



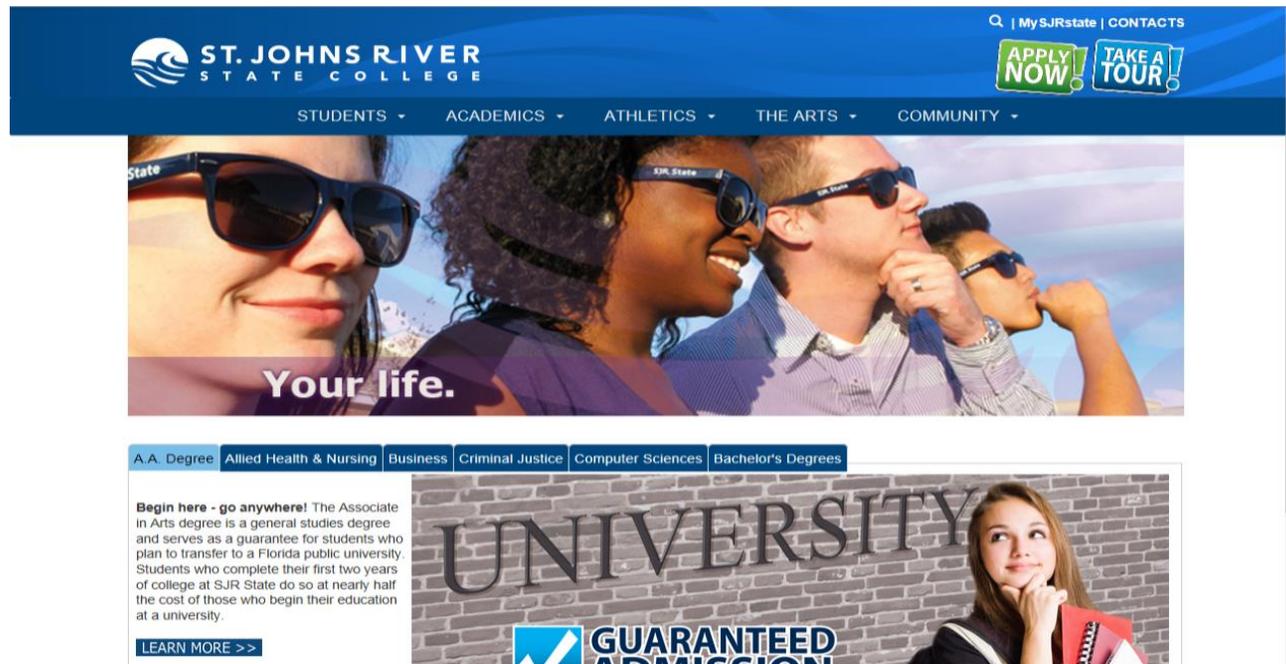
-Web Time Entry-
Training for Approvers with
Electronic Time Sheets

- *Accessing, viewing, approving, etc.
- *Setting up Proxy(s).
- *Accessing Web Time Entry Calendar for deadline dates. Deadline time is always before 4pm.

Log in to the College's Portal

<https://mysjrstate.sjrstate.edu>

- Pull up the SJRState Portal and click on MySJRstate.



- Click Login and enter user name and password.

Welcome to the MySJRstate portal.

[LOGIN](#)

MySJRstate provides access to registration, e-mail, records, courses, calendars, Blackboard and more - all from one secure, customized location.

It is important that you do not reveal your password to anyone, and always log out of MySJRstate and close your browser windows when you have completed your session so no one else has access to your personal records. Even if you follow an outside link, you will remain logged in until you hit the log out button.

FIRST TIME USER ACCEPTANCE POLICY
[CHANGE PASSWORD](#) | [PROBLEMS LOGGING IN?](#)

[APPLY NOW!](#) | [ADMISSIONS](#) | [CATALOG](#) | [SJRstate.edu](#)

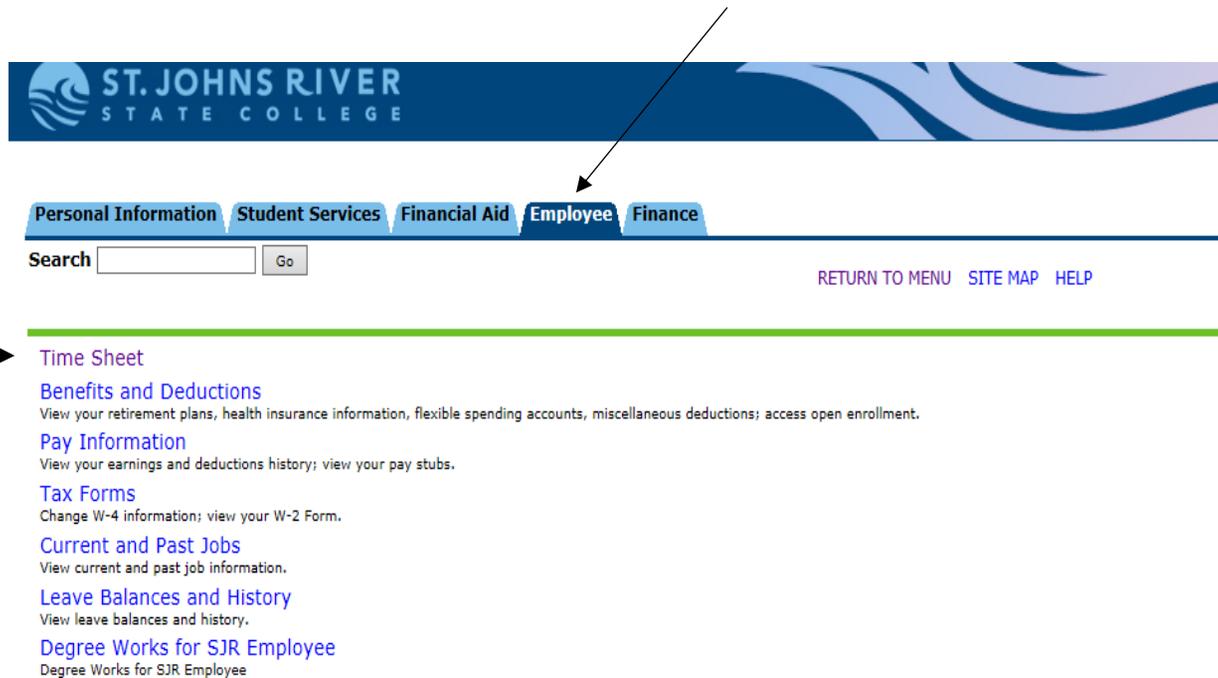
Banner Web/Self Service for Access

- Click Banner Web/Self Service on the left side of the page.

The screenshot displays the St. Johns River State College website. At the top, there is a navigation bar with the college logo and the text 'MySJRstate Home'. Below this is a secondary navigation bar with links for 'MySJRstate', 'Employee', 'Faculty', 'Faculty/Staff Email', 'Student', 'Financial Aid', 'MyCourses', and 'Dual En'. A third navigation bar includes 'News & Happenings', 'Library', 'MyTab', 'SJRState Web Page', 'IE/SACS/Reporting', and 'General Information'. On the left side, a vertical menu lists various services: 'MYSJRState Home', 'Academic Calendar', 'Banner', 'Banner Web/Self Service', 'Blackboard', 'College Catalog & Handbook', 'Course Availability', 'MySites', 'My Departmental Leave (Testing Only)', 'Business Office', and 'Institutional Effectiveness'. An arrow points to the 'Banner Web/Self Service' link. The main content area features a 'SJR State Announcements' section with a link to 'Introducing BASICS behavioral health care service'. To the right of this section are two buttons: 'SJR STATE CALENDAR' and 'PAY MY TUITION AND FEES'. Below the announcements is a 'SJR State Information' section with a link to 'Emergency Procedures and Security Contact Information'. At the bottom, there is a section titled 'Continuous Notice of College Policy on Nondiscrimination and Identity of the College Title IX/Equity Coordinator' with a paragraph of text.

Access Time Sheet

- Click the Employee tab, then the Time Sheet option.



The screenshot shows the St. Johns River State College website header with the college logo and name. Below the header is a navigation menu with tabs for Personal Information, Student Services, Financial Aid, Employee, and Finance. The Employee tab is highlighted, and an arrow points to it. Below the navigation menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. A horizontal line separates the navigation from the main content area. Below the line, the 'Time Sheet' option is highlighted with a green bar and an arrow pointing to it. Other options listed include Benefits and Deductions, Pay Information, Tax Forms, Current and Past Jobs, Leave Balances and History, and Degree Works for SJR Employee.

ST. JOHNS RIVER
STATE COLLEGE

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

[Time Sheet](#)

[Benefits and Deductions](#)
View your retirement plans, health insurance information, flexible spending accounts, miscellaneous deductions; access open enrollment.

[Pay Information](#)
View your earnings and deductions history; view your pay stubs.

[Tax Forms](#)
Change W-4 information; view your W-2 Form.

[Current and Past Jobs](#)
View current and past job information.

[Leave Balances and History](#)
View leave balances and history.

[Degree Works for SJR Employee](#)
Degree Works for SJR Employee

- Make sure the My Choice selection is on Approve or Acknowledge Time. Click Select.



[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[SITE MAP](#) [HELP](#)

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> ←
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/> ▾
Act as Superuser:	<input type="checkbox"/>

←

[Proxy Set Up](#)

RELEASE: 8.12.1.5

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All jobs set up under the approver are listed here, along with the pay period to choose in the drop down. Click the Select button. If you do not see your employee's name, contact Human Resources – (386) 312-4070 – hrdepartment@sjrstate.edu.

Note: There are three timesheet status categories. Your Summary will show these categories as they apply to you. *Pending* means the timesheet has been submitted by the employee and is pending approval by the approver. *In Progress* means the employee has started a timesheet, is still working on it, and will submit for approval later. And, *Not Started* means the employee has not started entering time.

If your employee cannot submit his/her time sheet because of a PIN problem, the PIN is the employee's date of birth with no slashes, using only two digits for month, day, and year - XXXXXX - example 070499 (represents July 4th, 1999).

Personal Information Student Services Financial Aid Employee Finance

Search Go [SITE MAP](#) [HELP](#)

Selection

Time Sheet

Department and Description	My Choice Pay Period
F, 63309, Campus Transportation/Motor Pool	M2, May 20, 2017 to Jun 19, 2017

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

RELEASE: 8.12.1.5

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- You can click on the name of the employee in any status to view. You cannot make any changes until the employee submits the timesheet. *If you are an approver for a student, it is your responsibility to make sure the student has **not** worked during a scheduled class. From this point on, always use the navigation buttons provided, instead of the Forward and Back buttons in Internet Explorer.

Summary

 Click under Approve/Acknowledge or Return for Correction, and then click **Save**. In addition, if this employee is a student worker, I certify that they have not worked during a regularly scheduled class time For more detailed information, click the employee's name.

COA: F, St Johns River State College
 Department: 63309, Campus Transportation/Motor Pool
 Pay Period: May 20, 2017 to Jun 19, 2017
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Jun 20, 2017, 04:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Employee Name	Job Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
X007XX	John Doe 999486 - 00 PT-Courier		Approve	26.25	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Pay Event Transactions

Action required by all approvers: 0
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
 Total: 1
 Total Hours: 26.25
 Total Units: .00

Change Selection Select All, Approve or FYI Reset Save

- Here is a timesheet submitted for approval. There is a routing queue toward the bottom. If the time submitted is correct, click the Approve button. If it is not correct and the employee deadline has not past, click Return for Correction, or you can make the corrections yourself by clicking on Change Record. Please notify the employee if you returned the timesheet for correction, so the employee has time to correct and re-submit it before his/her deadline. Always use the Previous Menu button to go back, if needed.

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, May 20, 2017	Sunday, May 21, 2017	Monday, May 22, 2017	Tuesday, May 23, 2017	Wednesday, May 24, 2017	Thursday, May 25, 2017	Friday, May 26, 2017	Saturday, May 27, 2017	Sunday, May 28, 2017	Monday, May 29, 2017	Tuesday, May 30, 2017	Wednesday, May 31, 2017	Thursday, Jun 01, 2017	Friday, Jun 02, 2017	Saturday, Jun 03, 2017	Sunday, Jun 04, 2017	Monday, Jun 05, 2017	Tuesday, Jun 06, 2017	Wednesday, Jun 07, 2017	Thursday, Jun 08, 2017	Friday, Jun 09, 2017	Saturday, Jun 10, 2017	Sun Jun 20	
Regular Pay Part-Time Employee	1		26.25																								6.25	
Total Hours:			26.25																								6.25	
Total Units:				0																								

Time In and Out

Earnings	Saturday, May 20, 2017	Sunday, May 21, 2017	Monday, May 22, 2017	Tuesday, May 23, 2017	Wednesday, May 24, 2017	Thursday, May 25, 2017	Friday, May 26, 2017	Saturday, May 27, 2017	Sunday, May 28, 2017	Monday, May 29, 2017	Tuesday, May 30, 2017	Wednesday, May 31, 2017	Thursday, Jun 01, 2017	Friday, Jun 02, 2017	Saturday, Jun 03, 2017	Sunday, Jun 04, 2017	Monday, Jun 05, 2017	Tuesday, Jun 06, 2017	Wednesday, Jun 07, 2017	Thursday, Jun 08, 2017	Friday, Jun 09, 2017	Saturday, Jun 10, 2017	Sunday, Jun 11, 2017	Monday, Jun 12, 2017	Tuesday, Jun 13, 2017
Regular Pay Part-Time Employee																			07:30AM 01:45PM					07:45AM 12:00PM	07:45AM 12:00PM

Routing Queue

Employee		Action and Date									
Employee	Approver	Originated Jun 15, 2017 12:36 pm Submitted Jun 15, 2017 02:53 pm Pending									
Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type		
100.00		11000	63309	57000	63		PAL				

Previous Menu Approve Return for Correction Change Record Delete Add Comment

- When you approve, the action changes to Approved next to the approver's name. Now click Previous Menu.

Routing Queue

Name	Action and Date
Employee	Originated Jun 15, 2017 12:36 pm
Employee	Submitted Jun 15, 2017 02:53 pm
Approver	Approved Jun 19, 2017 11:57 am

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
May 20, 2017	100.00		11000	63309	57000	63		PAL		

Previous Menu Return Time

- If you want to exit, choose File then drop down and click Exit.

File Edit View Favorites Tools Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit
- Save
- Save as... Ctrl+S
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P
- Print preview...
- Send
- Import and export...
- Properties
- Exit

Department: F, St Johns River State College
 Pay Period: 63309, Campus Transportation/Motor Pool
 Act as Proxy: May 20, 2017 to Jun 19, 2017
 Not Applicable

- If you want to return to timesheet(s), click the Change Selection button.

The screenshot shows a web browser window with a menu open on the left. The browser tabs include 'Listen to Magic 107.7 - Or...', 'Oracle Fusion Middleware...', and 'Play Ball The ultimate pla...'. The application header features a 'LIVER' logo and navigation tabs for 'Student Services', 'Financial Aid', 'Employee', and 'Finance'. A search bar with a 'Go' button is present. Below the header, there are links for 'SITE MAP' and 'HELP'. The main content area displays employee information for Keith P Martin at St Johns River State College, including department, pay period, and status. A table titled 'Approved' shows a single entry for Keith P Martin with 26.25 total hours and .00 total units. Below the table, a summary section titled 'Pay Event Transactions' lists various metrics. Two 'Change Selection' buttons are visible, one above and one below the table, with arrows pointing to them from the text above.

Department: F, St Johns River State College
Pay Period: 63309, Campus Transportation/Motor Pool
Act as Proxy: May 20, 2017 to Jun 19, 2017
Pay Period Time Entry Status: Not Applicable
Pay Period Time Entry Status: Open until Jun 20, 2017, 04:00 PM

Approved										
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	
X00774574	Keith P Martin 999486 - 00 PT-Courier		26.25	.00	Approved					Leave Balances

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	1
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	1
Total Hours:	26.25
Total Units:	.00

Proxy Set Up

- You are required to set up one Proxy. If you wish to set up more than one, you can. Your Proxy can approve your time sheet(s), if you are unable to access Web Time Entry. Go to Banner Web/Self Service, then to the Employee tab, click Time Sheet, and click Proxy Set Up. Please notify the Payroll Department (Ext. 4122) of any Proxy(s) you have set up, or any changes made.

Personal Information Student Services Financial Aid **Employee** Finance

Search Go [SITE MAP](#) [HELP](#)

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

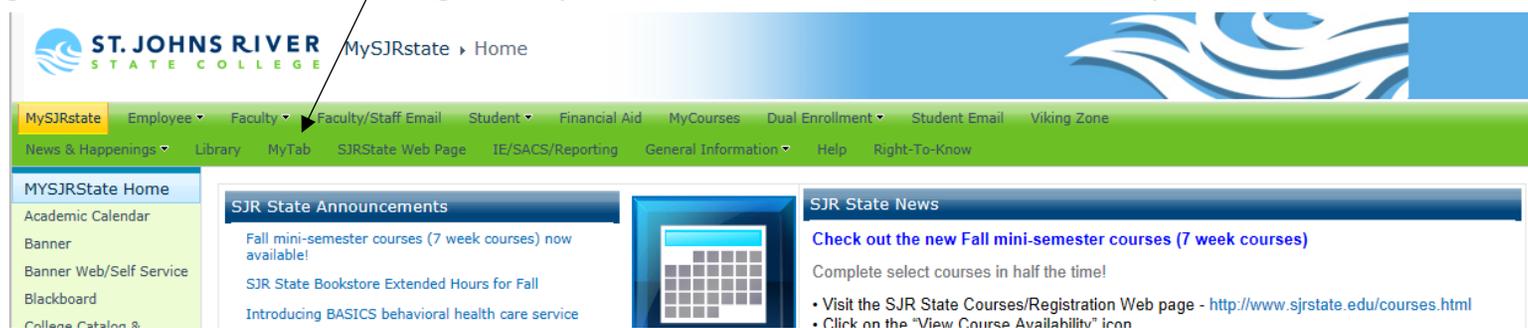
Selection Criteria

Access my Time Sheet:	<input type="radio"/>	My Choice
Access my Leave Report:	<input type="radio"/>	
Access my Leave Request:	<input type="radio"/>	
Approve or Acknowledge Time:	<input checked="" type="radio"/>	
Approve All Departments:	<input type="checkbox"/>	
Act as Proxy:	<input type="checkbox"/>	Self ▾
Act as Superuser:	<input type="checkbox"/>	

