
























Timesheets



- Please make sure that you know and understand how to submit timesheets. This includes filling out and submitting. Simply putting in hours does not submit them for approval.
- Regular and on-time Timesheets are submitted in Time Sheet (Banner 9).
- Select each day you worked and enter how many hours you worked.
- Make sure you are logging your hours, then saving and previewing. It will then let you “Submit”.
- Please be aware of the status of your timesheets. If it is “Returned” to you by your supervisor then you need to make adjustments and re-submit.
- If you want to review your past timesheets, click on “Prior Periods”.

-  Tutoring Queue
-  the Success HUB

BANNER

-  Banner Login
-  Argos
-  Address Update
-  EPAF Administration
-  Emergency Contacts
-  Employee Menu (Banner 8)
-  Employee Self-Service (Banner 9)
-  Finance Menu (Banner 8)
-  Finance Self-Service (Banner 9)
-  Financial Aid
-  Graduation Application
-  Leave Report
-  Online University Withdrawal
-  Permission to Add Course
-  Registration
-  Student Menu
-  Tax Forms
-  Tax Notifications
-  Time Sheet (Banner 8)
-  Time Sheet (Banner 9)
-  TouchNet



- [STIL Marketing for students](#)
- [T-Bird Flyer for employees](#)
- [Event Calendar for everyone](#)

To find event information and more, try:

- [Faculty/Staff Page](#)
- [Current Students Page](#)
- [SUU Event Calendar](#)

For questions, contact the Marketing Communication Office at marketingcomm@suu.edu.

 21

 Like

Masks Expected








Wearing a mask inside campus buildings is expected.



COVID-19 Guidelines for Spring Semester

We encourage you to participate in the following prevention strategies to help transition everyone back to campus.

1. **Get tested before starting classes.** The COVID Testing Center (parking lot of the J. Reuben Clark Center) will be open Monday through Friday from 8 am to 12 pm and 1 pm to 5 pm.
2. **Wear a mask.** Students, faculty, staff, and visitors are

-  Student Conduct Code
-  T-Bird Squawks
-  Tbird Connection
-  Testing Center
-  Tutoring Center
-  Writing Center
-  Zoom

Timesheet

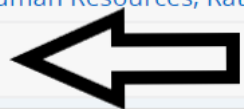
Approvals Timesheet



Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status	
Data Integrity Assistant, WS2122-00, T, 69000, Human Resources, Rate: \$10.000000				Prior Periods
01/01/2022 - 01/15/2022	9.00 Hours		In Progress	i

Employment Assistant, WS2122-00, T, 69000, Human Resources, Rate: \$10.000000



Restart Time Leave Balances

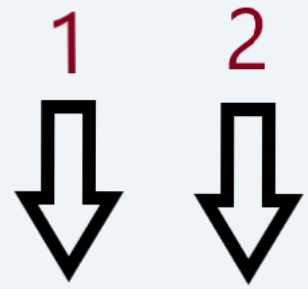
11/01/2021 - 11/15/2021 35.00 Hours In Progress Submit By 11/15/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 3.00 Hours	9 2.50 Hours	10 5.50 Hours	11 4.00 Hours	12	13

+ Add Earn Code

Hourly Regular 4.00 Hours

Total: 4.00 Hours | Account Distribution



Timesheet Detail Summary

Employment Assistant, WS2122-00, T, 69000, Human Resources , Rate: \$10.000000

Pay Period: 11/01/2021 - 11/15/2021 | 35.00 Hours | In Progress Submit By 11/15/2021, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
11/01/2021	HRG, Hourly Regular	1	4.00 Hours
11/02/2021	HRG, Hourly Regular	1	3.00 Hours
11/03/2021	HRG, Hourly Regular	1	6.00 Hours
11/04/2021	HRG, Hourly Regular	1	3.00 Hours
11/05/2021	HRG, Hourly Regular	1	4.00 Hours
11/08/2021	HRG, Hourly Regular	1	3.00 Hours
11/09/2021	HRG, Hourly Regular	1	2.50 Hours
11/10/2021	HRG, Hourly Regular	1	5.50 Hours
11/11/2021	HRG, Hourly Regular	1	4.00 Hours

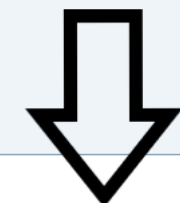
Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
HRG, Hourly Regular	1	20.00	15.00		35.00 Hours
Total Hours		20.00	15.00		

Routing and Status

Name	Action	Date & Time
Miner, Sarah R.	Originated	11/10/2021, 03:44 PM
Wilcock, Adam M.	In the Queue	

Comment (Optional):

