



Employee Self
Service

SJF Web Time Entry Approver Guide Fish'R'Net Employee Self Service

Web Time Entry is a web-based time entry software system. This system is used by supervisors and their proxy approvers to approve employee timesheets.

It is critical timesheets are approved by the scheduled deadline to guarantee employees will be paid. Once the deadline for the pay period has passed, timesheets can no longer be approved. Employee timesheets must be approved by 2:00pm the Monday of a pay week.

To sign in, click the **Employee Self Service** icon in the Launch Pad Apps Dashboard folder **Banner 9 Self-Service**.

Apps dashboard

St. John Fisher University

Non-Production Apps

Banner 9 Self-Service

Apps



Employee Self
Service

For any Employee Self Service issues or questions, please contact Payroll at
(585) 385-8056 or (585) 385-8057
Or by Email: payroll@sjf.edu

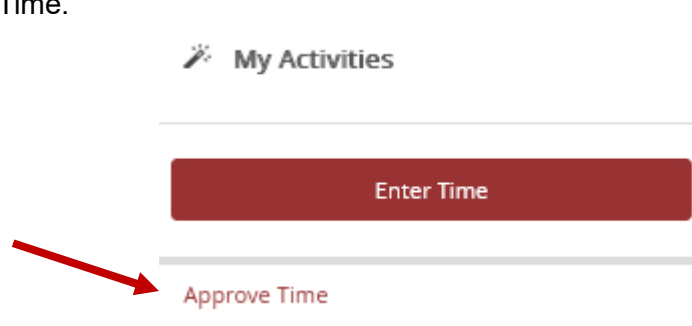
Approver Responsibilities

- Utilize the web time entry process bi-weekly for each pay period.
- Notify employees they need to submit their timesheet in a timely manner.
- Verify timely and accurate submission of timesheets.
- If corrections are needed either:
 - Return the timesheet to the employee for corrections to be made, submitted and approved by the deadline.
 - Change and correct the employee timesheet and approve by deadline. A comment needs to be added to the timesheet.
- Approve all individual timesheets by 2:00pm Monday of a pay week.
- If you are unable to approve timesheets, designate and notify a proxy to approve timesheets on your behalf.

We encourage you to review and approve all timesheets individually.

Approve Time

To approve time, you need to sign into Fish'R'Net and go to the Employee Dashboard. Under My Activities, on the right side of the page, click Approve Time.



An **Approvals** screen will appear defaulting to the most current pay period. The screen shows the status of employee timesheets in two formats: a graph and then listing the employees by the employee's timesheet status.

An employee timesheet can be in one of the following statuses.

Timesheet Status Definitions

- Not Started: The employee has not started to enter time.
- In Progress: The timesheet has been started by the employee but not submitted for approval.
- Pending: The timesheet has been completed by the Employee and submitted for approval. The timesheet is waiting for the Supervisor (approver or proxy) to approve the timesheet.
- Approved: The timesheet has been approved and sent to Payroll.
- Completed: Payroll received and processed the timesheet.
- Returned for Correction: The Supervisor has returned the timesheet to the employee for updates. The Employee needs to correct the time by the timesheet

In addition, showing the timesheet status, the **Approvals** screen defaults to All Departments. If you are a person who approves timesheets from several departments, this feature may be helpful in that all employees are listed without having to choose separate departments to approve.

Now to the **Approvals** screen.

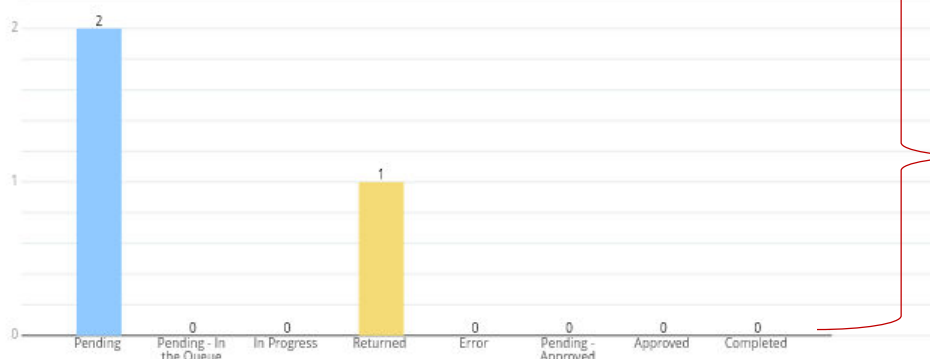
Approvals - Timesheet

Proxy Super User Reports

Approvals Timesheet

Timesheet All Departments 04/05/2025 - 04/18/2025 (2025 BW 9) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet



Graphically shows the count of employees in the different status groups.

Status	Count
Pending	2
Pending - In the Queue	0
In Progress	0
Returned	1
Error	0
Pending - Approved	0
Approved	0
Completed	0

Shows the number of employees in each status.

Click the down arrow to see the list of employees in the group.

The top section of the form described

Approvals

Timesheet

Timesheet ▼

All Departments ▼

04/05/2025 - 04/18/2025 (2025 BW 9) ▼

All Status except Not Started ▼

The first box always needs to be **Timesheet**.

The second box defaults to **All Departments**. Will this setting all employees whose timesheet you approve will be listed. You no longer need to choose the department.

The third box will default to the pay period to be approved until 10:00am Monday morning of a pay week. To approve timesheets, you will want to make sure you are in the correct pay period. To select another pay period, click the down arrow.

Viewing Employees in Pending Status Individually

Employee timesheets will appear based on the timesheet status. Only **Pending** timesheets can be approved. To view the **Timesheet Detail Summary** for an employee, click on the employee's name.

The employee's name is above the job title. The names are masked in this example.

Pending 3					
Employee Name	ID	Organization	Hours/Units		
[Redacted]		2-3301, Building Maintenance	80.00 Hours	i	⋮
General Mechanic I, 999784-00					
		2-3000, Office of Financial Affairs	70.00 Hours	i	⋮
Executive Assistant, 999602-00					
		2-3301, Building Maintenance	80.00 Hours	i	⋮
HVAC Technician II, 999380-00					

Reviewing, Changing and Approving Individual Timesheets

Timesheet Detail Summary



General Mechanic I, 999784-00, 2, 3301, Building Maintenance , Rate:

Pay Period: 80.00 Hours Pending Submitted On 04/09/2025, 01:24 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/07/2025	020, Regular Hourly	2	8.00 Hours
04/08/2025	020, Regular Hourly	2	8.00 Hours
04/09/2025	020, Regular Hourly	2	8.00 Hours
04/10/2025	020, Regular Hourly	2	8.00 Hours
04/11/2025	020, Regular Hourly	2	8.00 Hours
04/14/2025	020, Regular Hourly	2	8.00 Hours
04/15/2025	020, Regular Hourly	2	8.00 Hours
04/16/2025	020, Regular Hourly	2	8.00 Hours
04/17/2025	020, Regular Hourly	2	8.00 Hours
04/18/2025	020, Regular Hourly	2	8.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
020, Regular Hourly	2	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

After reviewing the timesheet, there are three options:

- 1) **Details**
- 2) **Approve**
- 3) **Return for correction**

If you click **Details**, you will be taken to the calendar view of the timesheet. In this view you have are able to modify the employee hours by clicking the edit icon. If changes are made a **Comment** should be entered to document the change.

Return for correction returns the timesheet to the employee to change. This feature should only be used if the employee still has time to change their timesheet.

If the timesheet is **Approved**, click the **Return** button to select another timesheet.



Changing an Employee's Timesheet

The screenshot shows a timesheet for the period 04/05/2025 - 04/18/2025, totaling 70.00 Hours. The status is 'Pending' and it was submitted on 04/09/2025 at 11:40 AM. The timesheet is displayed in a weekly grid format. The days of the week are listed at the top: SATURDAY, SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY. The dates 5, 6, 7, 8, 9, 10, and 11 are shown below the days. The timesheet shows 7.00 Hours for each day from Monday to Friday. The Wednesday cell (9) is highlighted in blue. Below the grid, there is a section for 'Regular Hourly' with a clock icon and '7.00 Hours'. To the right of this section, there is a red box with the text 'Click Edit Icon to change timesheet' pointing to a pencil icon. At the bottom left, there is a red box with the text 'Click Exit Page after changes have been made.' pointing to the 'Exit Page' button. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Preview'. The 'Total: 7.00 Hours' and 'Account Distribution' are also visible.

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5	6	7 7.00 Hours	8 7.00 Hours	9 7.00 Hours	10 7.00 Hours	11 7.00 Hours

Regular Hourly 7.00 Hours

Click Edit Icon to change timesheet

Click Exit Page after changes have been made.

Exit Page

Cancel Save Preview

Total: 7.00 Hours Account Distribution

If you need to modify an employee's timesheet, click the **Edit Icon**. Save the changes when complete. To return to the previous page, click **Exit Page**.

Returning to Approve Another Timesheet

You have approved a timesheet successfully, now to move onto the next. Click the Return button at the bottom of the page. This will take you back to where you can select the next timesheet.

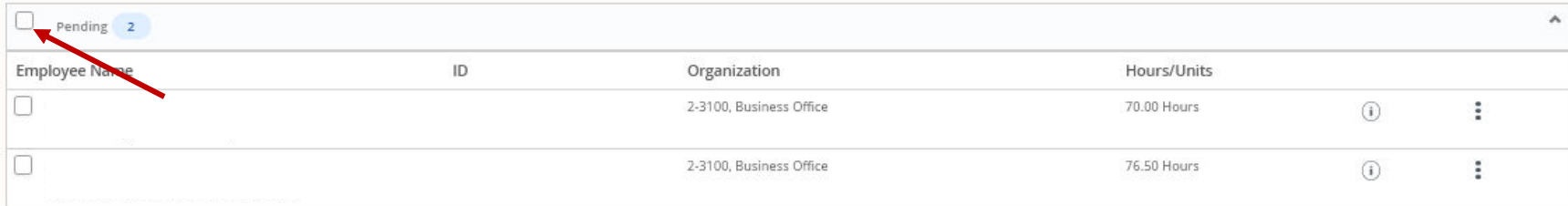
The screenshot shows a navigation bar with three buttons: 'Return', 'Details', and 'Recall'. The 'Return' button is highlighted with a red box and a red arrow pointing to it.





Return Details Recall

Approve Timesheet in Mass

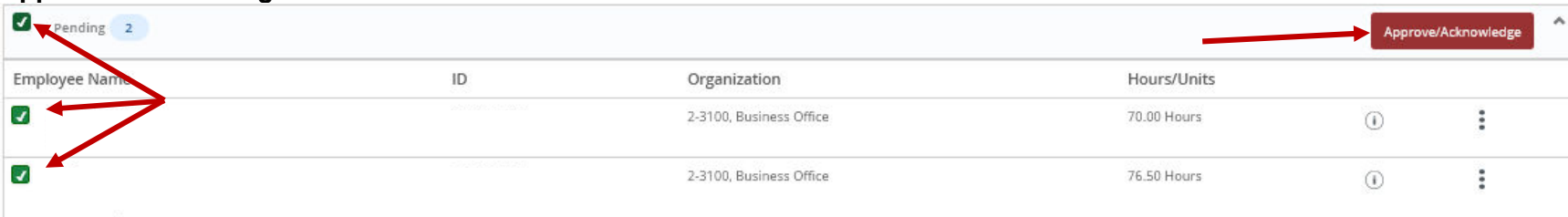
There is the option to approve multiple timesheets at one time.





If you have multiple timesheets to approve, there is a box to the right of **Pending**. This box can be clicked which will select all the timesheets to be approved.



Pending 2				
Employee Name	ID	Organization	Hours/Units	
		2-3100, Business Office	70.00 Hours	 
		2-3100, Business Office	76.50 Hours	 

If the box is checked, the box to the right of all employees will populate with check marks. To approved, click on the **Approve/Acknowledge** button.



✓ Pending 2					Approve/Acknowledge
Employee Name	ID	Organization	Hours/Units		
		2-3100, Business Office	70.00 Hours	 	
		2-3100, Business Office	76.50 Hours	 	

All timesheets have been Approved

After all timesheets are approved, you can click on your name in the upper right to sign out.