

Submitting Your Timesheets

- Log in to your SUU portal
- Select the link "Time Sheet (Banner 9)" that is located under the heading "**Banner**".
Note: This link may take up to a week from the day you complete your hiring paperwork to appear on your portal. If you cannot see this link appear on your portal after one week, please notify Human Resources. DO NOT USE BANNER 8.
- Select the position you would like to submit hours for, and be sure the correct pay period is chosen.
- To enter your hours:
 - Locate and select the day you worked; there will be a box where you input your hours.
 - Enter your hours for that day.
 - Click the "**Save**" button located at the bottom of the page to submit your hours for that day.
 - You should now see your saved hours in the day you selected. Repeat this process for each day you worked.
- If you have two jobs, you will have a separate time sheet to submit for each position. *Please be aware that you should only be working an average of 20 hours per week. If you have any questions about how many hours you can work, ask your supervisor.*
- When you have completed your timesheet for the pay period, you will select the "**Preview**" button located at the bottom of the page, then "**Submit for Approval**". **You must submit the hours that you work by 11:59 PM on the 15th and the last day of every month.** Your time sheet will be sent to your supervisor for their approval. If you have made any mistakes, they will return the record back to you for corrections.
- If for any reason you fail to submit your hours by their designated due dates, you must complete a **late time sheet**:
 - Under the "**Apps**" heading, select the "HR Portal" link.
 - You will be taken to another page where you will select "Late Time".
 - Create a new submission and input all the correct information.
 - You can also access the late timesheet through this link:
(https://my.suu.edu/paperless/payroll/late_form/)**Remember, if you have to turn in a late time form, it may delay when you get paid.**
- If you have any questions regarding your paychecks, please contact Human Resources: hraid@suu.edu 435.865.8572