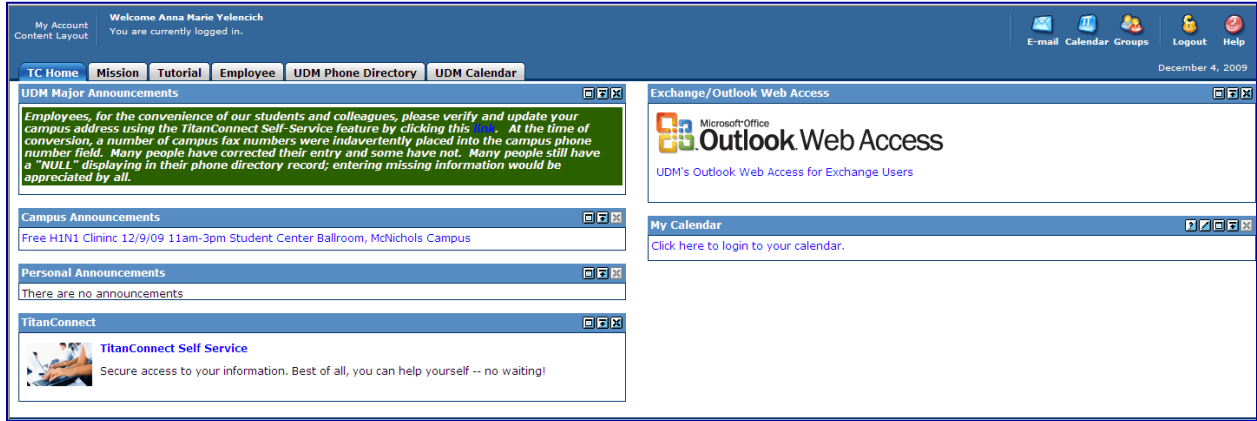


Start Here!

Enter Self Service through **TITAN CONNECT**



The screenshot shows a user interface for Anna Marie Yelencich. At the top, there is a navigation bar with tabs: **TC Home**, **Mission**, **Tutorial**, **Employee**, **UDM Phone Directory**, and **UDM Calendar**. The **Employee** tab is highlighted. Below the navigation bar, there are several sections:

- UDM Major Announcements:** A green box with text: "Employees, for the convenience of our students and colleagues, please verify and update your campus address using the TitanConnect Self-Service feature by clicking this link. At the time of conversion, a number of campus fax numbers were inadvertently placed into the campus phone number field. Many people have corrected their entry and some have not. Many people still have a 'NULL' displaying in their phone directory record; entering missing information would be appreciated by all."
- Campus Announcements:** A link for "Free H1N1 Clinic 12/9/09 11am-3pm Student Center Ballroom, McNichols Campus".
- Personal Announcements:** A message stating "There are no announcements".
- TitanConnect:** A section titled "TitanConnect Self Service" with the text: "Secure access to your information. Best of all, you can help yourself -- no waiting!".

 On the right side of the interface, there are links for "Exchange/Outlook Web Access" and "My Calendar".

Select the **EMPLOYEE** Tab

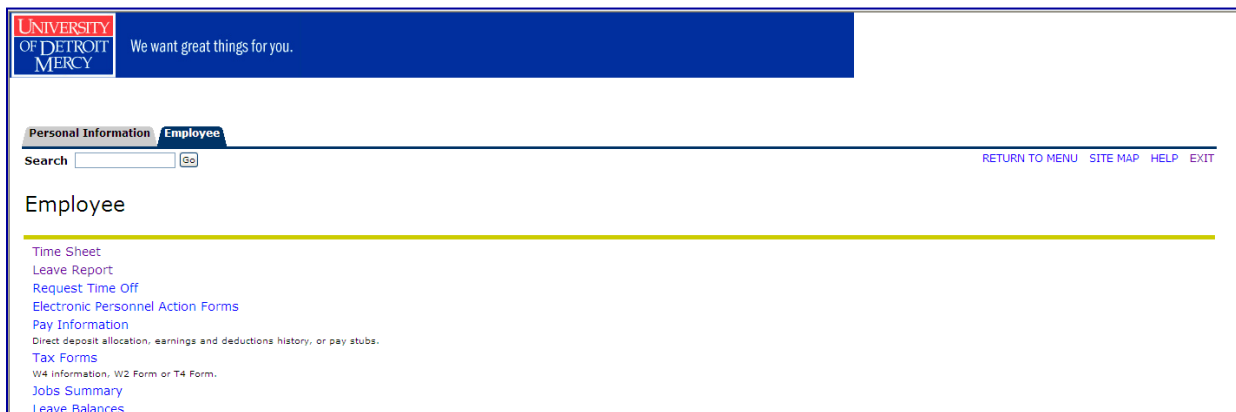


The screenshot shows the Banner Web interface with the **Employee** tab selected. The navigation bar at the top has tabs for **Personal Information** and **Employee**. Below the navigation bar, there is a search box and a "Go" button. The main content area is titled "Main Menu" and contains the following information:

- Welcome, Anna M. Yelencich, to the WWW Information System! Last web access on Dec 04, 2009 at 02:40 pm
- Personal Information:** Update addresses; contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- Employee:** Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

 At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Select **TIMESHEET**



The screenshot shows the Banner Web interface with the **Employee** tab selected. The navigation bar at the top has tabs for **Personal Information** and **Employee**. Below the navigation bar, there is a search box and a "Go" button. The main content area is titled "Employee" and contains the following links:

- Time Sheet**
- Leave Report**
- Request Time Off**
- Electronic Personnel Action Forms**
- Pay Information**
- Tax Forms**
- Jobs Summary**
- Leave Balances**

 At the bottom right, it says "RETURN TO MENU SITE MAP HELP EXIT".



Banner Web Time Entry Instructions

How do I report time?

Select **JOB** (My Choice)

Select Current **PAY PERIOD**

Select **TIMESHEET**

Enter hours worked, and or taken under appropriate **EARNINGS CODE**

SAVE each entry

Select **NEXT** to access remainder of pay period

Add **COMMENTS** when applicable

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: Manager- Payroll -- AF9796-00
Department and Number: Human Resources -- 3101
Time Sheet Period: Nov 30, 2009 to Dec 13, 2009
Submit By Date: Dec 14, 2009 by 10:00 A.M.

Earning: Vacation
Date: Nov 30, 2009
Shift: 1
Hours: 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Nov 30, 2009	Tuesday Dec 01, 2009	Wednesday Dec 02, 2009	Thursday Dec 03, 2009	Friday Dec 04, 2009	Saturday Dec 05, 2009	Sunday Dec 06, 2009
Vacation	1	0	8			8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8			8	0	0	0	0	0
Total Units:				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:

*Administrator Timesheet

Banner Web Time Entry Instructions

UNIVERSITY OF DETROIT MERCY We want great things for you.

Personal Information Student Financial Aid **Employee**

Search SITE MAP HELP EXIT

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: Payroll Assistant -- SF9888-00
Department and Number: Human Resources -- 3101
Time Sheet Period: Nov 30, 2009 to Dec 13, 2009
Submit By Date: Dec 14, 2009 by 10:00 A.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Nov 30, 2009	Tuesday Dec 01, 2009	Wednesday Dec 02, 2009	Thursday Dec 03, 2009	Friday Dec 04, 2009	Saturday Dec 05, 2009	Sunday Dec 06, 2009	Enter Hours
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Business	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0	0

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

*Staff Timesheet

Use **COPY** button to autofill other dates

UNIVERSITY OF DETROIT MERCY We want great things for you.

Personal Information **Employee**

Search 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: Vacation, Shift 1
Date and Hours to Copy: Nov 30, 2009, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

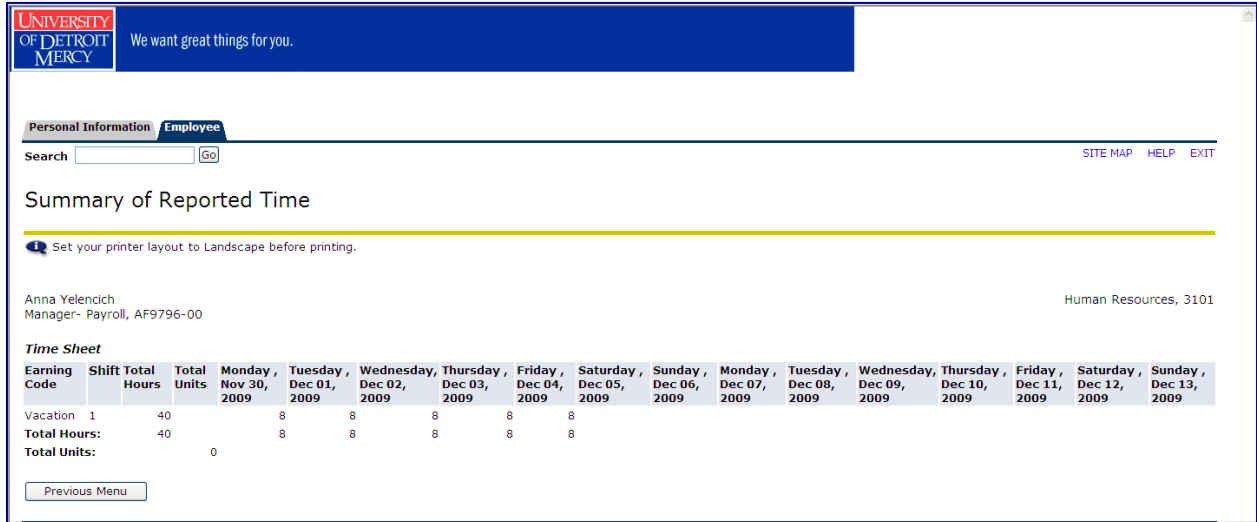
Copy by date:

Monday Nov 30, 2009	Tuesday Dec 01, 2009	Wednesday Dec 02, 2009	Thursday Dec 03, 2009	Friday Dec 04, 2009	Saturday Dec 05, 2009	Sunday Dec 06, 2009
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 07, 2009	Tuesday Dec 08, 2009	Wednesday Dec 09, 2009	Thursday Dec 10, 2009	Friday Dec 11, 2009	Saturday Dec 12, 2009	Sunday Dec 13, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Banner Web Time Entry Instructions

I'm Finished, what now?

PREVIEW for accuracy



Summary of Reported Time

Set your printer layout to Landscape before printing.

Anna Yelencich
Manager- Payroll, AF9796-00

Human Resources, 3101

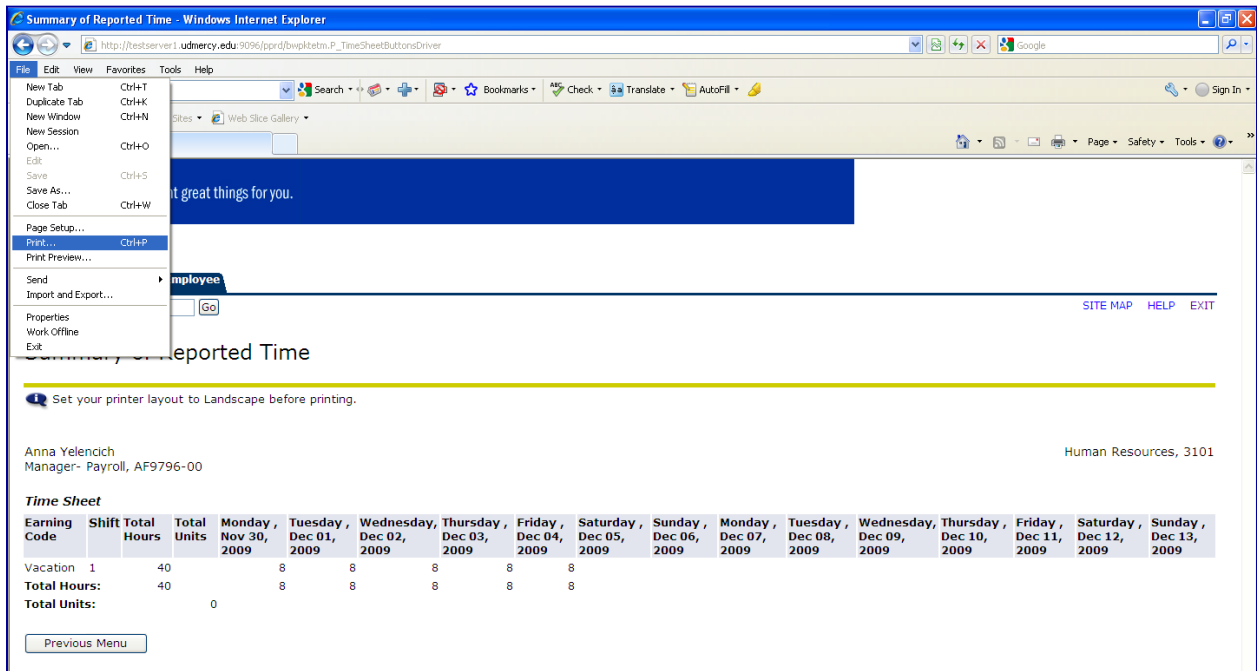
Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Nov 30, 2009	Tuesday , Dec 01, 2009	Wednesday , Dec 02, 2009	Thursday , Dec 03, 2009	Friday , Dec 04, 2009	Saturday , Dec 05, 2009	Sunday , Dec 06, 2009	Monday , Dec 07, 2009	Tuesday , Dec 08, 2009	Wednesday , Dec 09, 2009	Thursday , Dec 10, 2009	Friday , Dec 11, 2009	Saturday , Dec 12, 2009	Sunday , Dec 13, 2009
Vacation	1	40			8	8	8	8	8								
Total Hours:		40			8	8	8	8	8								
Total Units:			0														

Previous Menu

Select **FILE/PRINT** from top menu bar (select landscape preference)

Select **PREVIOUS MENU** when done



Summary of Reported Time - Windows Internet Explorer

File Edit View Favorites Tools Help

Print... Ctrl+P

Summary of Reported Time

Set your printer layout to Landscape before printing.

Anna Yelencich
Manager- Payroll, AF9796-00

Human Resources, 3101

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Nov 30, 2009	Tuesday , Dec 01, 2009	Wednesday , Dec 02, 2009	Thursday , Dec 03, 2009	Friday , Dec 04, 2009	Saturday , Dec 05, 2009	Sunday , Dec 06, 2009	Monday , Dec 07, 2009	Tuesday , Dec 08, 2009	Wednesday , Dec 09, 2009	Thursday , Dec 10, 2009	Friday , Dec 11, 2009	Saturday , Dec 12, 2009	Sunday , Dec 13, 2009
Vacation	1	40			8	8	8	8	8								
Total Hours:		40			8	8	8	8	8								
Total Units:			0														

Previous Menu

Select **SUBMIT FOR APPROVAL**




*Caution: Only submit at the end of the pay period . Be sure to make any necessary changes before you submit. You will not be able to edit your entries afterwards.



Banner Web Time Entry Instructions

CERTIFY by entering your pin

Select **SUBMIT**




We want great things for you.

Personal Information **Employee**

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

Certification

 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

RELEASE: 7.3 powered by
SUNGARD HIGHER EDUCATION



Banner Web Time Entry Instructions