Web Time Entry Guidelines
Temporary Employee

TIPS & REMINDERS
- Review the Title, Department, & Pay Period before entering time.
- Ensure that you pick appropriate Job & Date.
- Round all minutes to the nearest quarter hour. Rounding: 15 min = .25, 30 min = .50, 45 min = .75.
- The Submit by Date is the last day and time you can access, enter, and submit time.
- Click the Submit for Approval button when timesheet is completed for 2 weeks pay period.
- Monitor the calendar for deadlines. Temporary Employee’s Cut-Off time for submitting timesheet is Monday at 12:00pm (noon). The Supervisor’s Cut-Off time for approving timesheets is Tuesday by 5:00pm.
- You must enter time on a daily basis to avoid errors and last minute catch up entering.

OPENING YOUR TIMESHEET
1. Log into One Port using your Admin User Name and Password.
2. Click the Employee Tab.
3. Under Employee Services, Click here to: link
4. Under Banner Services, Click here to continue... link
5. Click the Employee link
6. Click the Time Sheet link.
7. Click the My Choice radio button associated with Access my Time Sheet.
8. Click the Select button.
9. Click the My Choice radio button associated with the Position you would like to enter hours worked. Under Pay Period and Status use the drop down arrow to select the correct pay period.
10. Click the Time Sheet button.

ENTERING HOURS FOR ONE DAY
1. Click on the Enter Hours link under the date worked and in the row for the Earnings Code (ie: Regular Hourly). Do not change the shift field unless instructed otherwise.

ENTERING HOURS FOR A PAY PERIOD
If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period. Note: This is not the recommended practice but is a feature found on the time entry screen.
1. Click the Enter Hours hyperlink under the date worked and in the row for the Earnings Code
2. In the Hours box, type the number of hours you worked each day this pay period.
3. Click the Copy button.
4. Click in the “Copy from date displayed to end of the pay period” checkbox.
5. If your workweek includes Saturday and/or Sunday, click those checkboxes, too.
6. Click the Copy button.
7. Look for the verification message that says the hours have been successfully copied.
8. Click the Timesheet button. The hours have now been copied for all days in the pay period.

ENTERING HOURS FOR SPECIFIC DAYS
When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.
1. Click the Enter Hours link under the date worked and in the row for the Earnings Code.
2. In the Hours box, type the numbers of hours you worked each day this pay period.
3. Click the Copy button.
4. Click the checkbox for each day you want these hours copied to.
5. Click the Copy button.
6. Look for the verification message that says the hours were successfully copied.
7. Click the Timesheet button.
8. Look to see that the hours were copied to the dates you selected.

ADJUSTING YOUR HOURS
Changing hours you’ve entered for a particular day is no problem, as long as you haven’t submitted the timesheet for approval.
1. Click the Hours link for the date that needs to be changed.
2. In the Hours box, type the correct number.
3. Click the Save button.

SUBMITTING YOUR TIMESHEET
Check you hours to make sure the days, numbers, and earnings codes are all correct. Be sure that you have not changed the shift field unless instructed otherwise.
1. Click the Submit for Approval button at the bottom of your timesheet. Note: Once you click Submit for Approval your timesheet become view only and cannot be altered. If time permits you can email you supervisor asking them to Return (your timesheet) for Correction. At this point you can make changes then resubmit.