

MARIST COLLEGE

Banner Employee Self-Service Web Time Entry

Hourly & Non-Exempt Employees

User's Guide

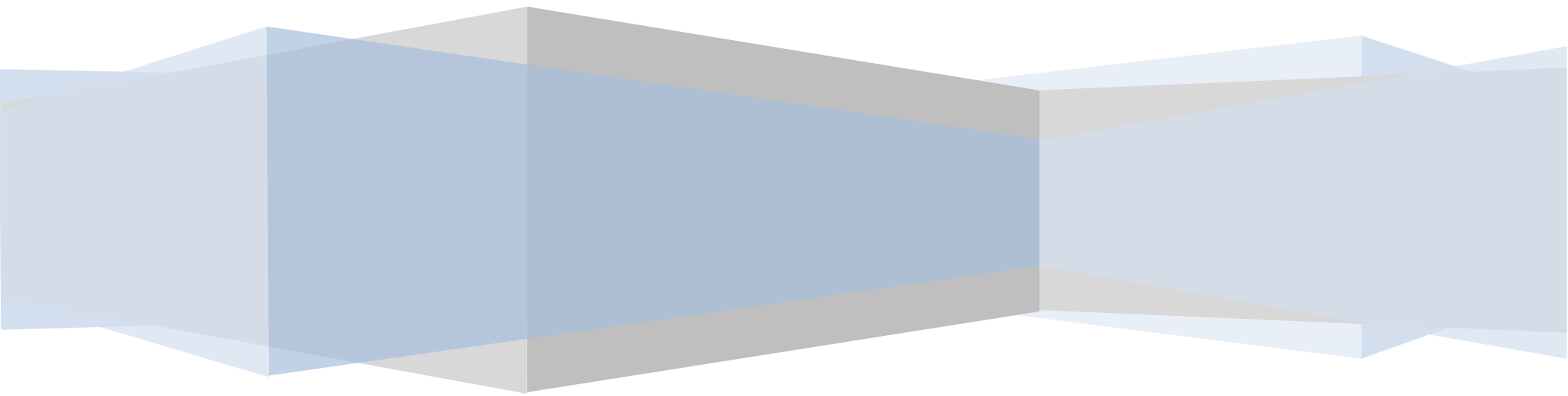


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Introduction to Web Time Entry

Self-Service Web Time Entry is a web-based time entry software system designed to eliminate loss or delays in paper processing of physical time sheets. It will allow you to log into a secure website and enter your time sheet hours online from any computer with Internet Access and VPN Client (please refer to Logging On section on page 3). Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing. **Web Time Entry will begin in May 2009.**

Timeframe and Deadlines

In order to be paid bi-weekly, it is critical that you submit your time sheet(s) by the deadline. You are responsible for submitting your time sheet(s) electronically to your supervisor. If you do not submit your time sheet(s) on time, your supervisor will be unable to approve your time and/or leave. Without the approval of your supervisor or his/her proxy, you will NOT be paid until the following pay period.

Bi-weekly time sheet(s) must be submitted by 10 a.m. on the first business day after the pay period ends. If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business day prior to the holiday. Please refer to the payroll calendar example on the following page.

2009 Bi-Weekly Payroll Calendar for Web Time Entry

Hours must be submitted through Banner Web Time Entry no later than 10:00 a.m. on the first business day after the end of the pay period. Approvers have until 12:00 p.m. on the last day of submission to approve the hours.

Year	Start Date	End Date	Input Deadline Employee - 10 am Approver - 12 pm	Check Date
2009	25-Apr-09	8-May-09	11-May-09	15-May-09
2009	9-May-09	22-May-09	22-May-09*	29-May-09
2009	23-May-09	5-Jun-09	8-Jun-09	12-Jun-09
2009	6-Jun-09	19-Jun-09	22-Jun-09	26-Jun-09
2009	20-Jun-09	3-Jul-09	6-Jul-09	10-Jul-09
2009	4-Jul-09	17-Jul-09	20-Jul-09	24-Jul-09
2009	18-Jul-09	31-Jul-09	3-Aug-09	7-Aug-09

