

# STUDENT EMPLOYEE TRAINING



**Logging Hours in Self-Service Banner**



**The Office of Human Resources would like to congratulate you on your campus position.**

**This training module will provide the guidance and steps a student must make to document their hours worked.**

*If there are additional questions regarding logging hours in Self-Service Banner, please contact the Office of Human Resources.*

**CONGRATULATIONS**



» Go to 'www.onu.edu'

» Select 'Current Students'

» Select 'Self-Service Banner'

**Step 1**

*This will require you to log in, using your ONU email address without @onu.edu and your already established unique password.*

**LOGGING INTO SELF-SERVICE BANNER** >

- » **Select 'Employee Services'**
  
- » **Select 'Time Sheet'**
  
- » **Select the correct pay period by clicking on the drop box and reviewing the pay period dates**
  - > **Example: Sep 04, 2016 to Sep 17, 2016 Not Started**

## Step 2

*This screen will show the student employee's title and department with available pay periods.*

**SELECTING PAY PERIOD**



- » **Enter hours for each day worked.**
- » **Select 'Save' after entering hours for each day**
- » **Select the 'Next' button to continue onto the second week of the pay period**

## Step3

*After selecting next for the second week of the pay period, follow the above steps*

**Note: DO NOT put hours from a prior pay period on a current pay period time sheet. This is considered falsification of a time sheet. If you need to log previous hours, contact HR for a manual time sheet.**

- » **Select “Submit for Approval” once the timesheet is complete and hours saved**
- » **This submits your hours to your Supervisor**

## Step 4

*If the supervisor finds anything incorrect with the time sheet, they may return it for correction.*

**SUBMITTING TIMESHEET**



## **Self-Service Banner**

- » **If you do not have access to an electronic timesheet, please contact Human Resources**
- » **Please review your timesheet for documentation errors such as, holiday hours and weather shutdown hours**

## **Manual Timesheet**

- » **Student employees who miss the deadline to submit an electronic timesheet must fill out a manual timesheet**
- » **It is very important that students do not document past hours worked on the next electronic timesheet; this is considered falsification by the Department of Labor**
- » **Manual timesheets are located in the Office of Human Resources**

**ADDITIONAL INFORMATION**



# How to Properly Document Time

*All time is rounded to the nearest fifteen minute increment.*

*Please refer to the table for details*

Minutes Worked	Proper Documentation
1-7	.00
8-15	.25
16-22	.25
23-30	.50
31-37	.50
38-45	.75
46-52	.75
53-60	1.00

**INCREMENT SYSTEM**





**The Office of Human Resources would like to thank you for reviewing this training presentation. Best of luck with your campus position!**

**THANK YOU**

