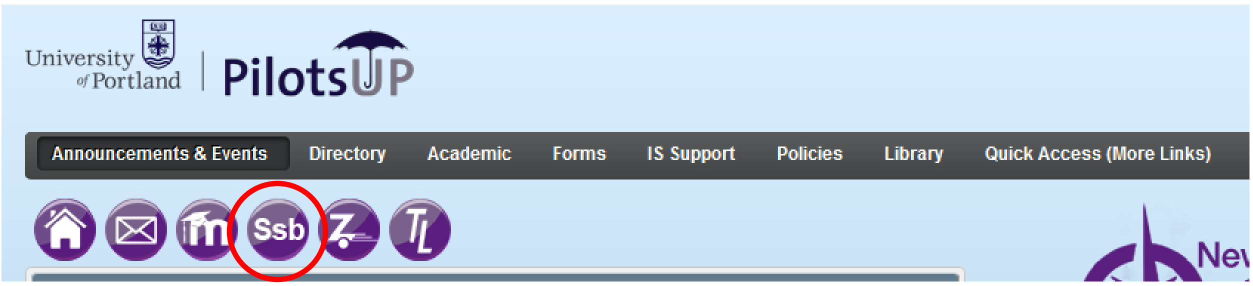
Self Serve Banner Help Sheet

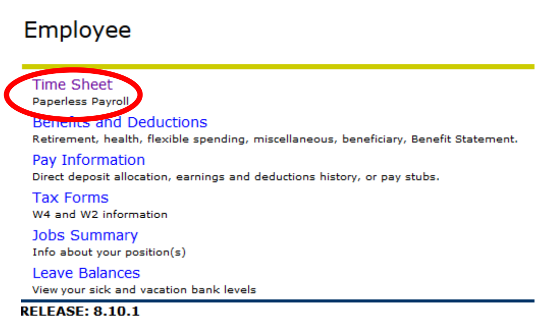
How to Access Webtime entry

1) Login to https://pilots.up.edu/. Use your computer login username and password.
2) Click on the **Ssb button** (self-serve banner).



3) Under the Main Menu **click Employee**.

4) Under Employee, **click Time Sheet**.



5) Under Selection Critria, **click Access my Time Sheet**. Then click **Select.**

Time Reporting Selection

Select a name from the pull-down list to act as

Selection Criteria

	My Choice
Access my Time Sheet:	(selected)
Access my Leave Report:	
Access my Leave Request:	
Approve or Acknowledge Time:	
Approve All Departments:	
Act as Proxy:	Self
Act as Superuser:	

Select

6) **Select Pay Period** from the down arrow. Then **click Time Sheet**.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Training and Development Coord, C72301-00 Personnel & Administrative Services, 520	(selected)	Jun 16, 2014 to Jun 30, 2014 In Progress

Time Sheet

RELEASE: 8.8

7) **Click Enter Hours** under the date and column that applies. Monthly employees need to enter their sick, vacation, jury duty and bereavement time off.

Time Sheet

Title and Number:

Department and Number:

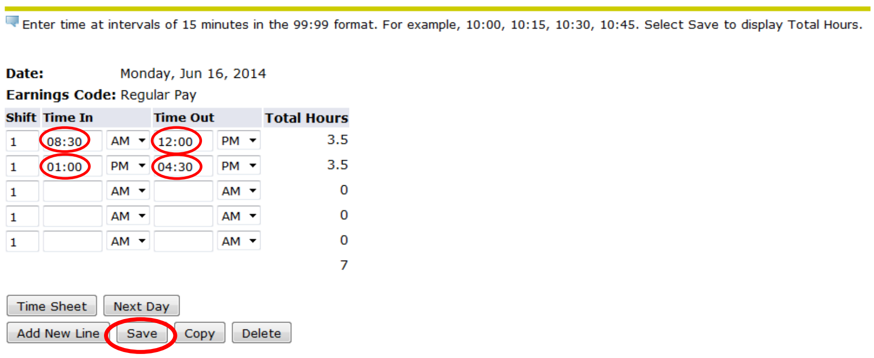
Time Sheet Period: May 16, 2014 to May 31, 2014

Submit By Date: May 30, 2014 by 03:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday May 23, 2014	Saturday May 24, 2014	Sunday May 25, 2014	Monday May 26, 2014	Tuesday May 27, 2014	Wednesday May 28, 2014	Thursday May 29, 2014
Regular Pay	1	0	70		7	Enter Hours	Enter Hours	Enter Hours	7	7	7
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	7		Enter Hours	Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shutdown Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Floating Holiday Bank	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			77		7	0	0	7	7	7	7
Total Units:				0	0	0	0	0	0	0	0

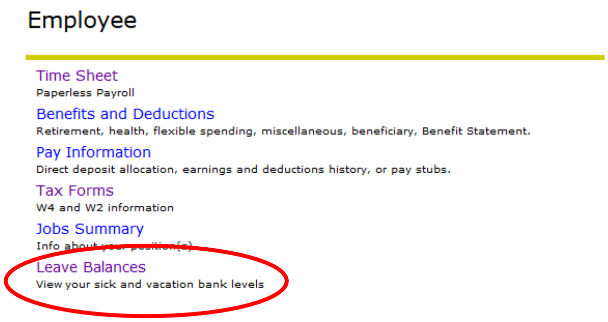
Position Selection | Comments | Preview | Previous | Next

8) Enter your time at intervals of 15 minutes. For example, 10:00, 10:15, 10:30, 10:45. **Click Save** and then **Next Day** to continue entering hours or if you want to go back to the Time Sheet to see the whole Pay Period **click Time Sheet**.

