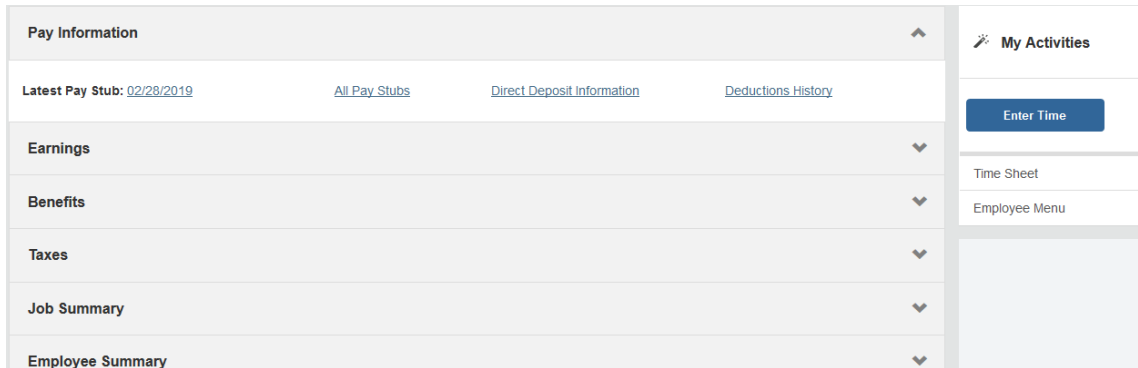


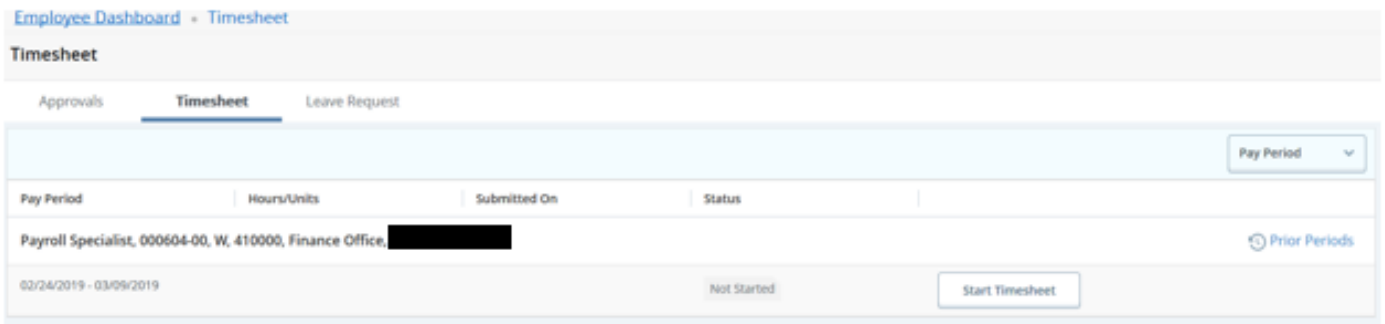
## Students Timesheet Instructions for Banner 9 Self Service:

Click on “Employee Dashboard”, click “Enter Time” (blue box) under the My Activities section on the right side of your screen.



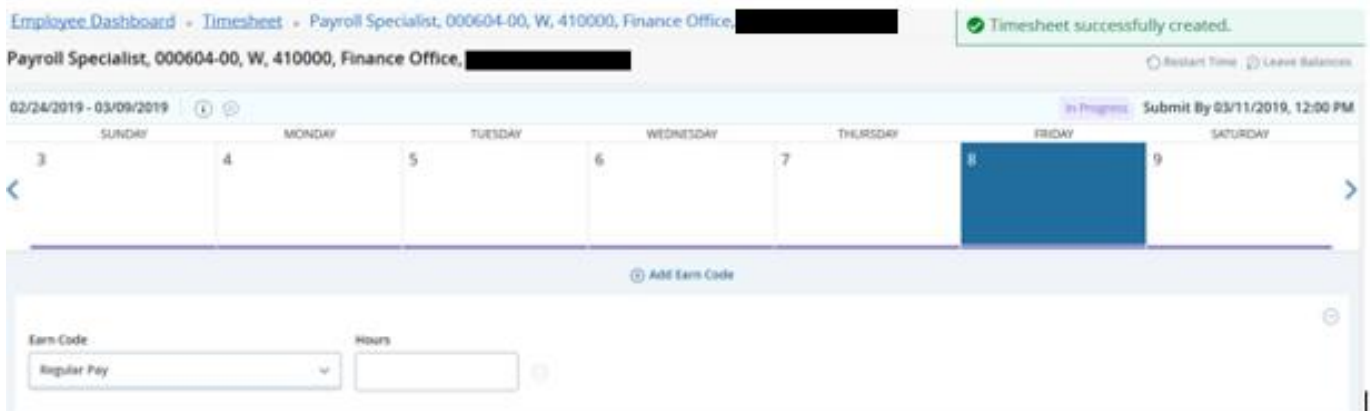
The screenshot shows the Employee Dashboard interface. On the left, there is a vertical menu with sections: Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. The 'Pay Information' section is expanded, showing links for 'Latest Pay Stub: 02/28/2019', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. On the right side, under the 'My Activities' header, there is a blue button labeled 'Enter Time', a 'Time Sheet' link, and an 'Employee Menu' link.