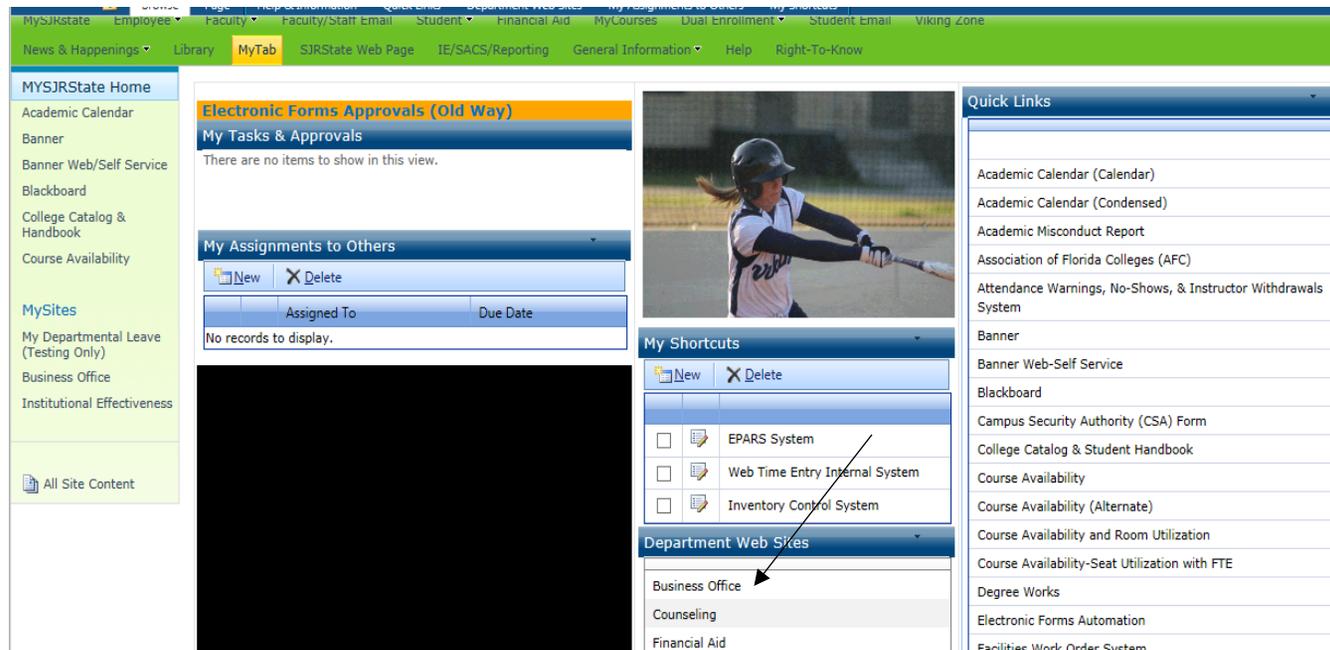
[Proxy Set Up](#)

Access to Web Time Calendar

- Log in to the college's portal and click on My Tab.



- Click on Business Office under Department Web Sites.



- Click on Web Time Entry dropdown, then click on Payroll Calendar option.

STUDENTS

ACADEMICS

ATHLETICS

THE ARTS

COMMUNITY

BUSINESS OFFICE

Student Debit Card

Bookstore

Palatka (386) 312-4173
Orange Park (904) 276-6833
St. Augustine (904) 808-7462

Business Office

(386) 312-4117

Faculty/Staff Contacts

Purchasing

Vendor Profile Form*

* For more information regarding the College's use of Social Security Numbers, click [here](#).

All business office locations are in the ADMINISTRATION BUILDING on each campus.

The Vice President for Finance and Administration/CFO is specifically responsible for the college functions of accounting, budgeting, human resources, risk management, purchasing, payroll, cashing, bookstores, property inventory, and for the general financial integrity of the business functions of the College.

Our goal is to serve the public, students, faculty, and staff with courteous and competent services, and to be good stewards of the public trust. We welcome you to this website and encourage feedback on our services.

Any communication related to the overall operations of the Business Office may be directed to Vice President for Finance and Administration/CFO, Lynn Powers.

Web-Time Entry ↓

Email: payrolloffice@sjrstate.edu
386-312-4066

[2017-2018 Payroll Calendar](#) ←

Employee Guide:

[Camtasia](#) | [Adobe PDF](#) | [Quick Start PDF](#) | [FAQs](#)

Approver Guide:

[Camtasia](#) | [Adobe PDF](#) | [Quick Start PDF](#) | [FAQs](#) | [Proxy Request PDF](#)

[Automatic Payment Plan ↓](#)

[Fee Adjustments Due to Schedule Change ↓](#)

[Refund Policy - Withdrawal from College and Reduction of Class Load ↓](#)

[Returned Check Policy ↓](#)

Parking Decals now available online

Students can now request a parking decal online by following the link below.

Any student who wishes to park on campus **MUST** obtain and properly display a student parking decal on each vehicle driven on campus. Parking procedures may be slightly different on each campus.

Please read Parking and Traffic Regulations carefully to avoid citations.

Request Parking Decal

Orange Park Campus
(904) 276-6800

Palatka Campus
(386) 312-4200

St. Augustine Campus
(904) 808-7400