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 Criteria, click **Access my Time Sheet**. Then click **Select**.

Time Reporting Selection

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

Selection Criteria

Access my Time Sheet: ☑
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: Training and Development Coord, C72301-00
Personnel & Administrative Services, 520

**My Choice** Pay Period and Status

Jun 16, 2014 to Jun 30, 2014 In Progress

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.
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**.

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**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 banked 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.

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**List of Leave Types**

<table>
<thead>
<tr>
<th>TYPE of Leave Hours</th>
<th>Banked Date</th>
<th>Available Beginning Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floating Holiday</td>
<td>0.00 May 01, 2014</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>7.00 Aug 01, 2014</td>
<td>0.00</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>5.84 Aug 01, 2014</td>
<td>0.00</td>
</tr>
</tbody>
</table>
How to Set-up W-2 Electronic Consent

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.**

   **Employee**

   - Time Sheet
   - Payless Payroll
   - Benefits and Deductions
   - Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement
   - Pay Information
   - Tax Forms: Federal, state, local, and other taxes.
   - W-2 forms: Federal, state, and other taxes.
   - W-2 Information
   - 1099 Information
   - Leave Balance
   - Your sick and vacation bank levels

2) **Click Electronic W-2 Consent**

   **Tax Forms**

   - W4 Tax Exemptions or Allowances
   - W2 Tax Information
   - Electronic W-2 Consent
   - Choose to receive your W-2 online
   - W-2 Wages and Tax Information
   - Print W-2

   RELEASE: 8.10.1

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.

   **Electronic W-2 Consent**

   By consenting to receive your W-2 electronically, you agree to return to this site between January 21 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

   Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or the service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing the site and checking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

   A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

   **Selection Criteria**

   Consent to receive W-2 electronically: My Choice
   I understand the instructions provided to me for accessing and printing my electronic W-2 form.
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**.