

THE TIME SHEET SUMMARY: SUPERUSERS

1. Login into Self Service Banner.
2. Click the **Employee** tab.
3. Click the **Time Sheet** Link.
4. Click to select **Act as Superuser**.
5. Click the **Select** button.
6. From the **Type of Records** select Time Sheets.
7. From the **Pay ID** select the OSU Biweekly.
8. From the **Department**, select the appropriate Organization ID.
9. Click the **Select** button.

SUBMITTING AN "IN-PROGRESS" TIME SHEET

1. In the **Name and Position** column, click the employee's name.
2. Click the **Submit** button. Note: The following message displays, The time sheet was successfully submitted. It is now in a "pending" status.
3. Optional: Click the **Change Time Record** to enter/override entries.
4. Optional: Click the **Approve** button to finish the processing the time sheet. Not doing so will leave the time sheet in a Pending status. The regular Approver can then take action on the time sheet.
5. Click the **Previous Menu** button to go to the Summary page.
6. Note: The Superuser cannot submit the time sheet if the employee has not entered any hours. An error message: No Hours Entered, will be generated and the status will be Error.

ACCESSING A "NOT STARTED" TIME SHEET

1. Click the **Extract** link for the desired record.
2. Click the **OK** button in the Do you want to extract time? Dialogue box.
3. You must add hours to the timesheet to submit it. Add hours now. Note: if you start a time sheet for an employee as a superuser, neither the employee nor the approver will be able to make changes to the time sheet.
4. Click the **Submit for Approval** button. Note: The page will refresh and display a message that the timesheet was approved. It is not in a "Pending" status.
5. Optional: Click the **Approve** button to finish processing the timesheet. Not doing so will leave the timesheet in a pending status. The regular Approver can then take the action on the timesheet.
6. Click the **Previous Menu** button to go the Summary page.

SUPERUSER RESPONSIBILITIES

1. A Superuser can start an employee's timesheet in the event that the employee is unable to do so.
2. A Superuser can submit an "in-progress" timesheet on behalf of an employee.
3. A Superuser can modify a timesheet that requires a change.
4. A Superuser can approve or acknowledge time for an Approver by selecting the "Act as Proxy" role if they have been defined as that Approver's proxy.
5. It is suggested that if an employee is not able to "start" their timesheet, the Superuser should start it and work with the employee's approver/supervisor to enter the time. The approver/supervisor has the best knowledge of the time worked during the payroll period.

Tips & Reminders:

- **Remind Employees to check their Leave Balances.**
- **Return for Correction should only be used when sufficient time exists to return to the employee, for the employee to make change and resubmit in time for approval to be applied to meet the deadline. Otherwise, you should make the changes and communicate with the employee.**
- **Retain a copy of all communication regarding changes for permanent record.**
- **Before assigning an individual as a proxy, your department head must be consulted for authorization to delegate the authority to the proxy.**
- **The approver and proxy should never approve their own timesheet.**