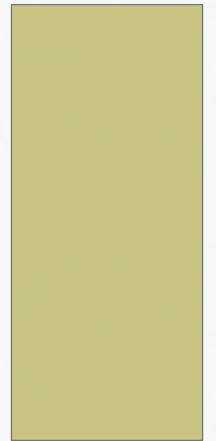


ONLINE HOURLY TIME ENTRY TRAINING

SOUTHERN UTAH UNIVERSITY



LOG-IN

SUU Login Service

Enter your Username and Password


Username:

[Forgot your username?](#)

Password:

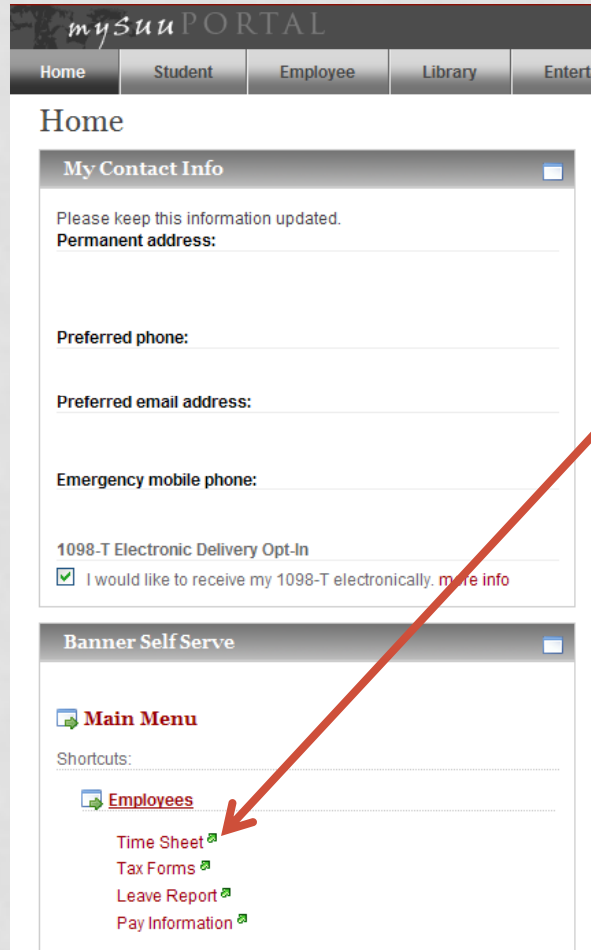
[Forgot your password?](#)

[Online Help](#)
Phone support: (435) 586-5474
Monday - Friday 7am to Midnight; Saturday: 10am to 10pm



- Log-in to mySUU Portal with your Username and Password.
- If you have never logged in before, you will need to activate your account.
- If you are having problems logging in or activating your account, go to online help or contact phone support.

TIME SHEET



The screenshot shows the mySuu Portal interface. At the top, there is a navigation bar with tabs for Home, Student, Employee, Library, and Entertainment. Below this, the Home page is displayed. The first section is "My Contact Info" with fields for Permanent address, Preferred phone, Preferred email address, and Emergency mobile phone. Below this is a section for "1098-T Electronic Delivery Opt-In" with a checked checkbox and a "more info" link. The second section is "Banner Self Serve" with a "Main Menu" and "Shortcuts" area. Under "Shortcuts", there is a link for "Employees" which is highlighted with a red arrow. Below "Employees" are links for "Time Sheet", "Tax Forms", "Leave Report", and "Pay Information", each with a small external link icon.

- On the Home tab, select “Time Sheet” under the Employees section.

SELECTING TIME SHEET/PAY PERIOD

Personal Information Alumni and Friends Student Financial Aid **Employee** Finance

Search Go

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice Pay Period and Status
Payroll Assistant, HS9999-00 Controller, 66000	Mar 01, 2011 to Mar 15, 2011 In Progress

RELEASE: 8.3

- If you have multiple jobs, select the appropriate job in the “My Choice” section.
- By default, the “Pay Period and Status” box will display the current pay period.
- Select the drop down menu to select the appropriate pay period (must be “In Progress” to enter time).
- Select the Time Sheet button.

ENTER HOURS

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Payroll Assistant -- HS9999-00
Department and Number: Controller -- 66000
Time Sheet Period: Mar 01, 2011 to Mar 15, 2011
Submit By Date: Mar 15, 2011 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Mar 01, 2011	Wednesday Mar 02, 2011	Thursday Mar 03, 2011	Friday Mar 04, 2011	Saturday Mar 05, 2011	Sunday Mar 06, 2011
Hourly Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Note: Your time sheet will always give the due date and time for submission.

Click "Enter Hours" for the appropriate day.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Payroll Assistant -- HS9999-00
Department and Number: Controller -- 66000
Time Sheet Period: Mar 01, 2011 to Mar 15, 2011
Submit By Date: Mar 15, 2011 by 11:59 P.M.

Earning: Hourly Regular
Date: Mar 01, 2011
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Mar 01, 2011	Wednesday Mar 02, 2011	Thursday Mar 03, 2011	Friday Mar 04, 2011	Saturday Mar 05, 2011	Sunday Mar 06, 2011
Hourly Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

Put the hours worked in the "Hours" box, and press the "Save" button.

SUBMITTING HOURS

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button

Time Sheet

Title and Number: Payroll Ass
Department and Number: Controller
Time Sheet Period: Mar 01, 20
Submit By Date: Mar 15, 20

Earning: Hourly Regular
Date: Mar 01, 2011
Shift: 1
Hours: 4

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Mar 01, 2011	Wednesday Mar 02, 2011	Thursday Mar 03, 2011
Hourly Regular	1	0	40			4	4
Total Hours:			40			4	4
Total Units:				0		0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

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

RELEASE: 8.3

- At the **END** of the Pay Period, you will submit your hours by pressing the “Submit for Approval” button.
- After submitting, **DO NOT** press the back button. Simply click “Exit” on the far right hand side.

PAY PERIODS

- Work from the 1st-15th
 - Get Paid on the 25th of the same month
- Work from the 16th-end of the month
 - Get Paid on the 10th of the following month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10 Pay Day	11	12
13 T	14	15	16	17	18	19
20	21	22	23	24	25 Pay Day	26
27	28	29	30	31	1	2

HOURLY LATE TIME FORM

SOUTHERN UTAH UNIVERSITY
HOURLY LATE TIME FORM

Employee Name (please print): _____ Employee T Number: _____

Job Number
(located by your job title. Example: HS 9999-01, WS0708-00, etc.)

WEEK 1		WEEK 2		WEEK 3	
Date	Hours	Date	Hours	Date	Hours
Saturday		Saturday		Saturday	
Sunday		Sunday		Sunday	
Monday		Monday		Monday	
Tuesday		Tuesday		Tuesday	
Wednesday		Wednesday		Wednesday	
Thursday		Thursday		Thursday	
Friday		Friday		Friday	
Total	_____	Total	_____	Total	_____

Pay Period Total _____

Employee Signature: _____

Supervisor Signature: _____

Payroll Office Only	
Entered by	_____
Verified by	_____
Payroll No	_____

Please submit this form to the payroll office (ADMIN 203). The time will be processed on the following hourly payroll.

- Your time sheet is due on the last day of the pay period by midnight.
- If you do not submit your hours on time, then you will have to fill out a **Hourly Late Time Form**.

HOURLY LATE TIME FORM CONT'D

- Late time forms are located in AD 203.
- Late time forms can also be found online at the Controller's Office website:
 - <http://suu.edu/ad/controller/pdf/hourly-late-time-form.pdf>
- Late time forms need to be turned in at AD 203 in the wire basket with all of the fields completed.
 - Remember ***your signature*** and ***your supervisor's signature***.
 - Please look for any signs by the wire basket indicating if the online time form has been reopened.
- Late time forms will be processed on the ***following*** hourly payroll.