*** If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business day prior to the holiday.**

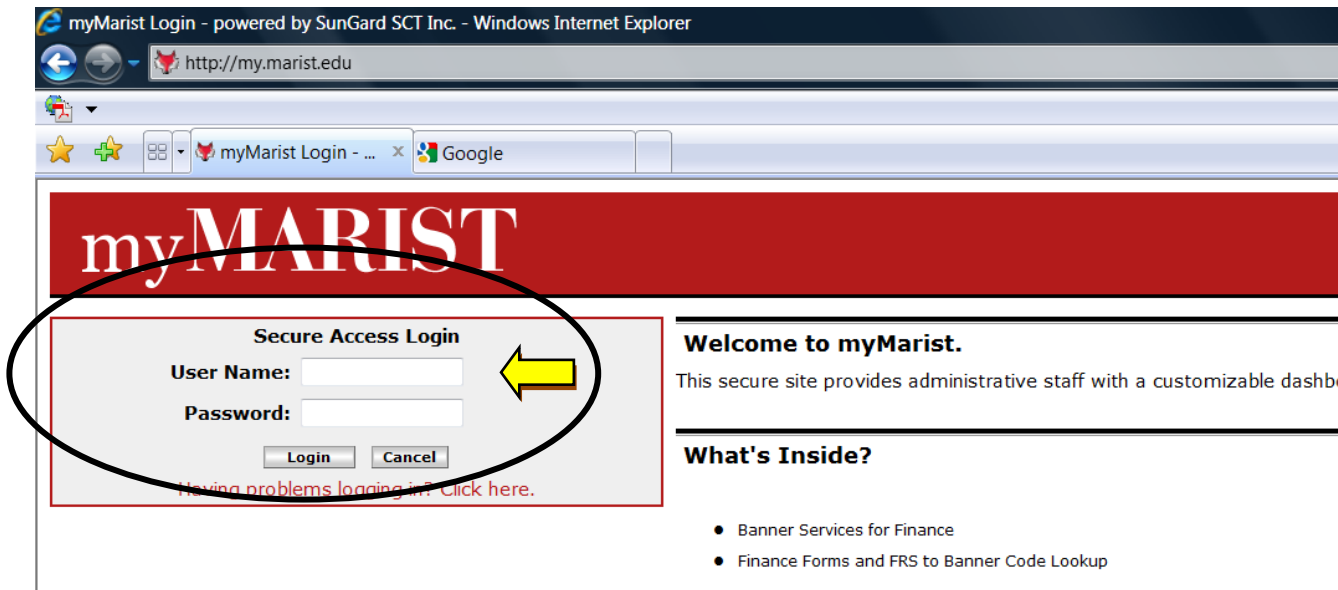
*** Please continue to follow this pattern through the year or refer to Appendix 1.1 for a complete payroll calendar. You may also go to the Payroll website for complete information at <http://www.marist.edu/payroll/formsschedules.html>**

Logging On

You can access the Web Time Entry System through the Marist employee portal which is accessible from any computer on campus with Internet Access. You will use your Marist user account and password to log on to <http://my.marist.edu>. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone.

It is also important to log off of the system when you have finished. If you need to sign on to your account from off campus, please see the note on the bottom of this page regarding VPN Client Access.

Open a web browser, type <http://my.marist.edu>, and enter your Marist user account and password.



myMarist Login - powered by SunGard SCT Inc. - Windows Internet Explorer

http://my.marist.edu

myMARIST

Secure Access Login

User Name:

Password:

Login Cancel

Having problems logging in? [Click here.](#)

Welcome to myMarist.

This secure site provides administrative staff with a customizable dashbo

What's Inside?

- Banner Services for Finance
- Finance Forms and FRS to Banner Code Lookup

Note: **Virtual Private Network (VPN) Access**

The purpose of the VPN is to provide a secure connection when connecting to Marist's wireless network or to provide a secure connection to the Marist network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your Internet Service Provider (ISP).

For more information about VPN Client go to <http://www.marist.edu/it/network/vpn.html> or contact the Help Desk at extension 4357.