[Return](#)[Submit](#)

Timesheet

- Approvals
- Timesheet**

				Pay Period ▼
Pay Period	Hours/Units	Submitted On	Status	
Data Integrity Assistant, WS2122-00, T, 69000, Human Resources, Rate: \$10.000000				Prior Periods
01/01/2022 - 01/15/2022	9.00 Hours		In Progress	i

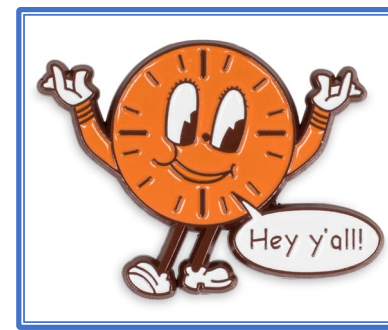


Timesheet Submission History

Data Integrity Assistant, WS2122-00, T, 69000, Human Resources

Pay Period	Hours/Units	Submitted On	Status	
December 2021				
12/16/2021 - 12/31/2021			Not Started	
12/01/2021 - 12/15/2021	36.00 Hours	12/15/2021	Completed	
November 2021				
11/16/2021 - 11/30/2021	25.20 Hours	11/30/2021	Completed	
11/01/2021 - 11/15/2021	31.00 Hours	11/15/2021	Completed	
October 2021				
10/16/2021 - 10/31/2021	35.11 Hours	10/29/2021	Completed	
10/01/2021 - 10/15/2021	23.00 Hours	10/15/2021	Completed	
September 2021				
09/16/2021 - 09/30/2021	4.00 Hours	09/30/2021	Completed	

Late Timesheets



- Please try your best to submit your timesheets on time and through the Time Sheet (Banner 9) system. Submitting late timesheets created extra work for supervisors and Payroll.
- Late Timesheets will be submitted by going the HR Portal and then selecting “Late Timesheet”.
- Click “New Submission” to start your late timesheet.
- Fill out each box accordingly and log each day’s hours within the pay period. Click the green plus sign to add days as needed.
- Submit after all hours for the pay period have been entered. Do not submit each day individually or they will be not be accepted.

Human Resources Portal

Employee Documents & Forms

[Direct Deposit](#)

[Late Time](#)

[Directory Update](#)

[W-4 Update](#)

[Flexible Work Arrangement Form](#)

[Parental Leave Form](#)

Hourly Supervisor Forms

[My Approval Queue](#)

[Hourly Hire](#)

[Hourly Change Pay Rate or Title](#)

[Change Labor Distribution \(FOAPAL\)](#)

[Hourly Termination](#)

Contract Supervisor Forms

[My Approval Queue](#)

[Change Labor Distribution \(FOAPAL\)](#)

[Adjuncts / Instructional Overloads](#)

[Faculty Reassignments](#)

[Staff Hire](#)

[Faculty Hire](#)

[Employee Position/Salary Modification](#)

[Cell Phone Stipend Request Form](#)

[Termination Form](#)

Resources

[Submit a Faculty/Staff Job](#)

[Applicant Pro Hiring Committee Login](#)

Benefits

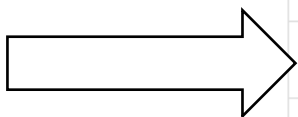
[Benefits Information Page](#)

[Benefit/HSA Change Form](#)

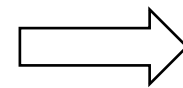
Other Forms

[Injury Report Form](#)

[Incident Reporting Form](#)



My Late Time Submissions



New Submission

Hourly Late Time Form

Pay period*

Position*

Comment

Instructions

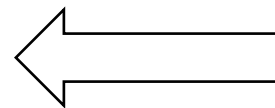
Select the pay period and job you are reporting time for, then fill in the date and hours worked for every day you worked during the period. Use the '+' button to add a day and the '-' button to remove a day. Click 'Submit' when you are finished. Your form will be sent to your supervisor for approval.

Dates worked

Date*

Hours*

+



Total Hours: 0

Submit

Cancel

Hourly Late Time Form

Pay period*

Dec 16, 2021 - Dec 31, 2021

Position*

C99420-01: HR Spec

Comment

I didn't get my timesheet in on time.

Instructions

Select the pay period and job you are reporting time for, then fill in the date and hours worked for every day you worked during the period. Use the '+' button to add a day and the '-' button to remove a day. Click 'Submit' when you are finished. Your form will be sent to your supervisor for approval.

Dates worked

Date*	12/16/2021	Hours*	4	-
Date*	12/17/2021	Hours*	6	+

Total Hours: 10.00

Submit

Cancel