Once you click “Enter Time” you should see the next timesheet that needs submitted. You will click on the “Start Timesheet” button to start your timesheet. If you have more than one position make sure you are on the correct position to enter your time. If you do have more than one position on campus you would submit a separate timesheet for each position.



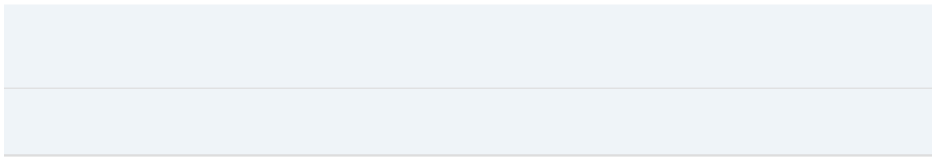
The screenshot shows the 'Employee Dashboard - Timesheet' page. At the top, there are tabs for 'Approvals', 'Timesheet', and 'Leave Request'. Below the tabs, there is a 'Pay Period' dropdown menu. The main content area is a table with the following columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The first row of the table shows 'Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]' and '02/24/2019 - 03/09/2019'. The 'Submitted On' column contains 'Not Started' and the 'Status' column contains 'Start Timesheet'. There is also a 'Prior Periods' link on the right side of the table.

Once into your timesheet you will scroll to the right to see all the days in the pay period. You are on a specific day when it is dark blue in color. You will use the drop down to select the Earn Code (Regular Pay) and enter the hours for that day.



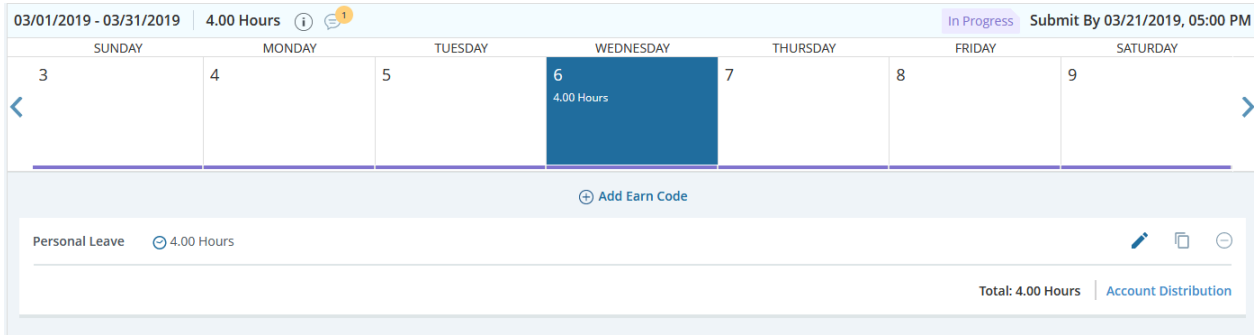
The screenshot shows the 'Employee Dashboard - Timesheet - Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]' page. At the top, there is a green notification box that says 'Timesheet successfully created.' Below the notification, there is a 'Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]' header. The main content area is a calendar view for the pay period '02/24/2019 - 03/09/2019'. The calendar shows days from Sunday to Saturday. The Friday, 03/09/2019 is highlighted in dark blue. Below the calendar, there is an 'Add Earn Code' section with a dropdown menu for 'Earn Code' and an input field for 'Hours'. The 'Earn Code' dropdown is set to 'Regular Pay'.

After entering the appropriate hours you are claiming then hit the “Save” button in the bottom right corner.



Cancel Save Preview

Once you save that day’s time it will appear in the daily box.



