

Quick Start Guide - Approver

Steps for St. Johns River State College Employees with Hourly Jobs:

- I. **Log In to MySJRState & Select the Time Sheet**
 1. Log in to MySJRState using your user name and password. The **MySJRState** page will be displayed. Click on Banner Web/Self Service.
 2. Click on the “Employee” tab, then “Time Sheet”.
 3. Find the job you want to enter time for (most employees will have only one) and click on the link for the pay period you want to update (you may only have 1 link to choose from). Then click the Time Sheet button.
 4. The **Time Sheet** page will be displayed.
- II. **Input your hours**
 1. Locate the specific day you want to update (use the “Next” and “Previous” buttons to scroll through the days of the pay period). Then click on the “Enter Hours” link directly below that day. The **Time In and Time Out** page will be displayed.
 2. Leave the Shift field as 1. Fill in the Time In and Time Out field in HH:MM format. For example, 8 o’clock would be entered as 8:00, and 30 minutes past 12 would be entered as 12:30. Be sure to adjust the AM / PM drop down for each time as needed, it will default to AM.
 3. Time must be entered in intervals of 15 minutes; you should follow the convention used in your department for rounding.
 4. Lunch breaks and other non-working periods should be taken into consideration when completing the time sheet. For example, if you work from 8:00 AM till noon, take a 1 hour lunch break, then return to work at 1:00 PM and leave for the day at 3:00 PM, you would enter the hours for the day as follows:

Date:	Tuesday, Nov 03, 2012				
Earnings Code:	Part-time Clerk				
Shift	Time In		Time Out		Total Hours
1	8:00	AM	12:00	PM	0
1	1:00	PM	3:00	PM	0
 6. Click on “Save” - you must enter “Time In” and “Time Out” in order to save your time. Then click on the Time Sheet button. The “Total Hours” field will be updated.
 7. Repeat for all applicable days as necessary.
 8. You may update time throughout the pay period by returning to MySJRState and following the steps above.
- III. **Submit Time**
 1. Once all hours worked for the pay period have been entered, click on the “Submit” button. Your timesheet will be submitted to your supervisor for approval after re-entering your pin.
 2. Please note the “Submit by” date and time on the **Time Sheet** page - you cannot enter time or submit your timesheet after this time.
- IV. **Exit Time Reporting**
 1. Click on “Exit” in upper right hand corner of the page and close your web browser.
- V. **Problems?**
 1. Please contact the Payroll Office for troubleshooting ideas and additional information.

IMPORTANT: Always use the navigation provided by MySJRState and Employee Self Service, instead of the Forward and Back buttons in Internet Explorer.

Steps for Timesheet Approvers of Hourly Employees:

- I. **Log In to MySJRState & Select the Time Sheet You Want to Approve**
 1. Log in to MySJRState using your user name and password. The MySJRState page will be displayed. Click on Banner Web/Self Service.
 2. Click on the “Employee” tab. Click on “Time Sheet”
 3. Under the “My Choice” button, select Approve or Acknowledge Time, then click the Select button. The **Department Summary** page for that specific org / pay period will be displayed. Click Select.
- II. **Review and Confirm the Reported Hours are Correct**
 1. You will see the employees who have submitted time sheets grouped by the time sheet’s status. *NOTE: To review a timesheet that has not yet been submitted by the employee, follow the instructions below in step VI) How to Review Timesheets Not Yet Submitted.*
 2. To review the detail for an employee’s time sheet, click on an employee’s name.
 3. If updates are required on a submitted time sheet, click on the “Change Time Record” link and then you can select the particular day you need to adjust by clicking on the hours or “Enter Hours” directly below that day. The **Time In and Time Out** page will be displayed.
 4. Use the “Next” and “Previous” buttons to scroll through the days of the pay period.
 5. Adjust the Time In and Time Out field in HH:MM format as required.
 6. Click on “Save”. The “Total Hours” field will be updated.
 7. Repeat for all applicable days as necessary.
- III. **Approve Time**
 1. Once all hours are verified to be accurate for the pay period, click on the “Approve” button. The timesheet will be approved.
 2. Repeat steps II & III for remaining timesheets as required.
 3. You may also select to approve all submitted timesheets from the **Department Summary Page**.
- IV. **Exit Time Reporting**
 1. Click on “Exit” in upper right hand corner of the page and close your web browser.
- V. **Problems?**
 1. Please contact the Payroll Office for troubleshooting ideas and additional information.
- VI. **How to Review Timesheets Not Yet Submitted**
 1. Repeat Step I.
 2. Click on “Time Sheet”. The **Time Sheet Selection** page will display.
 3. Click on the Time Sheet you want to review. An unsubmitted time sheet will appear under the In Progress section. Click on the employee’s name.
 4. Review Time Sheet data as necessary. You will not be able to take any action on an employee’s time sheet until they submit it.

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Each approver is **required** to have at least one Proxy. A proxy can approve your time sheets in your absence.

Steps for Timesheet Approvers to set up a Proxy:

- I. **Log In to MySJRState & Select the Time Sheet You Want to Approve**
 1. Log in to MySJRState using your user name and password. The MySJRState page will be displayed. Click on Banner Web/Self Service.
 2. Click on the “Employee” tab. Click on Time Sheet

3. In the bottom of the window click on "Proxy Set Up".
- II. **Proxy Set Up**
1. Use the down arrow to select your proxy's name. You can "add" or "remove" proxies at any time. After each selection click "save".
 2. Your proxy would now be able to approve time sheets in your absence.