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Banner Self-Service Time Entry

User Guide for Hourly/Non-Exempt



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Introduction

The Banner Human Resources System provides Electronic Approvals of Time Entry in supporting all faculty, staff, and students who are non-exempt and are required to report time worked and/or leave time taken. The following is a complete guide on how to access Self-Service, complete time and leave entry, and how to approve time.

Contacts – Staff

Web Time Entry or Payroll related issues:

- Cynthia Gonzales, ext. 5443
- Melissa Franco, ext. 8262
- Alex Berger, ext. 3801

Self-Service Log On

Log through the YOU portal by going to <https://you.westernu.edu>. Use your WesternU e-mail account login information.

A screenshot of the Western University login page. On the left is a login form titled "Enter your Username and Password" with fields for "Username:" and "Password:", a checkbox for "Warn me before logging me into other sites.", a "Forgot password?" link, and a "LOGIN" button. On the right is a "Logging In" section with a yellow-bordered box containing instructions: "To access you.westernu.edu, you will use your WesternU e-mail account login information. Your username will be the characters to the left of the @ symbol in your WesternU e-mail address. For example, if your e-mail address is susie.sample@westernu.edu, your username would be susie.sample. Your password is the same as the password you use to access your WesternU e-mail account." Below this is an "Incoming students" section with text about account activation. A red arrow points from the text "Log through the YOU portal by going to https://you.westernu.edu" to the "Logging In" section.



You will then be taken to the Welcome-Home screen.

Campus Announcement

Announcements All

Subject	Preview	Hide
PeopleAdmin Mobile Approvals	Great News! Mobile approvals for ... Delivery Date: April 12, 2017	Hide

Show Hidden

WesternU YouTube Channel

[For more WesternU videos click here](#)

Employee Resources

Employee Resources

Time Reporting PeopleAdmin Forms - Intranet Directory Policies CAPE

Key Resources

Key Resources

Sharepoint Google Docs Blackboard Library Acronyms Incident Report TMM Tell me about acronyms

Under Employee Resources, click on Time Reporting.

Employee Resources

Employee Resources

Time Reporting PeopleAdmin Forms - Intranet Directory Policies CAPE

Key Resources

By clicking on Time Reporting, it takes you directly into your timecard.



New Self-Service Timesheet view.



BanWeb Self-Service System

Western University of Health Sciences

[Employee Services](#) [Financial Services](#) [Housing Menu](#) [Main Menu](#) [Personal Information](#) [Reports Menu](#)

Search

Time Sheet/Leave Request/Proxy

i Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

Click the radial button next to Access my Time Sheet. and click the **Select** button at the bottom of the screen.



Self-Service Time Entry for Non-Exempt/Hourly Employees

Position Selection

i To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Position Title, Your PCN Number Department, Org Number	<input checked="" type="radio"/>	Apr 03, 2017 to Apr 16, 2017 Not Started ▼

Select the timesheet for the appropriate pay period on the drop down bar and click on the **Time Sheet** button. You will now be placed into the timesheet. See below:

Time Sheet

i To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Payroll
Department and Number: Treasur Position Title
Time Sheet Period: Apr 03, Department, Org Number
Submit By Date: Apr 30, 2017 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017	Saturday Apr 08, 2017	Sunday Apr 09, 2017
Regular Pay	1	80	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
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:



Regular Time Entry

Please review the left-hand column under **Earnings**. The same earnings we had available on the hard copy timecard are also available online. The enhancement with BanWeb Self-Service is furnishing a comprehensive view of all earnings. Please note, depending on your employee class, your views may be different. Here are those earnings:

Regular Pay	Sick Pay	Vacation Pay	Jury Duty Pay
Bereavement	Overtime	Doubletime Pay	Holiday Pay
*Paid Time Off – 15 days - **This is only for Postdoctoral Research Scholars/Fellows**			

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Position Title
Department and Number: Department, Org Number
Time Sheet Period: Apr 03, 2017 to Apr 16, 2017
Submit By Date: Apr 30, 2017 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017	Saturday Apr 08, 2017	Sunday Apr 09, 2017
Regular Pay	1	80	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
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

All the command buttons needed for your timecard are located at the bottom of the screen.



