

Banner Time Entry

Non-exempt employees are eligible to earn overtime, while exempt employees are not. If you are a non-exempt employee, you will utilize Banner Time Entry to document all time worked on a daily basis, as well as leave time taken.

Learn more about this process by viewing the guides below or contacting Payroll Services at payroll@AState.edu or 870-972-3454.

- [Fair Labor Standards Act \(FLSA\)](#)
- [Compensatory Time \(Comp-Time\)](#)
- [Tracking Time / Clocking In and Out](#)
- [Leave Reporting](#)

Fair Labor Standards Act (FLSA)

What is the Fair Labor Standards Act?

The Fair Labor Standards Act (FLSA) is a federal law which establishes minimum wage, overtime pay eligibility, record-keeping and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

What is the difference between exempt and non-exempt employees?

Non-exempt employees are eligible to earn overtime, while exempt employees are not. If you are a non-exempt employee, you will utilize Banner Time Entry to document all time worked on a daily basis, as well as leave time taken. If you are an exempt employee, you will not be required to track your time and will still use Self Service Banner for leave purposes.

How do I know if I am an exempt or non-exempt employee?

To be exempt from earning overtime under FLSA regulations, employees must meet a three-prong test:

1. Must be paid on a salary basis.
2. Must earn a minimum of \$35,568 annually.
3. Must meet the test for executive, professional or administrative duties.

Employees who do not meet the three-prong test will be non-exempt and eligible to earn overtime. To ensure compliance with these updated regulations, non-exempt employees must log the time they are working each day and week using Banner Time Entry within Banner Self Service (Employee)

If you have questions about your status, please contact the Office of Human Resources at hr@ASU.edu or 870-972-3454.

More information can be found in the [ASU System Operating Procedure](#).

Compensatory Time (Comp-Time)

Non-exempt employees are eligible for compensatory time, as outlined by the State of Arkansas, in accordance with the Fair Labor Standards Act.

What is Comp Time? (Compensatory Time)

Compensatory time is time worked over 40 regular hours during a work week **with supervisor's authorization**. Compensatory time will be earned at the rate of one and one-half hour for each full hour worked in excess of 40 regular hours per week. Regular hours are working hours and do not include any leave time, such as sick, vacation, fitness, etc.

How can I earn comp time?

Comp time should only be earned with your supervisor's approval.

How can I use my Comp Time?

Compensatory time should be used as soon as possible. Compensatory time may be used in lieu of sick leave or annual leave and must be used until the balance is depleted before using annual leave.

If you have more questions about earning or using comp time, please contact Payroll Services:

? A-State Payroll

? 870-972-3454

? Payroll@AState.edu

Tracking Time / Clocking In and Out

? *Banner Time Entry is A-State's Official Time Tracking System* ?

Do I have to use Banner Time Entry?

All non-exempt employees are required to clock in and out using this system to accurately record their work hours and any overtime earned.

Time Entry Guidelines for Employees and Supervisors:

- **Full-Time Employees** must submit timesheets by **7:00 PM on Mondays**.
Supervisors must approve them by **6:00 PM on Tuesdays**.
- **Hourly Employees (part-time and student workers)** must submit timesheets by **6:00 PM the next business day after the pay period ends**.
Supervisors must approve by **6:00 PM the following business day**.
- Review [submission/approval dates](#) to avoid missing deadlines
- **Guides** for employees and supervisors are available in the **Employee Learn Center** via Pack Portal:
 - [User Guides: Banner Time Entry Manual - Employee](#) / [Banner Time Entry Manual - Employee Hourly](#)
 - [Approver Guide: Banner Time Entry Manual - Approver](#)
- **Supervisors** are responsible for assisting employees with timesheets and should contact [Payroll](#) if additional help is needed.

What do I do if I miss the approval deadline? (Supervisor)

Review the employee timesheet and contact [Payroll Services](#) for approval.

Need more help with Banner Time Entry or timesheets?

? A-State Payroll

? 870-972-3454

? payroll@astate.edu

Leave Reporting