

Banner Automated Time Entry

Quick Reference Instruction Sheet for Hourly Employees and Graduate Students

1. Access Banner Automated Time Entry via Murphy on-line. The URL Location for Murphy on-line is <http://banner.stthomas.edu>.
2. In Murphy on-line click on “Employee Services”, and then “Time Sheet”. If you are both a supervisor and an hourly employee, it will ask you if you want to “Access my Time Sheet” or “Approve or Acknowledge Time” on the next screen. Select the Position and Time Period you want to enter time for and click on “Time Sheet”. Time Periods may be split at the Fiscal Year and Academic Year breaks or if you change positions or are promoted.
3. Select the day you wish to enter hours of work and click on “Enter Hours” in the Base Pay category. This will connect you to a screen called “Time Sheet” where you can enter your total hours worked.
4. Enter your hours to the nearest 15 minute fraction closest to the actual time you worked (i.e. 8.00 or 8.25 or 8.50 or 8.75). For example if you worked 8 hours and 15 minutes you would enter 8.25 hours. If you enter your hours with fractions make sure you enter a decimal point. If no fraction is entered no decimal point is needed.
5. Lunch time is unpaid and should not be included in your total time.
6. You receive a 15 minute paid break for every 4 hours you work; this break is already included in your total time.
7. When you are done entering your time for a day you can hit the “Save” key and you will see the time on the summary at the bottom of the screen.
8. Payroll recommends that you enter your time worked on a daily basis.
9. Scheduled Time Off hours should be entered under “Enter Hours” for the appropriate Time Off category. (i.e. Paid Leave Time (PLT), Holiday Pay, Floating Holiday, Funeral Pay, Jury Duty Pay, Excused Day Off (used for Snow Days and Building Closures), and Unpaid Leave Day (for a day off without pay).
10. You do not have to enter hours for days off that are part of your work rotation on the time sheet.
11. To navigate on the “Time Sheet” screen you can hit the “Second Week” button to see the second week of the pay period and the “First Week” button to see the first week of the pay period.
12. If you work the same schedule on multiple days of the week, after you enter your hours for the first day of the schedule and hit the Save button, you can then hit the “Copy” button and check the days you want to copy hours to and then hit the “Copy” button again. You then hit the “Time Sheet” button to verify that the time was copied on your Time Sheet screen. You can also use this feature to copy PLT if you take multiple days off in the same pay period.
13. To correct hours you entered incorrectly, click on the hours you wish to change, highlight the hours that are incorrect, enter the correct hours, and hit the “Save” key when you are done.
14. If you work in excess of 40 hours in a week you need to record all time in excess of 40 hours in a week under the “Overtime 1.5” earnings category of your time sheet. Time for all jobs you have on campus count toward this 40 hour limit. Do not list overtime if you work more than 8 hours in a day, overtime is measured from the point you reach 40 hours worked in a calendar week.
15. You can click on “Comments” if you wish to send a note to your supervisor. Only you and your supervisors can see these comments. If you wish to communicate with Payroll or H.R. you need to use email.
16. You can click on “Position Selection” to return to the “Position Selection” screen to enter time for a different position.
17. When you want to exit the Time Sheet function simply hit the “Exit” button in the right corner of your screen.
18. It is your responsibility to make sure that your time is entered to the correct position and is a true and accurate reflection of your actual time worked. *The “University’s Personal Behavior Policy” prohibits the falsification of time sheets. Falsification of time may result in disciplinary action in accordance with the “University’s Discipline and Corrective Action Policy”.*
19. Your time sheet is due by the Sunday after the end of a pay period. On your last day of work, you need to click on the “Submit for Approval” key on your time sheet screen.
 - a. It is a good idea to Preview your time sheet to make sure it is accurate and complete.
 - b. The system will then ask you to re-enter your pin number and hit the “Submit” key. *This is your electronic signature.*
 - c. Once time is submitted you cannot make changes to your time. Email any corrections to your supervisor. Time turned in after the deadline may not be processed until the following payday.
 - d. You can now exit the Time Sheet and Murphy on-line.
 - e. It is a good idea to return to the “Position Screen” on the first work day after your deadline and make sure your supervisor has approved your time sheet to insure you are paid on time. If the time is not approved please contact your supervisor or their proxy supervisor.
 - f. Any employee that does not submit their time by Sunday will receive a *reminder email* at 8:00 on Monday that they have until noon on that day to submit their time.

If you have any questions about the Banner Automated Time Entry, please contact the Payroll Department. Email us at payroll@stthomas.edu. Call us at 651-962-6508, or 651-962-6514.