To begin time entry, click on **“Enter Hours”** for the first day of the pay period in the Regular Pay column.

Note: Defaulted pay period hours for your position will display on each electronic time sheet.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017
Regular Pay	1	80	0		Enter Hours
Sick Pay	1	0	0		Enter Hours
Vacation Pay	1	0	0		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	0		Enter Hours
Overtime	1	0	0		Enter Hours
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	0		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours
Total Hours:			0		0



Place your "in" and "out" times in the boxes below. Note the time intervals of 15 minutes can only be used. The system will not take times such as 8:01, 8:10, only intervals of 15.

Employee Services | Financial Services | Housing Menu | Main Menu | Personal Information | Reports Menu

Search

Time In and Out

i Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Monday, Apr 03, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	<input type="text"/> AM <input type="button" value="v"/>	<input type="text"/> AM <input type="button" value="v"/>	0
1	<input type="text"/> AM <input type="button" value="v"/>	<input type="text"/> AM <input type="button" value="v"/>	0
1	<input type="text"/> AM <input type="button" value="v"/>	<input type="text"/> AM <input type="button" value="v"/>	0
1	<input type="text"/> AM <input type="button" value="v"/>	<input type="text"/> AM <input type="button" value="v"/>	0
1	<input type="text"/> AM <input type="button" value="v"/>	<input type="text"/> AM <input type="button" value="v"/>	0
			0



Enter hours and click on the **Save** button. Total hours in the right-hand column will update. To get back to your timecard view, you will need to click on the **Time Sheet** button below.

Date: Monday, Apr 03, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1			0
1			0
1			0
1			0
			4



The timecard will now display 4 Regular hours for Monday. To add more regular hours for this day, click on the 4 to get back to the “Time In and Out” screen.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017
Regular Pay	1	0	4		4
Sick Pay	1	0	0		Enter Hours
Vacation Pay	1	0	0		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	0		Enter Hours
Overtime	1	0	0		Enter Hours
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	0		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours
Total Hours:			4		4





Add four more hours by going to the second row and placing the Time In and Time Out in the boxes. See example below. Click on the **Save** button at the bottom of the page. Total Hours on the right-hand side are updated.

You will see the Account Distribution area also updated:

Earning Code | Shift | Hours

Regular Pay 1 8

Time In and Out

Please enter your time in intervals of 15 minutes (1

Date: Monday, Apr 03, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	12:30 PM	04:30 PM	4
1			0
1			0
1			0
			8

Time Sheet Next Day
 Add New Line Save Copy Delete

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	8

For timecard view, click the **Time Sheet** button to get back to the timecard.



You will now see the 8 hours recorded for Monday and the updated timecard.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017
Regular Pay	1	0	8		8
Sick Pay	1	0	0		Enter Hours
Vacation Pay	1	0	0		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	0		Enter Hours
Overtime	1	0	0		Enter Hours
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	0		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours
Total Hours:			8		8
Total Units:				0	0



Overtime Entry

When working overtime, use the same example from Monday and now locate the Overtime section for the same day. Click on **Enter Hours** for Monday in the Overtime section for that day. ←

Time Sheet

Title and Number:					
Department and Number:					
Time Sheet Period:					
Submit By Date:					
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017
Regular Pay	1	0	8		8
Sick Pay	1	0	0		Enter Hours
Vacation Pay	1	0	0		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	0		Enter Hours
Overtime	1	0	0		Enter Hours
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	0		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours
Total Hours:			8		8
Total Units:				0	0



Starting with your **Out time** from your Regular hours, place this time in the “Time In” box and place the ending time of your shift in the “Time Out” box. Click the **Save** button and your overtime hours will be updated. Your Account Distribution will also be updated. Please also pay attention when selecting AM and PM drop-downs. **NOTE:** *The timesheet will not let you save it if the AM’s and PM’s are inconsistent. Example: If the below time was entered as 4:30 PM to 5:45 AM you will receive the following error message:*

The time of day entered under Time In must be before Time Out.

