



Employee Self
Service

SJF Web Time Entry User Guide Non-Exempt or Hourly Staff Employees Fish'R'Net Employee Self Service

Web Time Entry is a web-based time entry software system. As a non-exempt employee, you record hours worked and eligible leave time such as Vacation, Paid Absence, Holiday, University Holiday, etc.

It is critical that you submit your electronic timesheet by the submission deadline so you will be paid. Once the deadline for the pay period has passed, the time sheet is no longer available. Employee timesheets must be submitted for approval by 10:00am the Monday of a pay week. If your department requires you to complete and submit your timesheet earlier, you need to follow that schedule.

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

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Enter Time

To enter time, you need to sign into Fish'R'Net and be on the Employee Dashboard page. Under My Activities, on the right side of the page, click the Enter Time bar.

The screenshot displays the 'Employee Dashboard' interface. At the top, there is a 'My Profile' button. Below it, a section titled 'Leave Balances as of 03/20/2025' shows four categories: 'Vacation Pay in hours' (162.82), 'Paid Absence in hours' (110.71), 'Paid Absence Grandfathered in hours' (0.00), and 'University Holiday in hours' (16.00). A link for 'Full Leave Balance Information' is provided. The main content area is divided into two columns. The left column contains a 'Pay Information' section with links for 'Latest Pay Stub: 02/28/2025', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below this are sections for 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary', each with an upward arrow. The right column features a 'My Activities' section with a prominent blue 'Enter Time' button. A red arrow points from a text box to this button. The text box contains the instruction: 'Click on the Enter Time bar under My Activities to start your timesheet.'

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 03/20/2025

Vacation Pay in hours	162.82	Paid Absence in hours	110.71	Paid Absence Grandfathered in hours	0.00
University Holiday in hours	16.00				

Full Leave Balance Information

Pay Information

Latest Pay Stub: 02/28/2025 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Click on the Enter Time bar under My Activities to start your timesheet.

The screen pops up where you will select Start Timesheet based on the Pay Period. If the pay period isn't open, time cannot be entered. Click Start Timesheet to begin your timesheet.

The screenshot shows the 'Timesheet' tab selected. Below the tab, there is a 'Pay Period' dropdown menu. A table lists the pay period '03/22/2025 - 04/04/2025' with a status of 'Not Started'. A red arrow points to the 'Start Timesheet' button located to the right of the 'Not Started' status.

A calendar will appear with the day you started the timesheet highlighted. To enter time for a particular day in the pay period, go to the date on the calendar. Select the earn code from the drop-down list option, then enter the hours in the Hours field. To add another earn code for a day, click Add Earn Code.

To enter time for another day, click on the calendar day. Enter the time by selecting an earn code from the drop-down list. Enter the hours in the Hours field.

Hours can be copied from one day to another. This feature will be explained further in the document.

The screenshot shows the 'Employee Dashboard' with the 'Timesheet' tab selected. A green notification bar at the top right says 'Timesheet successfully created.' Below this, there is a 'Restart Time' and 'Leave Balances' link. The main area shows a calendar for the pay period '03/22/2025 - 04/04/2025'. The date '24' (Monday) is highlighted. Below the calendar, there is an 'Add Earn Code' button highlighted with a red arrow. To the right of this button, text says 'To add another earn code for a day, click here.' Below the 'Add Earn Code' button, there is a form with an 'Earn Code' dropdown menu (showing 'Regular Hourly') and a 'Hours*' input field. A red arrow points to the dropdown menu with the text 'Earn Code drop-down option.' and another red arrow points to the 'Hours*' input field with the text 'Enter hours'.

You MUST click the Save button. If you click to Exit the page you will be prompted to save the data.

A screenshot of a dialog box with a light gray background. On the left, there is a button labeled "Exit Page" in red text. On the right, there are three buttons: "Cancel", "Save", and "Preview", all in red text. A red arrow points from the right towards the "Save" button.

Click Save after all hours for a day have been entered. This is a MUST.

After the entered time has been saved you can exit the screen by clicking Exit Page on the lower left corner of the screen. To continue to enter time, click the Enter Time bar on the Employee Dashboard. If the time period is still open and the timesheet has the status of 'In Progress', click In Progress to continue.

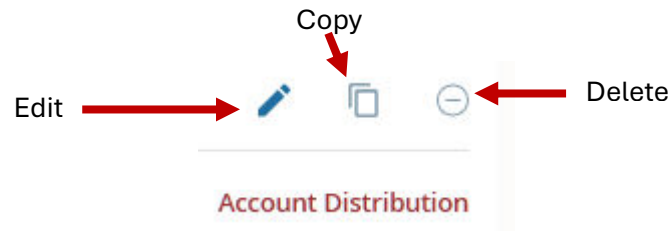
Timesheet Status Definitions

- 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

Copy, Edit, Delete, Comment Functions

After hours recorded have been saved, three icons will appear above Account Distribution. With these icons, time can be edited, copied or deleted.

- The icon which looks like a pen is used to edit the time and earn codes which have been entered.
- The icon which looks like two pages is used to copy time entered from one day in the pay period to another day.
- The icon which is a circle with a line is used to delete time which has been entered.



Copy Function: If the same Earning Code and number of hours applies to multiple days, the Copy icon can be used.

- Be in a calendar day where hours have been entered and click the Copy icon. The following screen appears for the pay period.

Copy Time Entry
Regular Hourly : 7.00 Hours (03/10/2025, MONDAY)
Select Options
☐ Copy to the end of pay period
☐ Include Saturdays
☐ Include Sundays

Pay Period: 03/08/2025 - 03/21/2025

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10 7.00 Hours	11	12	13	14	15
16	17	18	19	20	21	22

Cancel
Save

- If the hours which have been saved should be copied for all days, simply click on “Copy to the end of pay period.”
- If the hours should only be copied to certain days of the pay period, click on the days. The days will highlight as will the save button. Click Save. You will be brought back to the timesheet after clicking save.

Copy Time Entry
Regular Hourly : 7.00 Hours (03/10/2025, MONDAY)
Select Options
☐ Copy to the end of pay period
☐ Include Saturdays
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Pay Period: 03/08/2025 - 03/21/2025

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10 7.00 Hours	11	12	13	14	15
16	17	18	19	20	21	22

Cancel
Save

Edit Function: If the Earn Code or the Hours reported need to be changed for a day, click on the day and then click the Edit icon. You can now make changes to what was previously recorded. Click Save after the changes have been made.

Delete Function: If the information saved for a day needs to be delete, click on the day and then click the Delete icon, The entry will be deleted. A pop-up will appear to verify you want to make the change. Click Save after the information has been deleted.

Enter a Comment: After time has been entered, Comments are able to be added to the timesheet. The Comment icon appears above the dates of the pay period. Click on the icon, type in the comment then click Save.

03/22/2025 - 04/04/2025 | 30.00 Hours |  

Submit Timesheet for Approval

When all time has been entered for the pay period, the timesheet needs to be Previewed and then Submitted for approval.

After all time is entered, at the bottom right of the screen click the Preview button.



A Timesheet Detail Summary will appear. Review the time which has been entered for accuracy. If changes need to be made to the entered time, click Return. If all time entered is correct click Submit.

Timesheet Detail Summary

Pay Period: 03/08/2025 - 03/21/2025 | 71.25 Hours | In Progress | Submit By 03/24/2025, 10:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
03/10/2025	020, Regular Hourly	1	7.00 Hours
03/10/2025	025, Additional Hours	1	1.25 Hours
03/11/2025	050, Vacation	1	7.00 Hours
03/12/2025	050, Vacation	1	7.00 Hours
03/13/2025	050, Vacation	1	7.00 Hours
03/14/2025	050, Vacation	1	7.00 Hours
03/17/2025	020, Regular Hourly	1	7.00 Hours
03/18/2025	020, Regular Hourly	1	7.00 Hours
03/19/2025	020, Regular Hourly	1	7.00 Hours
03/20/2025	020, Regular Hourly	1	7.00 Hours
03/21/2025	020, Regular Hourly	1	7.00 Hours

Summary

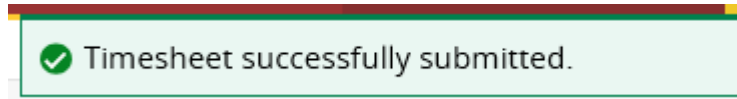
Earn Code	Shift	Week 1	Week 2	Total
020, Regular Hourly	1	7.00	35.00	42.00 Hours
025, Additional Hours	1	1.25		1.25 Hours
050, Vacation	1	28.00		28.00 Hours

Review time entered. If hours need to be changed click **Return**. This will take you back to the calendar where you can select the day to change the hours.

Review time entered. If everything looks correct, click Submit.

Return Submit

When the submit is successful the following will pop-up in the right top of your screen.

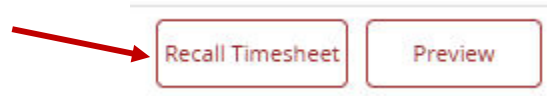


General Notes

Recall Timesheet: If after your timesheet has been submitted for approval, the window to make changes is still open and the timesheet is in the Pending status, you can recall your timesheet. The window to make changes is before 10:00AM on the Monday of a payroll week.



- Click Enter Time
- The pay periods will appear. If the pay period you wish to change is in the Pending status, click the pay period dates.
- On the bottom right of the screen click Recall Timesheet. This will return the timesheet. Changes can now be made.



- After changes have been made and saved, click Preview.
- From the Timesheet Detail Summary page click Submit.
- Your timesheet is now waiting for your supervisor to approve.

Save: After time has been entered for each day, the save button needs to be clicked. If you try to exit without saving a prompt will appear.

Calculating Hours Worked, Additional Hours and Overtime

Work week: The SJF work week is a 7 day period which begins on Saturday and Ends on Friday.

Pay Period: The SJF pay period is a consecutive two week period that starts on a Saturday and ends on a Friday.

Recording Time: Time worked on a daily basis should be recorded to the minute using a decimal conversion table of minutes. A conversion Table is at the end of this document.

- Examples:
 - 5.20 = 5 hours and 12 minutes
 - 0.70 = 42 minutes

Regular or Base Hours: The hours you are scheduled to work daily. For full-time employees who work:

- 35 hours a week, the base hours are 7 hours per day.
- 37.5 hours a week, the base hours are 7.5 hours per day.
- 40 hours a week, the base hours are 8 hours per day.
- Part-time base hours will vary based on the employee's schedule.

Overtime: For hourly or non-exempt employees, overtime is calculated on the hours actually worked in a work week which are greater than 40. In addition to regular time, Holiday time is considered time worked. Hours in excess of 40 hours in a work week are paid as 1½ times an employee's regular hourly rate.

Additional Hours: For hourly or non-exempt employees, additional hours are hours beyond the employee's regular work week base hours which do not calculate at overtime. Additional hours are paid at the employee's regular hourly rate.

Minute to Decimal Conversion Table

Time Conversion Chart (Minutes to Decimal Hours)					
Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0