Once you are logged on to your account, click on the Employee tab.

myMARIST

Welcome Employee Finance

Campus Announcements
There are no announcements

Personal Announcements
There are no announcements

Marist Weather
Poughkeepsie, NY
19°F
Sunny
Hour-by-hour | 10-day
The Weather Channel
weather.com
Enter city or U.S.zip GO

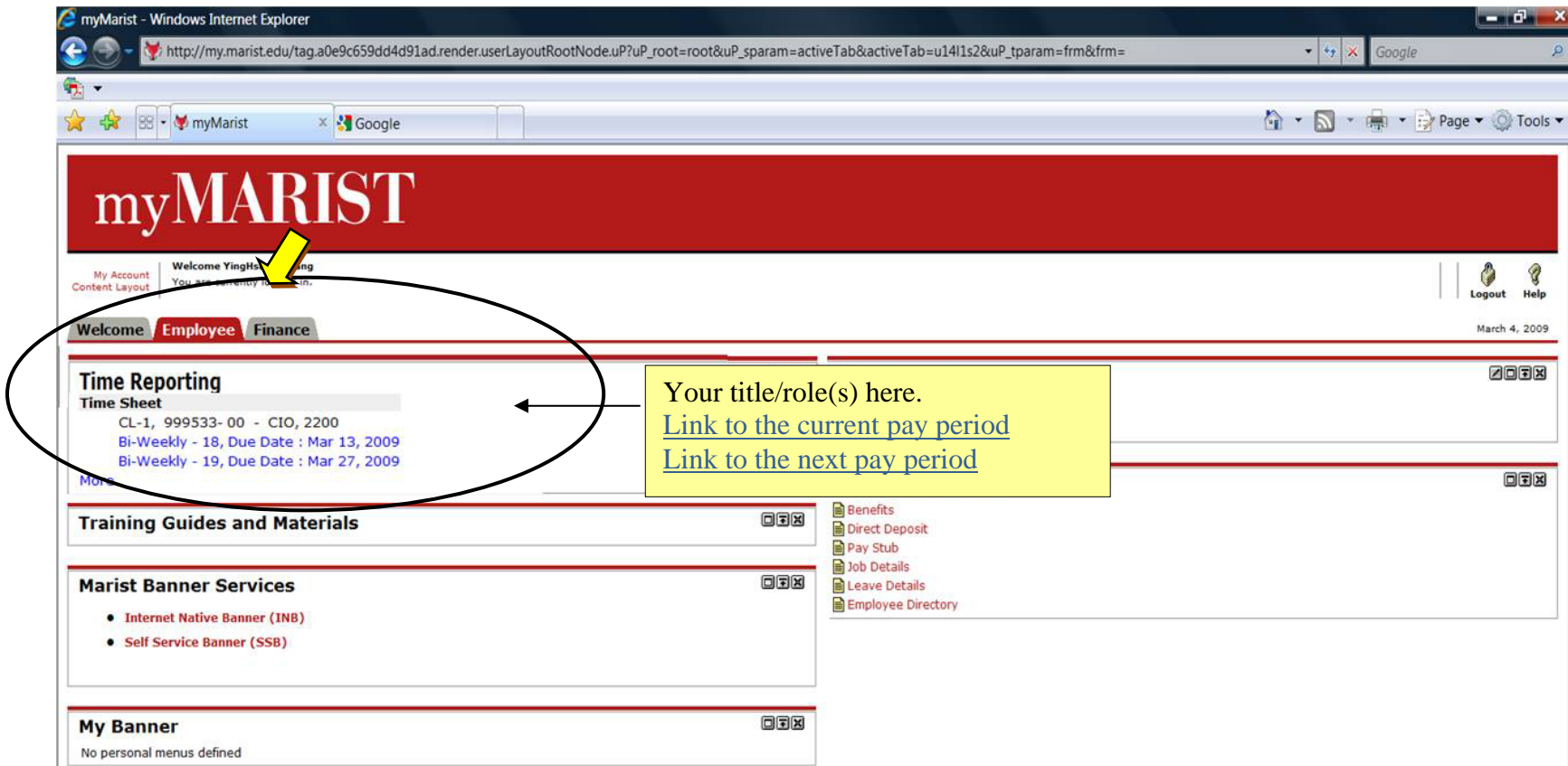
Headlines
Public affairs news feed from www.marist.edu

- Marist Lecture to Discuss Free Will Crisis**
The talk by Dr. Joseph Campbell of Washington State University will focus on the relationship between free wi
[date: Tue, 03 Mar 2009 00:00:00 -0500]
- Plecenik Named New Marist VP/CFO**
Jeanne Plecenik, a resident of Fishkill, came to Marist from the New School University in Manhattan.
[date: Tue, 24 Feb 2009 00:00:00 -0500]
- Interviewing Expert to Offer Marist Workshop**
William Rolack is the author of "Seven Secrets to a winning Job Interview." The public is invited to the seminar
25, at 11 a.m. in Donnelly Hall.
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist Talk to Focus on Sisters of Charity and Poughkeepsie Schools**
Dr. Sally Dwyer-McNulty will talk about the controversial 19th Century "Poughkeepsie Plan," which allowed the
schools.
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist College Community to Raise Funds to Build Second Ghana Well**
A Mardi Gras celebration in the Student Center this Sunday will attempt to raise \$10,000 for the "Hudson Valle

Access Time Sheet

When you access your time sheet(s), all active positions will appear. Most employees will only have one position. However, some employees may have multiple positions on campus which means that they will have multiple time sheets. Remember, multiple jobs mean multiple time sheets. Please verify that all your active positions are listed here; if they are not, notify your supervisor and/or Human Resources.

On the employee page under Time Reporting, click on **“the pay period”** link located under your title to access the time sheet for the pay period listed.



The screenshot shows the myMARIST employee portal interface. The browser title is "myMARIST - Windows Internet Explorer" and the URL is "http://my.marist.edu/tag.a0e9c659dd4d91ad.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u1411s2&uP_tparam=frm&frm=".

The main navigation bar includes "Welcome", "Employee", and "Finance". The "Employee" tab is selected. The "Time Reporting" section is highlighted with a black oval. A yellow callout box points to the "Time Reporting" section with the text: "Your title/role(s) here. [Link to the current pay period](#) [Link to the next pay period](#)".

The "Time Reporting" section displays the following information:

- CL-1, 999533- 00 - CIO, 2200
- Bi-Weekly - 18, Due Date : Mar 13, 2009
- Bi-Weekly - 19, Due Date : Mar 27, 2009

Other sections visible include "Training Guides and Materials", "Marist Banner Services" (with links for Internet Native Banner (INB) and Self Service Banner (SSB)), and "My Banner" (No personal menus defined). A sidebar on the right contains links for Benefits, Direct Deposit, Pay Stub, Job Details, Leave Details, and Employee Directory.

Time Sheet at a Glance

Here is a glimpse of your time sheet.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Executive Assistant -- 999320-00
Department and Number: Human Resources -- 3100
Time Sheet Period: Feb 28, 2009 to Mar 13, 2009
Submit By Date: Mar 16, 2009 by 12:00 P.M.

Earning	Shift Default	Total Hours	Total Units	Saturday Feb 28, 2009	Sunday Mar 01, 2009	Monday Mar 02, 2009	Tuesday Mar 03, 2009	Wednesday Mar 04, 2009	Thursday Mar 05, 2009	Friday Mar 06, 2009
Regular Biweekly	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	A									Enter Hours
Sick Pay	A									Enter Hours
Admin DBL and Comp Leave	A									Enter Hours
Bereavement Leave	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Personal	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 7.2.1.1

powered by SUNGARD HIGHER EDUCATION

Executive Assistant -- 999320-00
 Human Resources -- 3100
 Feb 28, 2009 to Mar 13, 2009
 Mar 16, 2009 by 12:00 P.M.

Your Job Title
 Department
 Time Sheet Period
 Deadline

Regular Biweekly
 Overtime Pay
 Holiday Pay
 Vacation
 Sick Pay
 Admin DBL and Comp Leave
 Bereavement Leave
 Jury Duty Pay
 Administrative Personal
 Unpaid Leave

You will see the different earn codes for which you are eligible. This includes regular bi-weekly hours, sick pay, overtime pay, vacation, and bereavement leave, etc.

Please refer to Appendix 1.3 to learn more about the functionalities of your time sheet.

Enter Hours

To enter hours, click on the “Enter Hours” link under the day in which time needs to be reported. Time must be entered for each day but may be copied from one day to another.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Executive Assistant -- 999320-00
Department and Number: Human Resources -- 3100
Time Sheet Period: Feb 28, 2009 to Mar 13, 2009
Submit By Date: Mar 16, 2009 by 12:00 P.M.

Earning	Shift Default	Total Hours or Units	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
		Hours or Units	Hours Units	Feb 28, 2009	Mar 01, 2009	Mar 02, 2009	Mar 03, 2009	Mar 04, 2009	Mar 05, 2009	Mar 06, 2009
Regular Biweekly	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Overtime Pay	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	

Click on the "Enter Hours" link for the earning you wish to enter.

Here is the following screen for time in and out.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Mar 02, 2009
Earnings Code: Regular Biweekly

Shift	Time In	Time Out	Total Hours
A	8:30 AM	12:00 PM	0
A	1:00 PM	5:00 PM	0
A			0
A			0
A			0
A			0
A			0

Enter your time in and time out here.

Timesheet Previous Day Next Day
 Add New Line Save Copy Delete

Click on "Save" or "Copy".

RELEASE: 7.2.1.1

Copy Hours

Once the desired hours are entered, you can either “Save” or “Copy” your hours.

➤ Click on “Save” if you are entering the earnings for that day.

Saving the hours will bring you back to the time sheet with the number of hours entered appearing on the selected day.

➤ Click on “Copy” if you wish to copy hours from one day to several days.

If you click on “Copy”, it will bring you to another screen where you have 2 options for copying your hours.

Option (1) Select one or more check boxes on the top if you are entering the same earning code for multiple days.

(2) Select one or more check boxes by clicking the desired days and then click on the “Copy” button.

Personal Information Employee Finance

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

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Regular Biweekly
Mar 02, 2009, 7.5 Hours

Saturday Feb 28, 2009	Sunday Mar 01, 2009	Monday Mar 02, 2009	Tuesday Mar 03, 2009	Wednesday Mar 04, 2009	Thursday Mar 05, 2009	Friday Mar 06, 2009
Saturday Mar 07, 2009	Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009

Once you are done selecting the appropriate boxes, click on the “Copy” button. A message confirming the success of the copy will be displayed as shown below. Next, click on the “Time Sheet” button to return to your time sheet. If there is more time that needs to be entered (i.e. sick time), you can continue to enter the hours.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Su and the Account Distribution is also copied.

Your hours have been copied successfully.

Enter Comments

Banner has an optional feature called “Comments” which only your approver will be able to read when approving your time.

Bereavement Leave	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Personal	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave	A	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		7.5	0	0	0	7.5	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0	0

Position Selection **Comments** Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

RELEASE: 7.2.1.1 powered by
SUNGARD HIGHER EDUCATION

You can add comments to your time sheet by clicking on the “Comments” button on the Time Sheet page. Once you are done, please click on the “Save” button. Your approver will be able to read these comments when approving your time. Comments should be entered before submitting your time for approval.

Personal Information **Employee** Finance

Search Go

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
 Comment Date: Mar 04, 2009

Enter or Edit Comment:

Save Previous Menu

You can add your comments here in this box.
 Only your approver will be able to read these comments when approving your time.

Preview

Once you are finished entering your time, you can click on the “**Preview**” button to preview your time sheet.

July Duty Pay	A	0	0	Enter Hours	Enter Hours	Enter H
Administrative Personal	A	0	0	Enter Hours	Enter Hours	Enter H
Unpaid Leave	A	0				Enter H
Total Hours:						
Total Units:						

Position Selection Comments **Preview**

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 7.2.1.1

You can click on the “**Preview**” button to preview your time sheet.