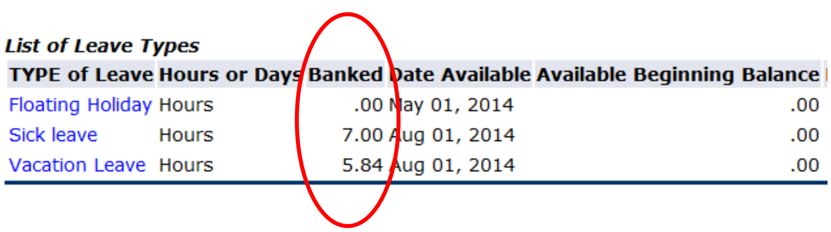


How to Access Leave Balances

1) First 90 days, new employees will not see their sick and vacation time on their Time Sheet, however it is accruing. In order to see your bank hours, **click Leave Balances.**



2) New employees can view their banked hours up to today's date and then after 90 days it will show under the Available Beginning Balance column.



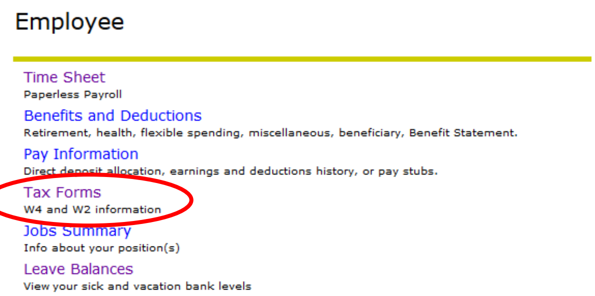
List of Leave Types

TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance
Floating Holiday	Hours	.00	May 01, 2014	.00
Sick leave	Hours	7.00	Aug 01, 2014	.00
Vacation Leave	Hours	5.84	Aug 01, 2014	.00

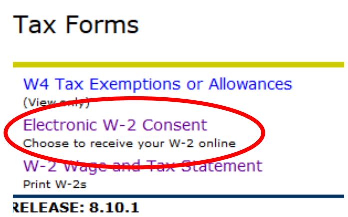
<u>How to Set-up W-2 Electronic Consent</u>

Sign-up to receive your W-2 online and you won't have to wait for them in the mail. You will receive an automated email mid-January when they are available to view in Self-Serve Banner.

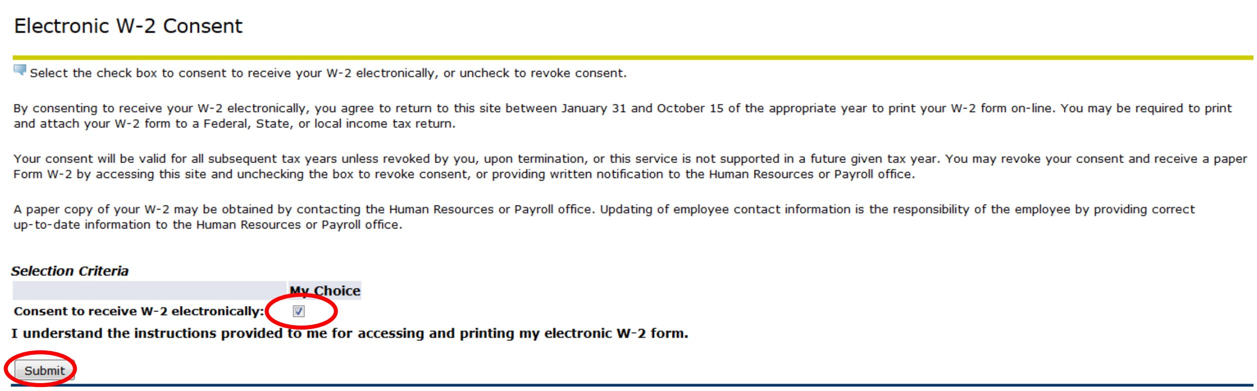
1) **Click Tax Forms**.



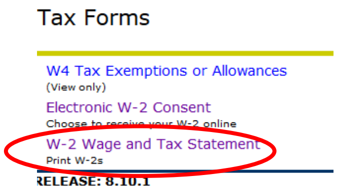
2) Click Electronic W-2 Consent



3) **Read the W-2 Consent statement** and then **click the box** to consent to receive W-2's electronically. **Click submit.** If you want to revoke the consent, uncheck the box and click submit. **Note: the screen will not show confirmation that you submitted, but as long as the box is checked you have signed up for electronic W-2's.*



4) When it is time to print your W-2 form on-line **click the tab W-2 Wage and Tax Statement**.



5) Select the **Tax Year** and **click Display**.