

Banner Automated Time Entry

Quick Reference Instruction Sheet for Students

1. [Access Banner Automated Time Entry via Murphy on-line](http://banner.stthomas.edu). 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 a student employee, it will ask you if you want to “[Access my Time Sheet](#)” or “[Approve Time](#)” on the next screen.
3. Select the [Position](#) and [Time Period](#) you want to enter time for and click on “[Time Sheet](#)”. Summer Positions start with the letter “R” and Academic Year Positions start with the letter “S” – Twice a year you will have a split payroll if you hold both a summer and an academic year position.
4. Select the day you wish to enter hours for and click on “[Enter Hours](#)” in the top category. This will connect you to a screen called “Time In and Out”
5. [Enter your hours in 15 minute integrals](#). For example if your “in” time is 8:00 you can enter it as 8:00 AM or 800 AM. The colons will automatically populate if you do not enter it at two positions over from the last number you enter. (do not use military time)
6. You can hit the tab key to the “out” time and [enter the time you leave for lunch](#), for example noon is entered as 12:00 PM. Lunch time is unpaid and must be entered on your time sheet.
7. When you [return from lunch](#) you should tab to the second line and enter your “in” time that you return from lunch and the “out” time you leave at then end of the day.
8. If you [return to work at various times](#) during the day you should use a separate line for each block of time.
9. When you are done entering your time for a day you can hit the “[Save](#)” key and then hit the “Timesheet” key. You can also tab to the next line and then hit the return key on your keyboard to return to the time sheet.
10. You receive a [15 minute paid break](#) for every 4 hours you work; this break does not have to be recorded on your time sheet.
11. You do not need to enter [days off](#) on the time sheet.
12. If you work the same schedule on multiple days, you can hit the “[Copy](#)” button on the “Time In and Out” screen right after you hit the “Save” button. You then select the day you want to copy the time to and hit the Enter key on your keyboard. Verify that the time was copied on your Time Sheet screen.
13. 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.
14. To [correct a time](#) you entered incorrectly, click on the day you wish to change, highlight the time that is incorrect, enter the correct time, and hit enter on your keyboard.
15. If you work in excess of 40 hours in a week you need to record all time in excess of 40 hours under the “[Overtime](#)” earnings category on your time sheet. Time for all jobs you have on campus count toward this 40 hour limit.
16. 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 you need to use email.
17. You can click on “[Position Selection](#)” to return to the “Position Selection” screen to enter time for a different position.
18. When you want to exit the Time Sheet function simply hit the “[Exit](#)” button to the top right side of your screen.
19. 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”.*
20. 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 accurate and complete. You can print a copy of your time sheet from this preview page if you wish.
 - 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 for their approval. Time emailed to Payroll after the deadline will be processed on the next 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 them 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, 651-962-6494, or 651-962-6514.