Self Service Banner

Radford University utilizes the Ellucian Enterprise Resource Planning (ERP) system, Banner, to manage its business processes and operations. The ERP system is made up of different modules, each of which includes different types of information that may be accessed by two different interfaces: administrative and self-service.

The University has utilized the ERP system and both interfaces in various versions since 2009. Ellucian underwent an overhaul of its ERP system to modernize and enhance user experiences. The University previously provided the upgraded version of the administrative interface. The goal of this reference guide is to focus on the enhancements from the upgrade of the self-service interface to the following modules:

- General: Personal information (e.g., address, phone, email, and emergency contact)
- Employee: Time/leave reporting & approval and Pay information

The advances to the General and Employee modules in self-service are intended to provide a modern, mobile-friendly interface, supervisor access to team information, and improved functionality for approving timesheets and leave reports.
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Accessing Self-Service Banner

Sign into OneCampus account by clicking *Sign In* and entering the appropriate Radford University identification information:

After logging into OneCampus, search for the *Finance & Admin Dashboard* tile:
Employee Dashboard

From the *Employee Dashboard*, users will be able to update personal information via *My Profile*, review leave balances, enter a *Leave or Time Report*, and view pay information.
My Profile

*My Profile* allows users to review and modify existing profile information. To modify any information, click the *More Personal Information* icon on the left:

To modify existing information, click on the pencil in the designated area. If information needs to be added, click on *Add New*. Note: Human Resources does not utilize the Mailing address. The *Permanent Address* is utilized for communications and sharing with Virginia Retirement System, health insurance and group life insurance.
Entering a Timesheet

The Employee Dashboard provides access to time entry in My Activities by clicking Enter Time.

On the Timesheet page, click Start Timesheet.

Please Note: Time reporting depends on the employment relationship with Radford University, which is broken down as follows:

- **Classified and A/P staff** who are non-exempt, eligible for overtime will submit timesheets for each period, reporting total hours worked and leave taken each day. The appropriate Earn Code is selected from the drop-down menu (ex: Regular Hours Worked, Annual Leave Taken, Personal Sick Taken)

- **Bi-weekly wage employees** (i.e., student, 1500-hour wage, and temporary wage) will submit time reports for each workday by eligible Earn Code. Employees report time of day work was started and completed along with breaks taken in a manner similar to clocking in and clocking out. For example, if a lunch break is taken, time would be entered as time out when lunch began and time in when the lunch break ended and worked resumed.
Non-Exempt Classified and A/P staff

To enter hours worked, begin by clicking on a day in the calendar. After selecting a day, make the appropriate selection from the Earn Code dropdown. Finally, enter the Hours worked or leave time taken. Confirm that the information is correct and click the Save button.

Upon saving, the hours appear on the appropriate day in the calendar. In the example below, 8 regular hours were entered on Friday the 4th.

To add additional hours to a day using a different earn code, click on the Add Earn Code option beneath the calendar.
Once again, make the appropriate selection from the *Earn Code* dropdown, enter the *Hours* worked or leave time taken, and click *Save*.

When finished adding time, click *Preview*.

From the pop-up window, make sure that all time entered is accurate. When finished, click *Submit*. 
After submitting, make sure to receive a confirmation message before ending the session.
**Bi-Weekly Wage Employees**

To enter hours worked, begin by clicking on a day in the calendar. After selecting a day, make the appropriate selection from the *Earn Code* dropdown.

Enter the *Start Time* and *End Time* of the workday with the hour followed by minute to the nearest 15-minute increment. If a lunch break was taken, enter the time lunch began as *End Time* and the time returned from lunch as *Start Time*.

Press *Enter* after the entry; the total *Hours* will then calculate. Confirm that the information is correct and click the *Save* button.

Once saved, the hours entered should appear on the appropriate day in the calendar. To add additional hours to a day, click *Add More Time* option beneath the calendar.

To enter additional hours worked, begin by clicking on a day in the calendar and repeat from the beginning of this section for **Bi-Weekly Wage Employees**.
After all time has been added for the pay period, click the **Preview** button.

From the pop-up window, make sure that all of your entered time is accurate. Click **Cancel** to edit any time entered. When you are finished, click **Submit**.

After submitting, make sure to receive a confirmation message before ending the session.
Entering a Leave Report

From the **Employee Dashboard**, exempt classified and A/P employees should have access to click *Enter Leave Report* under *My Activities*.

On the *Leave Report* page, click *Start Leave Report*.
To enter leave hours taken, begin by clicking on a day in the calendar. After selecting a day, make the appropriate selection from the *Earn Code* dropdown and enter the *Hours* of leave taken. Confirm that the information is correct and click the *Save* button.

The hours entered should appear on the appropriate day in the calendar. To add additional leave hours to a day using a different earn code, click on the *Add Earn Code* option beneath the calendar.

Make the appropriate selection from the *Earn Code* dropdown, enter the *Hours* of leave taken, and click the *Save* button.
The hours entered should appear on the appropriate day in the calendar. In addition, the total hours will populate above the calendar. In the example below, 6 hours of Personal Sick Leave and 2 hours of Annual Leave were entered on the 2nd.

When finished adding time, click **Preview**.
From the pop-up window, make sure all leave entered is accurate. When finished, click *Submit*.

After submitting, make sure to receive a confirmation message before ending the session.
NOTE: Any corrections or modifications that are needed to a leave report not yet approved by the supervisor may be recalled. Access the Leave Report and select Recall Leave Report.

Once recalled, follow the previous steps to modify the report and resubmit for approval.
**My Team**

Supervisors with active employees will have access to team information via *My Team*.

Upon clicking *My Team*, team information will be available.

![Employee Dashboard](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Email</th>
<th>Phone</th>
<th>Position</th>
</tr>
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<tr>
<td>Tree, Birch</td>
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<td><a href="mailto:otree1@gmail.com.invalid">otree1@gmail.com.invalid</a></td>
<td>540 3336699</td>
<td>Squirrel Wrangler</td>
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<tr>
<td>Tree, Oak</td>
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<td><a href="mailto:otree2@gmail.com.invalid">otree2@gmail.com.invalid</a></td>
<td>540 11111111</td>
<td>Arboretum Coord</td>
</tr>
<tr>
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<td><a href="mailto:otree1@gmail.com.invalid">otree1@gmail.com.invalid</a></td>
<td>540 11111111</td>
<td>Leaf Collector</td>
</tr>
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<td>Tree, Willow</td>
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<td>304 5554477</td>
<td>Wind Maker</td>
</tr>
</tbody>
</table>
Employee Profile

The *Employee Profile* of a team member may be accessed upon clicking on a team member’s name or by using the *Search* field to narrow results in *My Team*. Information such as addresses, phone numbers, emails, emergency contacts, and leave balances are provided in an employee’s profile.
Approving Timesheets and/or Leave Reports

Supervisors will utilize the Employee Dashboard to approve all timesheets and leave reports. To begin, select Approve Timesheet and/or Approve Leave Report under My Activities.

A Distribution Status Report will indicate the status of the timesheets or leave reports for the team. Click on the various status bars to access the details of timesheets or leave reports within each status.
Once a timesheet or leave report is in the *Pending-Approval* status, supervisors should be able to take action on the report.

The option is also available to review a leave report by selecting the *Leave Report*.

Human Resources may be contacted at (540) 831-5008 with any questions and/or feedback regarding the Employee Dashboard.