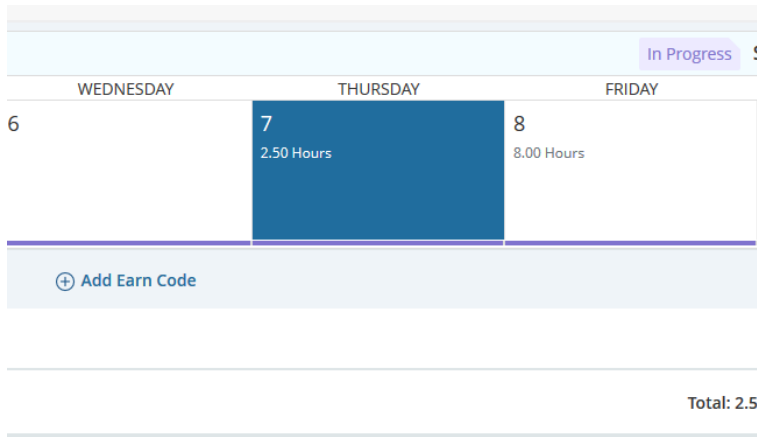
03/01/2019 - 03/31/2019 4.00 Hours In Progress Submit By 03/21/2019, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6 4.00 Hours	7	8	9

Personal Leave 4.00 Hours

Total: 4.00 Hours Account Distribution

If you need to enter another earn code on the same day select the “Add Earn Code” and add the second code you need for that day and save.



03/01/2019 - 03/31/2019 4.00 Hours In Progress Submit By 03/21/2019, 05:00 PM

WEDNESDAY	THURSDAY	FRIDAY
6	7 2.50 Hours	8 8.00 Hours

Personal Leave 4.00 Hours

Total: 2.50

Complete your hours worked for all other days as needed and save after each day’s entry. Notice on the far right you have three buttons for use:


✓ Timesheet data successfully saved.


Restart Time Leave Balances


In Progress Submit By 03/11/2019, 12:00 PM

FRIDAY	SATURDAY
8 8.00 Hours	9

Total: 8.00 Hours | Account Distribution

NOTE:  click here if you need to edit your hours after you have saved them

NOTE:  click here to copy to another day

NOTE:  click here to delete the entry from that day (it will warn you and ask you to confirm this action)

If you use the Copy feature you can copy to the end of the pay period or to one day at a time:

**Copy Time Entry** ✕

Regular Pay : 8.00 Hours (03/05/2019, TUESDAY)

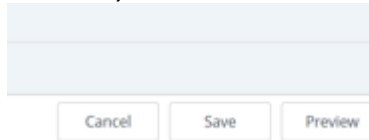
**Select Options**

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 02/24/2019 - 03/09/2019						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	1	2
3	4	5 8.00 Hours	6	7 5.50 Hours	8 8.00 Hours	9

Cancel Save

Once you have entered all days needed and are ready to submit you will click on the "Preview" button



on the bottom right  
and as you scroll down you will see the total hours submitted for each week: (Students will not have Sick Leave, Holiday, etc.)

to see the recap of hours for each earn code

**Preview** ✕

Payroll Specialist, 000604-00, W, 410000, Finance Office

Pay Period: 02/24/2019 - 03/09/2019 | 80.00 Hours

Submit By: 03/11/2019, 12:00 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	69.50
Sick Leave	1	2.50
Holiday	1	8.00
<b>Total Hours</b>		<b>80.00</b>

Weekly Summary	
Week	Total Hours
Week 1	40.00
Week 2	40.00

Comment (Optional):

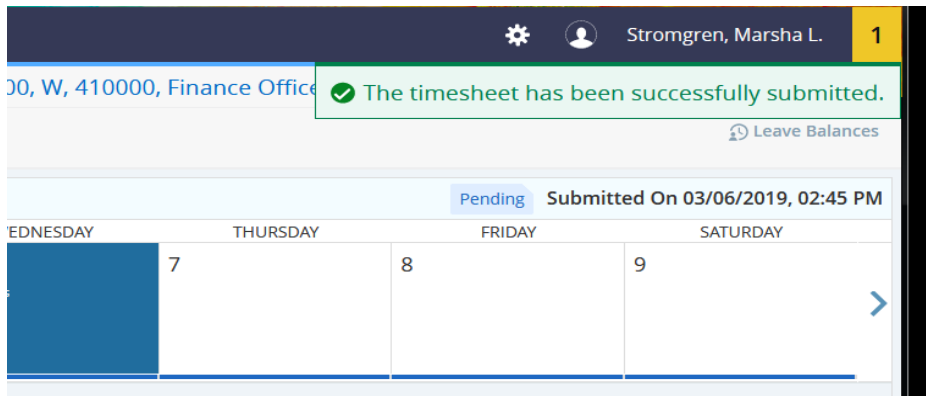
Add Comment

2000 characters remaining

Cancel Submit

If you are done and ready to submit hit the “Submit” button. If you still need to make changes hit the “Cancel” button to go back to the timesheet to make corrections.

Once you hit the submit button you will see a message similar to this:



It will now be pending for your supervisor to approve.

Once you submit and are back on the original “Timesheet” screen listing each pay period you will see that it now says “Pending” and the Information button will show you when it was submitted and the supervisor who needs to approve:

