Supervisor Summer Hours Approval Instructions

These are approval instructions for bi-weekly paid employees who will be participating in summer hours, the system will automatically update to reflect the new work schedule. If supervisors fail to notify Human Resources in a timely manner, Summer Fridays will not be populated on the employee's timesheet.

- 1. Log into **PirateNet**.
- 2. Click the Banner Self Service (SSB) app, then Employee Dashboard.
- 3. Click Summer Hours Application.

Employee Dashboard View and update the employee dashboard	
Human Resources Human Resources Website Supervisor Documents Benefits e-Appraisal (online performance appraisal system) Employment Opportunities Forms SHU Organization Chart Applicant Tracking System (Hiring Managers) – Page Up Compliance Scorecard Tuition Remission Leave Reports Request Time Off - (Monthly Employees) Timesheets	View Employee Dashboard Summer Hours Application •
Timesheet and Leave Report Tutorials	

- 4. A list of the supervisor's direct reports from the biweekly payroll will load.
- 5. Use the drop-down menu to enroll employees in the summer hours schedule.
 - a. Select **YES** or **NO** for approval for summer hours.
 - b. Click Save.
 - c. Note: Employees will receive a summer hours status confirmation email.

For employees paid on the biweekly payroll participating in summer hours, go to the employee row and select "Yes" for approval. Click Save when complete. Schedules will be updated in TimeClock Plus once Summer Hours have begun. Administrators paid on the monthly payroll do not need to be listed to participate in summer hours.			
Name	Approval	Last Updated	
Test Employee 1			
Test Employee 2	YES V		
Test Employee 3			
Save 2			

- 6. Close window.
- 7. For your reference, the summer hours enrollment status for each employee is saved on this page.