Instructions for entering time on the Submit Payroll Hours Screen

1. Login to Sprocket, click on the Work Management tab, click on the Payroll menu, and select Submit Payroll Hours.

2. You will see a screen that looks similar to one of the images below based on your employee status (full-time, part-time, etc).

FULL–TIME NON-EXEMPT EMPLOYEES

Submit Payroll Hours

Edit Form

Time Sheet

Title and Number: Test -
Department and Number:
PayrollType: Banner - Non-Exempt Position N
Time Sheet Period: 04/16/2020-04/30/2020
Submit By Date: 4/30/2020 11:59:59 PM
Employee testuser

Instructions: Double click the cell you would like to update. Use the Enter key to submit new values.

TMAccount	04/16/2020	04/17/2020	04/18/2020	04/19/2020	04/20/2020	04/21/2020	04/22/2020	04/23/2020	04/24/2020	04/25/2020	04/26/2020	04/27/2020	04/28/2020	04/29/2020	04/30/2020	Total
ADMIN	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8
COMMUNITY ENGAGEMENT LEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMP TIME EARNED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMP TIME PAYOUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMP TIME TAKEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY PAY - FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FUNERAL LEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JURY DUTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REG/PTE/STE/OT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SICK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRAVEL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL:	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8

FULL-TIME EXEMPT EMPLOYEES

Work Management ▾   Reporting ▾   Inventory ▾   Scheduling ▾   Equipment ▾

Work Orders ▾   Payroll ▾   Assets ▾   Director Portal ▾   Invoices ▾   Time Materials ▾

Submit Payroll Hours
Edit Form

Time Sheet

Title and Number: Test -
Department and Number:
PayrollType: Banner - Exempt Position E
Time Sheet Period: 04/16/2020-04/30/2020
Submit By Date: 4/30/2020 11:59:59 PM
Employee: testuser

Instructions: Double click the cell you would like to update. Use the Enter key to submit new values.

TMAccount	04/16/2020	04/17/2020	04/18/2020	04/19/2020	04/20/2020	04/21/2020	04/22/2020	04/23/2020	04/24/2020	04/25/2020	04/26/2020	04/27/2020	04/28/2020	04/29/2020	04/30/2020	Total
ADMIN	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8
COMMUNITY ENGAGEMENT LEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY PAY - FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FUNERAL LEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JURY DUTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REG/PTE/STE/OT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SICK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRAVEL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL:	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8

PART-TIME EMPLOYEES

Work Management ▾   Reporting ▾   Inventory ▾   Scheduling ▾   Equipment ▾

Work Orders ▾   Payroll ▾   Assets ▾   Director Portal ▾   Invoices ▾   Time Materials ▾

Submit Payroll Hours
Edit Form

Time Sheet

Title and Number: Test -
Department and Number:
PayrollType: Banner - Part Time (Non Student)
Time Sheet Period: 04/16/2020-04/30/2020
Submit By Date: 4/30/2020 11:59:59 PM
Employee: testuser

Instructions: Double click the cell you would like to update. Use the Enter key to submit new values.

TMAccount	04/16/2020	04/17/2020	04/18/2020	04/19/2020	04/20/2020	04/21/2020	04/22/2020	04/23/2020	04/24/2020	04/25/2020	04/26/2020	04/27/2020	04/28/2020	04/29/2020	04/30/2020	Total
ADMIN	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8
EMERGENCY PAY - PART TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REG/PTE/STE/OT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRAVEL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL:	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8

3. Enter any exception time or work time on the rows shown for the appropriate day. Click on the box, enter the correct number of hours, and press enter to submit.   To remove time, click on the box and remove the time, enter the correct time or 0 for none, and press enter to submit. Time for T&M accounts and work orders will still need to be entered through the Time Materials screen or the corresponding work order as you always have before.   The REG/PTE/STE/OT row will be an accumulation of all hours entered on work orders or T&M Accounts. The row is not editable on this screen.

4. To see a breakdown of all-time entries for any given pay period, you can use the Sprocket Portal screen. To get to the portal screen, click on the Work Management tab, click on the Work Orders menu, and select SprocketPortal. In the Payroll Preview Summary box, select your username

and this will show all your time entries for the pay period. If corrections are needed, they will have to be corrected on the Time Materials screen.

a. If you would like to see the time grouped by the day, click the "Trans Date" column header and drag it slightly to the grey area above the header. This will format the screen to look like the image below.