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.

Can Lano	Community C	ollege					
Work Managemen	t 🔻 Reporting 👻	Inventory	▼ s	Scheduling	•	Equipment	•
Work Orders	yroll 🔻 Assets 👻 Direc	tor Portal 🔻	Invoices	 Time Ma 	terials	Ŧ	
Work C Pay	bmit Payroll Hours yroll Approvals)nly)					
Refresh Search Sur	pervisor Submit Payroll Hours						
New Work Orde	r						

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

N	Vork Management Rep	orting 🔻	Inven	tory 🔻	Schedu	ling 🔻	Equipn	nent 🔻									
W	ork Orders 👻 Payroll 👻 Asset	s 🔻 Dire	ctor Portal	 Invoice 	es 🔻 Tir	ne Materials	Ŧ										
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	Time Sheet																
	Title and Number: Test -							· · · · · · · · · · · ·									
	PayrollType: Banner -	Non-Exempt Po	sition N					Instruction	s: Double click	the cell you v	would like to u	pdate. Use the	e Enter key to	submit new v	alues.		
	Time Sheet Period: 04/16/202 Submit By Date: 4/30/2020	0-04/30/2020															
	Employee testuser																
	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
	ADMIN COMMUNITY ENGAGEMENT LEAVE	0	8	0	0	0	0	0	0	0	0	0	0	0 0	0 0	0	8
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FULL-TIME EXEMPT EMPLOYEES



Submit Payroll Hours

Edit Form

Time Sheet Title and Number: Department and Number: PayrollType: Time Sheet Period: Submt By Date: Employee	B Sheet Number: Test - ent and Number: Test - rpe: Banner - Exempt Position E et Period: 04/16/2020-04/00/2020 by Date: 4/30/2020 11:55:59 PM e 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 LE	AVE	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

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Submit Pay	roll Hou	rs														
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Title and Number: Department and Number: PayrollType: Time Sheet Period: Submit By Date: Employee	Test - Banner - Part Time (04/16/2020-04/30/20 4/30/2020 11:59:59 testuser	Non Student) 020 PM					Instruct	tions: Double c	lick the cell yo	u would like to	update. Use t	the Enter key t	o submit new	values.		
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- 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.

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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.

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Report Banner Payroll Preview Detail

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