Time In and Out

Please enter your time in intervals of 15 minutes (1

Date: Monday, Apr 03, 2017

Earnings Code: Overtime

Shift	Time In		Time Out		Total Hours
1	04:30	PM	05:45	PM	1.25
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

1.25

Time Sheet

Next Day

Add New Line

Save

Copy

Delete

Account Distribution

Earnings Code	Shift	Hours	
Overtime	1	1.25	Account Distribution



Here is the updated timesheet view with Regular hours and Overtime hours.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017
Regular Pay	1	0	8		8
Sick Pay	1	0	0		Enter Hours
Vacation Pay	1	0	0		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	0		Enter Hours
Overtime	1	0	1.25		1.25
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	0		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours
Total Hours:			9.25		9.25
Total Units:				0	0



California Overtime:

An employee working more than eight hours in any workday or more than 40 hours in any work week receives one and one-half times his or her regular rate of pay. This is for all hours worked over eight hours in any workday and over 40 hours in the workweek. Eight hours of labor constitutes a day's work, and employment beyond eight hours in any workday or more than six days in any workweek is permissible provided the employee is compensated for the overtime at not less than:

1. One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and
2. Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

Make certain to calculate your overtime hours correctly. It is your responsibility to place these hours in and if they are calculated or captured incorrectly, the timecard will be sent back to your queue for correction. For California employees, if there is a holiday during the week and you work on the following weekend, you will have needed to have worked 40 hours during the week before the weekend counts as overtime. Please familiarize yourself with the overtime laws and if you have any questions, contact the Payroll Department for assistance.

Web Site: https://www.dir.ca.gov/dlse/FAQ_Overtime.htm

Oregon Overtime:

The payment of overtime is required by both federal and state laws. The law requires most employers to pay overtime at the rate of 1.5 times the regular rate for all hours over 40 in the workweek. Special overtime rules apply to government agencies, hospitals, canneries and manufacturing establishments.

Make certain to calculate your overtime hours correctly. It's your responsibility to place these hours in and if they are calculated or captured incorrectly, the timecard will be sent back to your queue for correction. For Oregon employees, hours during each day can vary. Make certain you reach 40 worked hours first within the week before recording overtime. In addition, when you select other hours such as vacation, sick, etc., make sure not to exceed your default hours for the week. Please familiarize yourself with the overtime laws and if you have any questions, contact the Payroll Department for assistance.

Web Site: http://www.oregon.gov/boli/ta/Pages/t_faq_taovrtim.aspx



Vacation Time Entry

Vacation time is simple to enter. If the entire day will be taken as vacation, select the vacation category under the appropriate day. Remaining with the same timecard example, select **Vacation** under Tuesday and click on **Enter Hours**.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017
Regular Pay	1	0	8		8	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours
Total Hours:			9.25		9.25	0
Total Units:				0	0	0



For entering time, you will need to place hours in the Time In and Time Out boxes. There is no need for entries on two separate lines as Self-Service allows one entry to capture **Total Hours**. Make sure to select the correct drop down indicating AM and PM on both entries. Click the **Save** button at the bottom of the page and the information for Tuesday's hours will be updated.

Time In and Out

Please enter your time in intervals of 15 minutes (10:0

Date: Tuesday, Apr 04, 2017

Earnings Code: Vacation Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	04:00 PM	8
1			0
1			0
1			0
1			0

8

[Time Sheet](#) [Previous Day](#) [Next Day](#)
[Add New Line](#) [Save](#) [Copy](#) [Delete](#)

Account Distribution			
Earnings Code	Shift	Hours	
Vacation Pay	1	8	Account Distribution



Here is the updated timesheet view with Regular, Overtime, and Vacation hours for Monday and Tuesday.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017
Regular Pay	1	0	8		8	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours
Vacation Pay	1	0	8		Enter Hours	8
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours
Total Hours:			17.25		9.25	8
Total Units:				0	0	0



For entering partial Vacation time, select the applicable category first. If you work in the morning and are leaving early, select Regular Pay for Tuesday and place the Time In and Time Out. Click the **Save** button and 4 hours for regular time will display. Click **Time Sheet** to return to your timecard. On the same day, Tuesday, select the **Vacation Pay** category. See the following example.

