

Banner Automated Time Entry

Quick Reference Instruction Sheet for Supervisors

1. You will receive an email on the first work day after the end of a pay period reminding you to approve time sheets
2. Log in to Murphy Online using your UST ID number and Pin number. The URL Location for Murphy on-line is <http://banner.stthomas.edu> if you want to set up a desktop shortcut.
3. Choose [Employee Services](#)
4. Choose [Time Sheet](#)
5. The first thing you have to do as a supervisor is click at the bottom of your screen [Proxy Set Up](#) to define who your Proxy supervisor is. This is the person that will approve time sheets for you if you are absent. *Once this Proxy is defined you do not have to redefine it unless you want to change it.* If the person you want as your Proxy Supervisor is not listed please send an email to payroll@stthomas.edu and give us that employees name and UST ID number. Please let your employees know who your Proxy supervisor is. *You may have more than one Proxy supervisor.*
6. Select [Approve or Acknowledge Time](#) to access the Time Sheets for your direct reports.
7. If you are approving time for a co-worker select their name from the drop-down box under [Act As Proxy](#).
8. Click on [Select](#).
9. Click on the [My Choice](#) button for the department you want to approve time for.
10. Make sure the pay period you wish to approve is showing under [Pay Period](#). *If not, choose the current pay period from the drop-down box.* Pay Periods may be split at the Fiscal Year and Academic Year breaks or if an employee has changed positions.
11. Select the Sort Order that you prefer, select either [by name](#) or [by status](#).
12. Click on [Select](#). *You will then see a Summary page listing all of your employee(s) for the department you chose.*
13. If you see that an employee has [Not Started](#) their time sheet or the time sheet is [In-progress](#) please notify the employee to submit their time immediately, they have until noon on the first workday after the end of the pay period to do so. *Employees will receive an email notification on that day if the status of their time sheet is “not started” or “in progress” at 8:00 on Monday morning.*
14. Review the employee’s timesheets that are [Pending](#) by clicking on the [employee’s name](#).
15. At the [bottom](#) of the time sheet you have three choices and you need to click on the appropriate button – [Approve](#), [Return for Correction](#) or [Change Record](#). *If you make changes or return it for correction, be sure to add comments so your employee will know why you made the change or what they need to correct.* If you return a time sheet for correction the employee will have to [re-submit](#) the time sheet for your approval within your deadlines. **Please note Payroll cannot read comments you or your employees make on the time sheet. This is confidential between you and your employee.**
16. To approve a pending time sheet, *scroll to the bottom* of the time sheet and click on “[Approve](#)” (Do not use the “Approve” at the top of the page). After you approve the time sheet you will see a yellow triangle telling you that the approval was successful. You can then scroll to the bottom of the time sheet again and note that your name will appear as having approved the time sheet. ***If it is not indicated that you approved the time sheet, then the time sheet is not approved and will not be processed unless you re-approve.***
17. Click on “[Previous Menu](#)” at the bottom of your screen to continue approving all of your employee’s time sheets until all of your employee’s time sheets are approved. ***Supervisors will receive an email notification on cutoff day if the status of their employees’ time sheets is not “approved” by noon on Monday.***
18. Click on “[Select New Department](#)” at the bottom of your screen *if you have additional departments to approve.*
19. All time sheets must be submitted by 4:30 on the deadline date indicated on the bi-weekly pay schedule, *if you are not available to approve time sheets please make sure your proxy is aware that they need to approve your employee’s time.*
20. Once a time sheet has been approved you will have to *email* any additional time you wish to approve to payroll@stthomas.edu .
21. If you are approving a time sheet after the supervisor deadline, you will need to send an email to payroll@stthomas.edu *detailing the hours by day.*
22. ***Email requests received in payroll after the supervisor deadline will be processed in the next available pay period.***

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.