Here is a glimpse of your summary report.

Personal Information **Employee** Finance

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

Summary of Reported Time

Set your printer layout to Landscape before printing.

Rosemarie Williams Human Resources, 3100
 Executive Secretary, 999320-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Saturday, Mar 14, 2009	Sunday, Mar 15, 2009	Monday, Mar 16, 2009	Tuesday, Mar 17, 2009	Wednesday, Mar 18, 2009	Thursday, Mar 19, 2009	Friday, Mar 20, 2009	Saturday, Mar 21, 2009	Sunday, Mar 22, 2009	Monday, Mar 23, 2009	Tuesday, Mar 24, 2009	Wednesday, Mar 25, 2009	Thursday, Mar 26, 2009	Friday, Mar 27, 2009
Regular	A	7.5					7.5										
Biweekly																	
Total Hours:		7.5					7.5										
Total Units:			0														

Time In and Out, Regular Biweekly

Saturday Mar 14, 2009	Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009	Sunday Mar 22, 2009	Monday Mar 23, 2009	Tuesday Mar 24, 2009	Wednesday Mar 25, 2009	Thursday Mar 26, 2009	Friday Mar 27, 2009
		08:30 AM											
		12:00 PM											
		01:00 PM											
		05:00 PM											

Previous Menu

Submit for Approval

Unpaid Leave	A	0	0	Enter Hours	Enter Hours	Enter H
Total Hours:		0	0	0	0	
Total Units:		0	0	0	0	

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

After you have clicked on the “**Submit for Approval**” button, the bottom of the screen will show that you have submitted your time sheet. It will also indicate that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, the name of your approver will be indicated in the Approved By box.

Example:

Submitted for Approval By:
Approved By:
Waiting for Approval From:

You on Mar 05, 2009
Jack Collins

Once you click on the “**Submit for Approval**” button, your name and your supervisor’s name should appear on the screen, as seen here, on the bottom of the screen.

Finally, your screen will indicate the time sheet was successfully submitted and the record status will change to *Pending* after you have logged off.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or P

Your time sheet was submitted successfully.

Top of the screen

Logging Off

It is important to log off of your web session, especially when using a public computer. Clicking the “**Logout**” link at the top right hand corner of your screen will log you out of the system.



Logout

Additional Notes:

- ❖ DO NOT USE your browser **Back** button to navigate or you may lose any work you have completed.
- ❖ Use the time sheet’s **Next** and **Previous** buttons to navigate between all weeks of the pay period
- ❖ Contact the Help Desk at 845.487.2120 for questions and help with Marist account usernames and passwords.
- ❖ Contact Payroll at 845.575.3000 x 2425 for help entering and approving time sheets and leave reports.

Frequently Asked Questions

Q: What if my time sheet is not listed or my position(s) (Title and Department) is not listed on the Position Selection screen?

A: Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.

Q: What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?

A: Contact your supervisor. If your time sheet has not yet been approved, your supervisor can return it to you electronically for changes or he/she can make changes for you up to 12:00 pm on the day the time sheet is due.

Q: What if I submitted my hours, but I made a mistake?

A: If you have clicked on the “**Submit for Approval**” button and your time sheet has not yet been approved by your supervisor, contact your supervisor immediately; he/she can make changes up to 12:00 pm the day the time sheet is due. If you submitted incorrect hours and your supervisor has already approved your time sheet, please contact the Payroll Department.

Q: What if I did not receive a paycheck but I submitted hours?

A: Check the status of your time sheet. If it was approved, contact the Payroll Department. If it was not approved, notify your supervisor.

Q: What if I missed the submission deadline?

A: It is important that you plan ahead and it is imperative that you meet all the time sheet submission deadlines. However, if you miss a submission deadline, you will need to go to the Payroll Department to get a temporary paper time sheet and have your supervisor sign and submit it back to Payroll. For complete payroll calendars and other related information, please go to <http://www.marist.edu/payroll/formsschedules.html>.

Q: Can anyone else access my hours?

