Bi-Weekly Payroll Web Time Entry Guidelines

Work Study & Work Aid Students

OPENING YOUR TIME SHEET

1. Log into **myEOL** using your User Name and Password.
2. Click the **Banner SSB** button.
3. Enter your User ID (82…#). Hit tab.
4. Enter your six digit PIN. Contact IT if needed.
5. Click on the **Employee** link.
6. Click the **Time Sheet** Hyperlink.
7. Click the **My Choice** radio button associated with the Position Title and Department for which you want to enter time.
8. Next to the My Choice column/radio button pick the proper **Pay Period and Status** from the dropdown menu. Note: At times during pay periods you might see two Pay Periods within the dropdown menu.
9. Click the Time Sheet button.

ENTERING HOURS

1. Click on the **Enter Hours** link under the date worked. Your timesheet status will now appear as In Progress. As long as the timesheet is in In Progress status, only you will be able to access the timesheet.
2. **Do not** change the shift information. Time in and time out must be entered. The format is hours:minutes. Minutes should be entered in intervals of 15 minutes. After entering all time in and time out for a given day, hit the save button. The total hours worked for the day are calculated and saved for that day.
3. Hit the **Next Day** button.
4. Go to step 2. Repeat steps 2 and 3 until all time is entered.
5. After all time is entered, hit the **Time Sheet** button.

ADJUSTING YOUR HOURS

Changing hours you've entered for a particular day is no problem, as long as you haven't submitted the time sheet for approval. Your timesheet status will show In Progress which means you still have complete access to your timesheet.

1. Click the **Hours** link for the date that needs to be changed
2. Go to Step 2 in the Entering Hours section above.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet your supervisor will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in **Preview** mode.

PRINTING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet.
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout.
5. Click the **OK** button to save you paper layout setting.
6. Click the **OK** button to print your time sheet.

SUBMITTING YOUR TIME SHEET

Check your hours to make sure you have posted your hours worked to the correct position, and that the days and work hours reported are all correct.

1. Click the **Submit for Approval** button at the bottom of your time sheet.
2. Enter your PIN.
3. Click the **Submit** button. Note: Once you click the Submit button, your time sheet becomes view only and cannot be altered. The timesheet status will now show Pending. If time permits you can email your time sheet approver and let them know your timesheet is ready for Approval.
4. **Return For Correction:**
   At times, your supervisor may return your timesheet to you for correction. Once it is returned to you by your approver, review the Comments and make the necessary corrections. Submit for Approval again. Check the timesheet status to ensure that it now states Pending status. This indicates that the timesheet is now available for your supervisor's approval.

NCCU BI-WEEKLY PAYROLL CALENDAR

2012

PP#	Pay Period		Time Entry Deadline 5:00 P.M.	Approval Deadline 5:00 P.M.	Pay Date
1	12-19-11	01-01-12	01-03-12	01-04-12	01-13-12
2	01-02-12	01-15-12	01-15-12	01-17-12	01-27-12
3	01-16-12	01-29-12	01-29-12	01-30-12	02-10-12
4	01-30-12	02-12-12	02-12-12	02-13-12	02-24-12
5	02-13-12	02-26-12	02-26-12	02-27-12	03-09-12
6	02-27-12	03-11-12	03-11-12	03-12-12	03-23-12
7	03-12-12	03-25-12	03-25-12	03-26-12	04-05-12
8	03-26-12	04-08-12	04-08-12	04-09-12	04-20-12
9	04-09-12	04-22-12	04-22-12	04-23-12	05-04-12
10	04-23-12	05-06-12	05-06-12	05-07-12	05-18-12
11	05-07-12	05-20-12	05-20-12	05-21-12	06-01-12
12	05-21-12	06-03-12	06-03-12	06-04-12	06-15-12
13	06-04-12	06-17-12	06-17-12	06-18-12	06-29-12
14	06-18-12	07-01-12	07-01-12	07-02-12	07-13-12
15	07-02-12	07-15-12	07-15-12	07-16-12	07-27-12
16	07-16-12	07-29-12	07-29-12	07-30-12	08-10-12
17	07-30-12	08-12-12	08-12-12	08-13-12	08-24-12
18	08-13-12	08-26-12	08-26-12	08-27-12	09-07-12
19	08-27-12	09-09-12	09-09-12	09-10-12	09-21-12
20	09-10-12	09-23-12	09-23-12	09-24-12	10-05-12
21	09-24-12	10-07-12	10-07-12	10-08-12	10-19-12
22	10-08-12	10-21-12	10-21-12	10-22-12	11-02-12
23	10-22-12	11-04-12	11-04-12	11-05-12	11-16-12
24	11-05-12	11-18-12	11-18-12	11-19-12	11-30-12
25	11-19-12	12-02-12	12-02-12	12-02-12	12-14-12
26	12-03-12	12-16-12	12-16-12	12-17-12	12-28-12