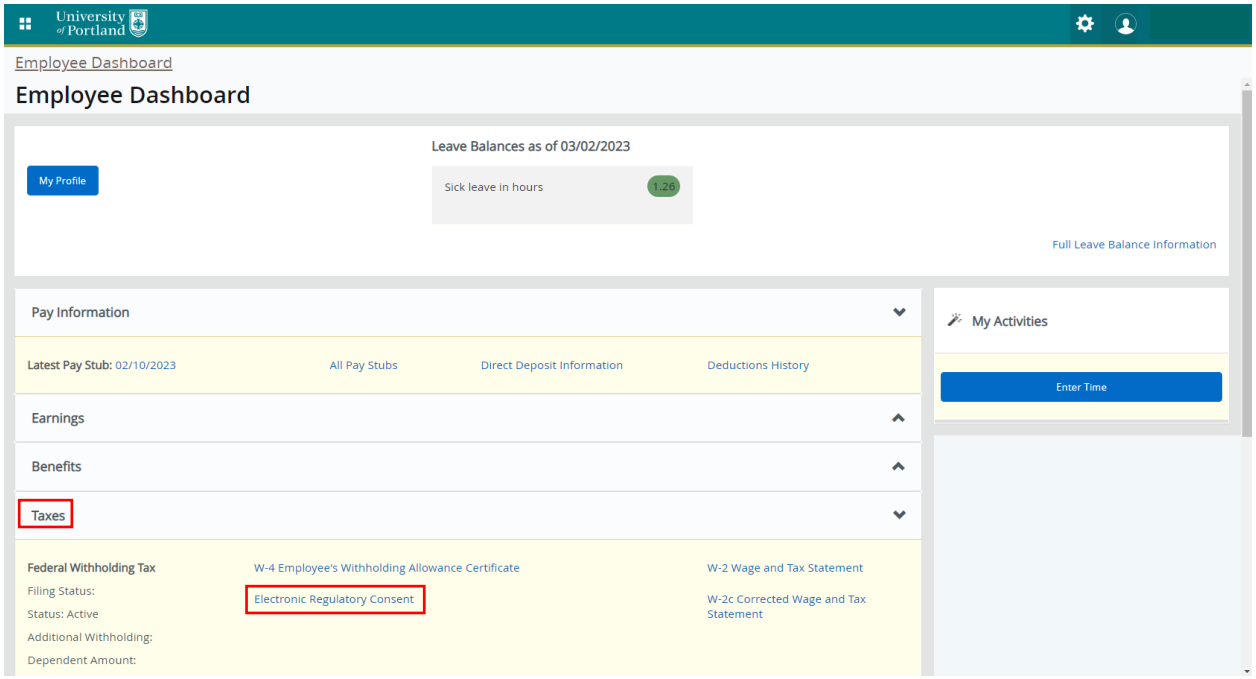
1) To view the details of your leave balances, click on **Full Leave Balance Information** from the dashboard.



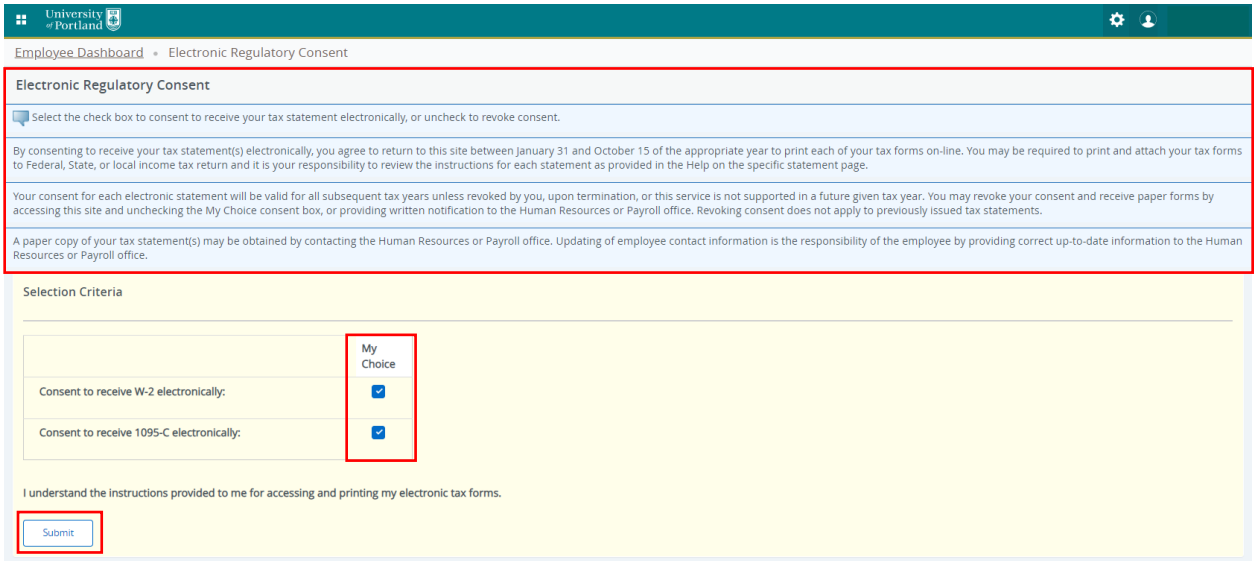
Initiating Electronic Consent for Form W-2

Signing up to receive your annual form W-2 electronically means you won't have to wait for your copy in the mail. When your form is available you will receive and email notification to retrieve your document.

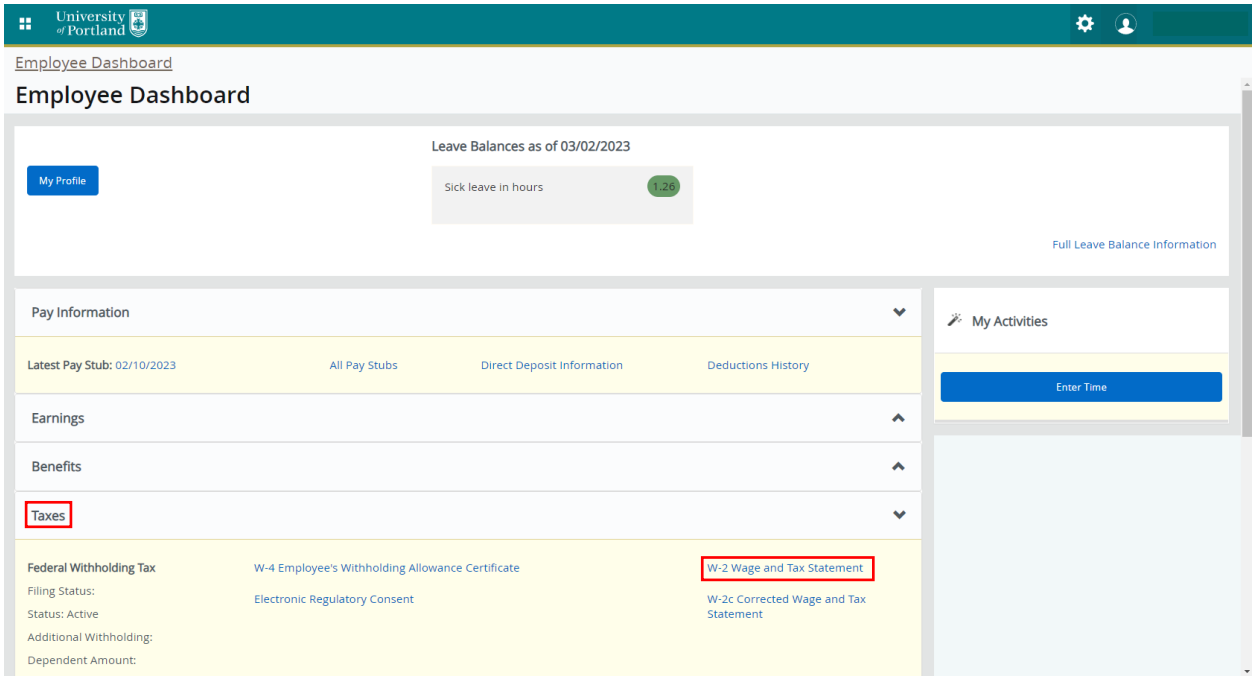
1) Starting from the **Employee Dashboard**, select **Taxes** and click on **Electronic Regulatory Consent**.



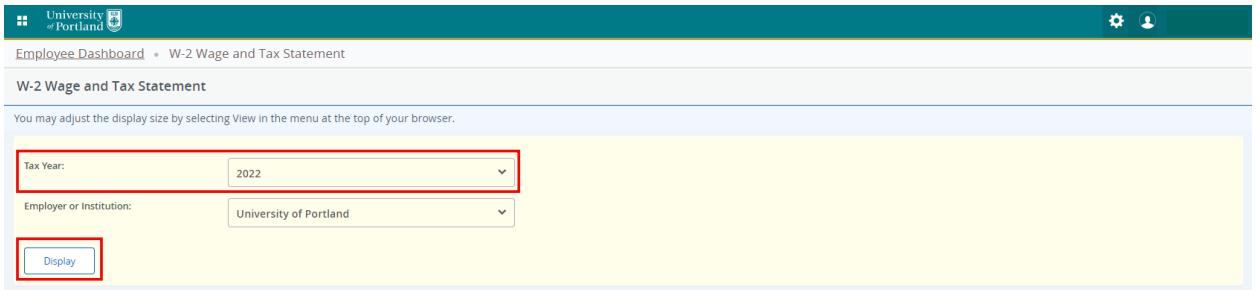
2) Carefully read the **Electronic Regulatory Consent** statement and check the boxes in the **Selection Criteria** section and **Submit** your consent.



3) To print your form W-2, navigate to the **Employee Dashboard**, select **Taxes** and click on **W-2 Wages and Tax Statement**.



4) From the **Tax Year** drop-down menu, select the appropriate year and click **Display**. On the bottom left corner, click the button labeled **Printable W-2** to get your physical document.



Timesheet Entry Quick Reference Sheet

1) Log into your account from https://pilots.up.edu and click on the self-serve Banner icon.

2) Click on **Enter Time** and **Start Timesheet** to access your current pay period timesheet.

3) Navigate through your timecard by clicking on the **arrows** and click on a date to select it. The selected day will be highlighted in blue when selected.

4) Chose your **Earn Code** from the drop-down menu.

5) Enter your **Start Time** and **Stop Time** in 15-minute intervals. Hours should be entered this format – **HH:MM** indicating **AM** or **PM**. Click **Save** to complete the entry.

6) To add additional shifts or time after a lunch period, click on **Add More Time**.

7) Once the pay period is complete, click **Preview** to review your entries in **Timesheet Detail Summary**.

8) Click **Submit** to send your timecard to your supervisor for approval.