A: Only your supervisor, his/her proxy, and the Payroll Office can access your hours. Should your supervisor or proxy modify any hours you submitted, they are required to notify you of the change.

Q: Should employees share their User ID and password with a proxy, approver, other staff or friends/parents?

A: Due to the confidential and sensitive nature of information that can be accessed through the entire Banner Luminis web portal, employees should never share their User ID and Password with anyone.

Q: If my supervisor is not available when time sheets are due, what happens?

A: Supervisors must designate individuals as their proxies who will approve time sheets in their absence. However, employees should know who their supervisor’s proxies are.

Appendix

Appendix 1.1

2009 Complete Bi-Weekly Payroll Calendar for Web Time Entry

Hours must be submitted through Banner Web Time Entry no later than 10:00 a.m. on the first business day after the end of the pay period. Approvers have until 12:00 p.m. on the last day of submission to approve the hours.

Year	Start Date	End Date	Input Deadline Employee - 10 am Approver - 12 pm	Check Date
2009	25-Apr-09	8-May-09	11-May-09	15-May-09
2009	9-May-09	22-May-09	22-May-09 *	29-May-09
2009	23-May-09	5-Jun-09	8-Jun-09	12-Jun-09
2009	6-Jun-09	19-Jun-09	22-Jun-09	26-Jun-09
2009	20-Jun-09	3-Jul-09	6-Jul-09	10-Jul-09
2009	4-Jul-09	17-Jul-09	20-Jul-09	24-Jul-09
2009	18-Jul-09	31-Jul-09	3-Aug-09	7-Aug-09
2009	1-Aug-09	14-Aug-09	17-Aug-09	21-Aug-09
2009	15-Aug-09	28-Aug-09	31-Aug-09	4-Sep-09
2009	29-Aug-09	11-Sep-09	14-Sep-09	18-Sep-09
2009	12-Sep-09	25-Sep-09	28-Sep-09	2-Oct-09
2009	26-Sep-09	9-Oct-09	9-Oct-09 *	16-Oct-09
2009	10-Oct-09	23-Oct-09	27-Oct-09	30-Oct-09
2009	24-Oct-09	6-Nov-09	9-Nov-09	13-Nov-09
2009	7-Nov-09	20-Nov-09	20-Nov-09 *	27-Nov-09
2009	21-Nov-09	4-Dec-09	7-Dec-09	11-Dec-09
2009	5-Dec-09	18-Dec-09	18-Dec-09 *	25-Dec-09
2010	19-Dec-09	1-Jan-10	4-Jan-10	8-Jan-10

* If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business day prior to the holiday.

* You may also go to Payroll website <http://www.marist.edu/payroll/formsschedules.html> for complete information or further updates.

Timesheet Status Definitions

- ♣ **Not Started:** The employee has not yet started to enter hours on the time sheet.
- ♣ **In Progress:** The time sheet has been started by the employee, but has not been submitted for approval.
- ♣ **Pending:** The time sheet has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may send back for a correction and, therefore, could be in the queue pending further action from the employee.
- ♣ **Approved:** The time sheet has been approved and has been electronically sent to the Payroll Department.
- ♣ **Completed:** Payroll received and processed your time sheet.

Other Functionality Found on the Time Sheet Screen

- ❖ **Copy:** Use this function if you work the same number of hours on multiple days. You'll want to be careful to not select the same date to copy *to* that you are copying *from* because, if you do this, your hours will be deleted.
- ❖ **Position Selection:** This function will help you return to the Position Selection screen.
- ❖ **Comments:** You can add comments to your supervisor/proxy. Comments entered through Web Time Entry will only be seen by your supervisor and/or proxy; comments are not visible by anyone in the Payroll Department.
- ❖ **Preview:** This function will display the entire pay period and will show the hours or leave entered for each day. You may print it if you want a hard copy of what you have entered.
- ❖ **Restart:** If the time sheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow you to make corrections.
- ❖ **Previous / Next:** Each pay period is a one month period but not all the days can fit on the width of one screen. Click on the “**Previous**” or “**Next**” button to toggle back and forth between each week.

Notes:

