Paying Overtime on Biweekly Employees in Banner

Employee Details			Your current Institution is OSU
Select Next or Previous to acc	ess another employee.		
🛆 Time transaction successfu	lly submitted.		
Employee ID and Name:	A11720136 Debra L Higgins	Department and Description:	X 100436 Payroll Services
Title:	639279-00 ADV ADMIN SUPP STAFF	Transaction Status:	Pending
Previous Menu Approve	Return for Correction Change Record Delete	Add Comment Previous Next	

After the timesheet has been submitted for approval, click on the *Change Record* button.

Time	and Leave Peparting										Your current	Institution is OSU
_												
🔍 Select	the link under a date to enter hour	s. Select	Next or Previous to	navigate	throug	h the dates within	the period.					
Time She	eet											
Name:						Debra L	Higgins					
Title and	Number:					ADV AD	MIN SUPP STAF	F 639279-00				
Departn	nent and Number:					Payroll	Services 1004	36				
Time Sh	eet Period:					Aug 28,	2016 to Sep 10,	2016				
Submit I	By Date:					Sep 13,	2016 by 03:00 F	M				
		01.15	n ().	-						-		
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Units	Sunday Aug 28, 2016	Monday Aug 29, 2016	Tuesday Aug 30, 2016	Wednesday Aug 31, 2016	Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016
Clock In or Out ⑦	Regular Hourly Pay	1	Hours or Units	Total Hours 91.5	Units	Sunday Aug 28, 2016 Enter Hours	Monday Aug 29, 2016	Aug 30, 2016	Wednesday Aug 31, 2016 11.25	Sep 01, 2016	Friday Sep 02, 2016 13.75	Saturday Sep 03, 2016 5.75
Clock In or Out ⓒ	Earning Regular Hourly Pay Compensatory Leave Taken	1 1	Hours or Units	Total Hours 91.5	Units	Sunday Aug 28, 2016 Enter Hours Enter Hours	Monday Aug 29, 2016 8.75 Enter Hours	Aug 30, 2016	Wednesday Aug 31, 2016 5 11.25 5 Enter Hours	Sep 01, 2016 12 Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours
Clock In or Out ②	Regular Hourly Pay Compensatory Leave Taken Annual Leave	Shift 1 1 1 1	Hours or Units	Total Hours 91.5 0 0	Units	Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 5 Enter Hours 5 Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours	Wednesday Aug 31, 2016 5 11.25 5 Enter Hours 5 Enter Hours	Sep 01, 2016 12 Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours
Clock In or Out	Earning Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave	1 1 1 1 1 1	Hours or Units	Total Hours 91.5 0 0 0 0 0 0 0 0 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 Enter Hours Enter Hours Enter Hours Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 5 Enter Hours 5 Enter Hours 5 Enter Hours 5 Enter Hours	Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours
Clock In or Out	Earning Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay	Shift 1 1 1 1 1 1 1 1	Hours or Units	Total Hours 91.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours
Clock In or Out	Earning Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave	Shift 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Verauit Hours or Units () () () () () () () () () () () () ()	Total Hours 91.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours
Clock In or Out	Earring Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave Military Leave	Shift 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Verault Hours or Units (((((((((((((((((((Total Hours 91.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours
Clock In or Out	Earning Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave Military Leave Jury Duty	Shift 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Uerauit Hours or Units ()	Total Hours 91.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 8.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours
Clock In or Out	Earning Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave Military Leave Jury Duty Family Medical Leave Earee	Shift 1	Uerauit Hours or Units ()	Total Hours 91.5 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 8.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Inursday Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours
Clock In or Out	Earning Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave Military Leave Jury Duty Family Medical Leave Pay Overtime Indicator Tetal Neave	Shift 1	Uerauit Hours or Units ()	Total Hours 91.5 91.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 8.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Iuesday Aug 30, 2016 11.72 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Inursday Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours
Clock In or Out	Earring Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave Military Leave Jury Duty Family Medical Leave Pay Overtime Indicator Total Hours: Total Hours:	Shift 1	Uerauit Hours or Units ()	Total Hours 91.5 0		Sunday Aug 28, 2016 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Monday Aug 29, 2016 8.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units Enter Units	Iuesday Aug 30, 2016 11.72 Enter Hours Enter Hours	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Units Enter Units 2000	Inursday Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units 000000000000000000000000000000000000	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units Enter Units	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours
Clock In or Out	Earring Regular Hourly Pay Compensatory Leave Taken Annual Leave Sick Leave Holiday Pay Administrative Leave Military Leave Jury Duty Family Medical Leave Pay Overtime Indicator Total Hours: Total Units:	Shift 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Uerauit Hours or Units ()	Total Hours 91.5 0		Sunday Aug 28, 2016 Enter Hours Enter Hour	Monday Aug 29, 2016 8.75 Enter Hours Enter Units 8.75	Iuesday Aug 30, 2016 11.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units Enter Units 11.75 0 0	Wednesday Aug 31, 2016 11.25 Enter Hours Enter Hours E	Inursday Sep 01, 2016 12 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units 2000 2000 2000 2000 2000 2000 2000 20	Friday Sep 02, 2016 13.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units Enter Units 0 0	Saturday Sep 03, 2016 5.75 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Units 5.75 0

Then click on the *Enter Units* selection for the first day worked in the first week.

Time and Leave Reporting	Your current Institution is OSU						
Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.							
Time Sheet Name: Title and Number: Department and Number: Time Sheet Period: Submit By Date: Earning: Pay Overtime Indicator Date: Aug 30, 2016 Shift: Units:	Debra L Higgins ADV ADMIN SUPP STAFF 639279-00 Payroll Services 100436 Aug 28, 2016 to Sep 10, 2016 Sep 13, 2016 by 03:00 PM						
Save Copy Account Distribution Clock In Earning Shift Default Harry or Units User Out	Sunday Monday Tuesday Wednesday Thursday	Friday Saturday					

Enter 1 in the units box and click on the *Save* button. Repeat on the first day of the following week.