Time In and Out

Please enter your time in intervals of 15 minutes (:

Date: Tuesday, Apr 04, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:30 AM	12:30 PM	4
1			0
1			0
1			0
1			0
			4

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	4



Time In and Out

i Please enter your time in intervals of 15 minutes (:

Date: Tuesday, Apr 04, 2017

Earnings Code: Vacation Pay

Shift	Time In	Time Out	Total Hours
1	12:30 PM	04:30 PM	4
1			0
1			0
1			0
1			0
			4

Account Distribution

Earnings Code	Shift	Hours	
Vacation Pay	1	4	<input type="button" value="Account Distribution"/>



Your timecard will now have split hours for Regular Pay and Vacation Pay for Tuesday's entry.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017
Regular Pay	1	0	12		8	4
Sick Pay	1	0	0		Enter Hours	Enter Hours
Vacation Pay	1	0	4		Enter Hours	4
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours
Total Hours:			17.25		9.25	8
Total Units:				0	0	0



Sick, Jury Duty & Bereavement Time Entry

Sick, Jury Duty, & Bereavement Time are entered on BanWeb Self-Service in the same format as **Regular Pay, Vacation Pay, and Overtime**. Select the day and the category you will be entering time under.

Time Sheet

Title and Number: _____ Position Title
Department and Number: _____ Department, Org Number
Time Sheet Period: Apr 03, 2017 to Apr 16, 2017
Submit By Date: Apr 30, 2017 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017	Saturday Apr 08, 2017	Sunday Apr 09, 2017
Regular Pay	1	0	12		8	4	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
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			17.25		9.25	8	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



Examples of Sick & Bereavement Time Entry:

Sick entry for entire day on Wednesday. Locate **Sick Pay** for Wednesday and click on **Enter Hours**. ←

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017
Regular Pay	1	0	12		8	4	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:			17.25		9.25	8	0
Total Units:				0	0	0	0



For full day entry of **Sick Pay**, place Time In and Time Out. Click the **Save** button at the bottom of the page and the time will be updated. Click the **Time Sheet** button and Wednesday will display 8 hours of Sick Pay.

Time In and Out

Please enter your time in intervals of 15 minutes (1)

Date: Wednesday, Apr 05, 2017

Earnings Code: Sick Pay

Shift	Time In	Time Out	Total Hours
1	8:00 AM	4:00 PM	0
1			0
1			0
1			0
1			0
1			0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

You will always know which earning code you clicked on as this information will display at the top.

Step 1: Enter Time.

Step 2: Click Save. Time will be updated.

Step 3: Click on Time Sheet to return to full view.

Time In and Out

Please enter your time in intervals of 15 minutes (1)

Date: Wednesday, Apr 05, 2017

Earnings Code: Sick Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	04:00 PM	8
1			0
1			0
1			0
1			0
1			8

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete



Wednesday's time now reflects 8 hours of **Sick Pay**.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017
Regular Pay	1	0	12		8	4	Enter Hours
Sick Pay	1	0	8		Enter Hours	Enter Hours	8
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:			25.25		9.25	8	8
Total Units:				0	0	0	0



For full day entry of **Bereavement**, locate Bereavement for Thursday and click on **Enter Hours**.

Time Sheet

Title and Number: _____

Department and Number: _____

Time Sheet Period: _____

Submit By Date: _____

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017
Regular Pay	1	0	12		8	4	Enter Hours	Enter Hours
Sick Pay	1	0	8		Enter Hours	Enter Hours	8	Enter Hours
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			25.25		9.25	8	8	0
Total Units:				0	0	0	0	0



For full day entry of **Bereavement**, place Time In and Time Out. Click the **Save** button on the bottom of the page and the time will be updated. Click the **Time Sheet** button and Thursday will display 8 hours of Bereavement.

Time In and Out

Please enter your time in intervals of 15 minutes (1)

Date: Thursday, Apr 06, 2017

Earnings Code: Bereavement

Displays Earnings Code

Shift	Time In	Time Out	Total Hours
1	8:00 AM	4:00 PM	0
1			0
1			0
1			0
1			0
1			0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

Step 1: Enter Time.

Time In and Out

Please enter your time in intervals of 15 minutes (1)

Date: Thursday, Apr 06, 2017

Earnings Code: Bereavement

Step 2: Click Save. Time will be updated.

Shift	Time In	Time Out	Total Hours
1	08:00 AM	04:00 PM	8
1			0
1			0
1			0
1			0
1			0

Step 3: Click on Time Sheet to return to full view.

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete



Thursday now displays 8 hours of Bereavement. For partial days, refer back to pages 21 through 23.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period: Apr 03, 2017 to Apr 16, 2017

Submit By Date: Apr 30, 2017 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017
Regular Pay	1	0	12		8	4	Enter Hours	Enter Hours
Sick Pay	1	0	8		Enter Hours	Enter Hours	8	Enter Hours
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	8		Enter Hours	Enter Hours	Enter Hours	8
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			33.25		9.25	8	8	8
Total Units:				0	0	0	0	0



Intermittent Leave of Absence (LOA) - California

Intermittent leaves can fall under the categories of:

- FMLA (Family Medical Leave Act)
- CFRA (CA Family Rights Act)
- PDL (CA Pregnancy Disability Leave)

These leaves can be time-off which is not taken in one full block, reduced work schedules, and planned medical treatments and can be taken/scheduled to minimize the disruption of work. Dependent on the scheduled Intermittent LOA please fill your timecard out accordingly:

Full Days Off: Place in comments box: Intermittent LOA – xx/xx/xx.

Half or Modified Days Off: Enter Regular Pay In and Out times as appropriate and place in comments box: Intermittent LOA (Number of hours) Example: Intermittent LOA – 4 hours

Intermittent Leave of Absence (LOA) - Oregon

Intermittent leaves can fall under the categories of:

- FMLA (Family Medical Leave Act)
- OFLA (Oregon Family Leave Act)

These leaves can be time-off which is not taken in one full block, reduced work schedules, and planned medical treatments and can be taken/scheduled to minimize the disruption of work. Dependent on the scheduled Intermittent LOA please fill your timecard out accordingly:

Full Days Off: Place in comments box: Intermittent LOA – xx/xx/xx.

Half or Modified Days Off: Enter Regular Pay In and Out times as appropriate and place in comments box: Intermittent LOA (Number of hours) **Example:** Intermittent LOA – 4 hours

Worker's Comp

If you have any worker's comp related matters during work hours, please go to the comments box of your timecard and reflect each date and the appropriate times of your appointments.



Holiday Time Entry

Holiday pay is also simple to enter. Locate Holiday Pay and click on **Enter Hours**.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
Regular Pay	1	0	12		8	4	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	8		Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	8		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			33.25		9.25	8	8	8	0
Total Units:				0	0	0	0	0	0



As shown in all previous examples, place Time In and Time Out to capture a full day of Holiday.

Date: Friday, Apr 07, 2017

Earnings Code: Holiday Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM	04:00	PM	8
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					8

Time Sheet	Previous Day	Next Day	
Add New Line	Save	Copy	Delete



Please see below for a full week's time entry.

Time Sheet

Title and Number: _____

Department and Number: _____

Time Sheet Period: Apr 03, 2017 to Apr 16, 2017

Submit By Date: Apr 30, 2017 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
Regular Pay	1	0	12		8	4	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	8		Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Vacation Pay	1	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	8		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
Overtime	1	0	1.25		1.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Doubletime Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8
Paid Time Off - 15 days	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			41.25		9.25	8	8	8	8

Submitted for Approval By: _____

Approved By: _____

Waiting for Approval From: _____

Click on the **Preview** button.



Banner now displays each day and the allocated time you have entered.

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Apr 03, 2017	Tuesday , Apr 04, 2017	Wednesday, Apr 05, 2017	Thursday , Apr 06, 2017	Friday , Apr 07, 2017
Regular Pay	1	12		8	4			
Sick Pay	1	8				8		
Vacation Pay	1	4			4			
Bereavement	1	8					8	
Overtime	1	1.25		1.25				
Holiday Pay	1	8						8
Total Hours:		41.25		9.25	8	8	8	8
Total Units:			0					

Time In and Out, Regular Pay

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
08:00 AM 12:00 PM 12:30 PM 04:30 PM	08:30 AM 12:30 PM			



Time In and Out, Sick Pay

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
		08:00 AM 04:00 PM		

Time In and Out, Vacation Pay

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
	12:30 PM 04:30 PM			

Time In and Out, Overtime

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
04:30 PM 05:45 PM				

Time In and Out, Holiday Pay

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
				08:00 AM 04:00 PM

Previous Menu

Click the **Previous Menu** button located at the bottom of this screen to return to timecard.



Holiday Time Entry Rules

- 1. What if I work during a holiday?** Place in and out times in Regular Pay and place the amount of holiday hours you qualify/are covered for in Holiday Pay.
- 2. What if I don't accrue sick or vacation time?** Then you are an employee who does not qualify for Holiday time. Leave this day blank.
- 3. What if I'm not a full-time employee and I do qualify for Holiday time? How many hours do I record?** If you are a part-time employee and your regularly scheduled shift lands on a holiday, then place the amount of hours usually worked for that day Holiday. If your regular weekly schedule does NOT fall on the standard Monday/Friday holiday, **then do not record time on your timecard.** ****Remember**** Holiday time is used instead of regular time. If your consistent schedule has you off on the day in which a holiday lands, this is technically your day off. Please see the following guidelines for "hour" amounts to use for default working hours.

Bi-Weekly Hours	Holiday Hours on BanWeb
80	8
72	8
64	6.5
56	5.6

- 4. What if the Holiday falls within my scheduled vacation time, do I still use my vacation or can I use holiday?** For any qualifying employee who has scheduled a vacation around a holiday, you still receive holiday hours. Please place time in Vacation Pay and the appropriate amount of hours in Holiday Pay. Do not record vacation time on a holiday if you qualify for holiday pay.

Example 1: Part-time employee qualifies for holiday time and works 20 hours per week (40 hours per pay period) and works 4 hours Monday through Friday. Record 4 Holiday Hours.

Example 2: Employee qualifies for holiday hours and works 64 hours per pay period. Their schedule is Monday through Friday. Record 6.5 Holiday Hours.



Post-Doctoral Research Scholars/Fellows

When signing on with the University, your position was defined and outlined to you on your employment status. Due to the limited period under which the scholarship research needs to be completed, and the deliverables required by funding sources, Post-Doctoral Research Fellows/Scholars are not eligible for the following University benefits:

- Vacation
- Sick Time
- Bereavement pay

Other than the above mentioned exclusions, Post-Doctoral Research Fellows/Scholars are entitled to **Holiday Pay**.

Paid Time Off – 15 days (PTO)

Post-Doctoral Research Fellows/Scholars will receive fifteen (15 days) of Paid Time-Off (PTO) benefit during their appointment year, contingent upon the appointment being a minimum of one year (12 consecutive months) in length. PTO is available to be used for vacation, illness, personal days, or any other time-off from work for any reason whatsoever. Click on Enter Hours under Paid Time Off – 15 days to record any type of time off from work.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 17, 2017
Regular Pay	1	80	0		Enter Hours
Sick Pay	1	0	0		Enter Hours
Vacation Pay	1	0	0		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	0		Enter Hours
Overtime	1	0	0		Enter Hours
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	0		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours





Timecard Buttons

Below are the buttons you will find on the first screen of your timecard.

Position Selection	Comments	Preview	Submit for Approval	Restart	Next
--------------------	----------	---------	---------------------	---------	------

Submitted for Approval By:

Approved By:

Waiting for Approval From:

1. **Position Selection** – Takes you back to the first screen to select which timecard to fill out.
2. **Comments** – Click on the Comments button to put comments in your timecard. There is only one Comment box for each timecard, not for each entry. Record all necessary information here and click **Save**. When finished, click on **Previous Menu**. See below for Comment Box.

Made By:	You		
Comment Date:	Apr 13, 2017		
Enter or Edit Comment:	<div style="border: 1px solid #ccc; height: 60px; vertical-align: top;"></div>		
<table border="1"><tr><td>Save</td><td>Previous Menu</td></tr></table>		Save	Previous Menu
Save	Previous Menu		

3. **Preview** – Shows you all entered times.
4. **Restart** – Deletes all entries in timecard. Click on **Submit** to delete or **Cancel** to return to timecard. See below for BanWeb Self-Service view of this option.

Restart Confirmation

 Restarting will delete all changes that you have made to your time record. Do you want to Restart?

Submit	Cancel
--------	--------



5. **Next** – Takes you to the second week of your timecard. Week #1, Week #2.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 10, 2017
Regular Pay	1	0	12		Enter Hours
Sick Pay	1	0	8		Enter Hours
Vacation Pay	1	0	4		Enter Hours
Jury Duty Pay	1	0	0		Enter Hours
Bereavement	1	0	8		Enter Hours
Overtime	1	0	1.25		Enter Hours
Doubletime Pay	1	0	0		Enter Hours
Holiday Pay	1	0	8		Enter Hours
Paid Time Off - 15 days	1	0	0		Enter Hours
Total Hours:			41.25		0

6. **Submit for Approval** – Submits your timecard. Tells you date of submission and approver.

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Apr 13, 2017

Approved By:

Waiting for Approval From: Katie Barboza



If you accidentally submitted your timecard and still need to make modifications, click the **Return Time** button.

Position Selection	Comments	Preview	Next	Return Time
Submitted for Approval By:				You on Apr 13, 2017
Approved By:				
Waiting for Approval From:				Katie Barboza

After clicking on the **Return Time** button, you will have full access to your timecard again. At the top, the following message will display:

Time Sheet

 To begin, click a link under the date where you want to enter time.

 **Time transaction successfully returned.**



Time In and Out Buttons

Time In and Out

Please enter your time in intervals of 15 minutes (15

Date: Monday, Apr 03, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	<input type="text"/> AM <input type="text"/>	<input type="text"/> AM <input type="text"/>	0
1	<input type="text"/> AM <input type="text"/>	<input type="text"/> AM <input type="text"/>	0
1	<input type="text"/> AM <input type="text"/>	<input type="text"/> AM <input type="text"/>	0
1	<input type="text"/> AM <input type="text"/>	<input type="text"/> AM <input type="text"/>	0
1	<input type="text"/> AM <input type="text"/>	<input type="text"/> AM <input type="text"/>	0
			0

1. **Time Sheet** – Takes you back to the week’s timecard view.
2. **Next Day** – After filling in hours and clicking **Save**, click **Next Day** and it will take you to the next day. Or, if you accessed the previous day by accident, click **Next Day** and it will forward you into the next days’ time keeping record.
3. **Add New Line** – This will give you an additional line if you’ve placed time in the Time In and Time Out boxes for the first available five entries.
4. **Save** – Saves all entries.



5. **Copy** – This is a great feature to use. Fill in your time and click **Save**. Here’s how the entry will look.

Time In and Out

Please enter your time in intervals of 15 minutes (1

Date: Monday, Apr 03, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	12:30 PM	04:30 PM	4
1			0
1			0
1			0
			8

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	8	<input type="button" value="Account Distribution"/>



Next, click the **Copy** button and the following screen will appear:

Copy

i To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Pay
Date and Hours to Copy: Apr 03, 2017, 8 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017	Saturday Apr 08, 2017	Sunday Apr 09, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Apr 10, 2017	Tuesday Apr 11, 2017	Wednesday Apr 12, 2017	Thursday Apr 13, 2017	Friday Apr 14, 2017	Saturday Apr 15, 2017	Sunday Apr 16, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

The instructions at the top indicate:

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.



Example: In filling out Monday, April 3rd on the Time In and Out screen, clicking **Copy** transitions you to this screen. If Tuesday through Thursday will be consistent hours, click on Tuesday through Thursday and click **Copy** at the bottom of the screen.

Copy

 To copy to the end of the pay period, click the check box. If you want to copy weekend dates, copy individual dates, click the check boxes under the dates. Warning: If you select the same

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Apr 03, 2017 <input type="checkbox"/>	Tuesday Apr 04, 2017 <input checked="" type="checkbox"/>	Wednesday Apr 05, 2017 <input checked="" type="checkbox"/>	Thursday Apr 06, 2017 <input checked="" type="checkbox"/>
Monday Apr 10, 2017 <input type="checkbox"/>	Tuesday Apr 11, 2017 <input type="checkbox"/>	Wednesday Apr 12, 2017 <input type="checkbox"/>	Thursday Apr 13, 2017 <input type="checkbox"/>

[Time Sheet](#) [Previous Menu](#) [Copy](#)

Click days above to copy, then click Copy



BanWeb Self-Service then updates your changes:

Copy

i To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

⚠ Your hours have been copied successfully.

Earnings Code: Regular Pay

Date and Hours to Copy: Apr 03, 2017, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017	Saturday Apr 08, 2017	Sunday Apr 09, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Apr 10, 2017	Tuesday Apr 11, 2017	Wednesday Apr 12, 2017	Thursday Apr 13, 2017	Friday Apr 14, 2017	Saturday Apr 15, 2017	Sunday Apr 16, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

Copy

i To copy to the end of the pay period, click the check box. If you want to copy weekend dates, copy individual dates, click the check boxes under the dates. Warning: If you select the same

⚠ Your hours have been copied successfully.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:



Click **Time Sheet** and go back to timecard view. You will see your copied entries for Tuesday through Thursday.

Time Sheet

Title and Number: _____

Department and Number: _____

Time Sheet Period: _____

Submit By Date: _____

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 03, 2017	Tuesday Apr 04, 2017	Wednesday Apr 05, 2017	Thursday Apr 06, 2017	Friday Apr 07, 2017
Regular Pay	1	0	32		8	8	8	8	Enter Hours

Time Entry Policies

California Meal & Rest Breaks

In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. A second meal period of not less than thirty minutes is required if an employee works more than ten hours per day, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and employee only if the first meal period was not waived. Labor Code Section 512. And a subsequent meal period must be called not later than six hours after the termination of the preceding meal period. IWC Order 12-2001, Section 11(A)

In California, the Industrial Welfare Commission Wage Orders require that employers must authorize and permit nonexempt employees to take a rest period that must, insofar as practicable, be taken in the middle of each work period. The rest period is based on the total hours worked daily and must be at the minimum rate of a net ten consecutive minutes for each four hour work period, or major fraction thereof. The Division of Labor Standards Enforcement (DLSE) considers anything more than two hours to be a "major fraction" of four." A rest period is not required for employees whose total daily work time is less than three and one-half hours. The rest period is counted as time worked and therefore, the employer must pay for such periods. Since employees are paid for their rest periods, they can be required to remain on the employer's premises during such periods.



Oregon Meal & Rest Breaks

Meal periods of not less than 30 minutes must be provided to non-exempt employees who work 6 or more hours in one work period. No meal period is required if the work period is less than 6 hours. Additional meal periods are required to be provided to employees who work 14 hours or more. An employee whose work period is eight hours long is entitled to receive at least a 30-minute unpaid meal period and two paid ten-minute rest breaks. (See chart below).

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

By reading these instructions, you understand your responsibility to comply with employment laws on meal breaks and rest breaks in both California and Oregon locations. Lunches cannot be less than 30 minutes and you **MUST** take your two 10-minute breaks. As an employer, we support these meal and rest breaks. Please make certain you are taking all required breaks.

Time Entry Policies – Comments “Box”

When approving your BanWeb Self-Service timecard, you are indicating you have taken all required rest breaks. If you missed any one of your rest breaks, you will need to click on the **Comments** button and indicate “Missed Break on xx/xx/xx” (provide date).

Congratulations!

You now know how to enter time on BanWeb Self-Service! This is a great tool and extremely easy to use. If you have any questions, please don't hesitate to contact one of your payroll team members or email payroll@westernu.edu with any questions you may have.