Web Time Entry for Students

To enter your worked hours online, you need to:

1. Log on to Banner Web
2. Click on *Employee Services*
3. Click on *Timesheet*
4. Make sure the correct department and job are selected as well as the correct pay period, then click on *Time Sheet.*
5. On this screen you will see the position, the department, the pay period, and the time and date by which you must finish entering your time for the month and submit the timesheet to be approved. The first week of the pay period will be displayed. Click on *Enter Hours* under the appropriate date. (If you want to enter times worked for a week other than the first week of the pay period, click on *next* for the successive weeks.)
6. Enter the actual in/out times each time you come and go—you have to enter the colon and zeros after the number (e.g. 9:00). You must enter your time in 15-minute intervals—do not round to half-hours or hours. If you work longer than 5 hours, you should take a lunch break, so you will have four time entries, not just two. **All hours must be on shift 1.** After entering your in/out times, click *save*.
7. Click *Timesheet* to go back to another date. **Do not use the back button on your browser – this will create an error.** Banner Web wants you to use the buttons within the timesheet to move forward and back, not your browser's buttons.
8. If you would like to send a comment to your approver (usually this will be your supervisor) concerning your time entry, please click on *Comments* on the Timesheet page.
9. At the end of the pay period, click on *Submit for Approval*. The timesheet will now be available for your approver. At the top of the timesheet is a heading that says "Submit by Date." It lets you know the deadline for submitting your timesheet for approval.
10. Your approver may take the following actions:
    - Approve your timesheet as is
    - Send it back to you for correction
    - Correct it himself and approve it

    If your approver changes your timesheet or sends it back to you for correction, he/she has been instructed to make a comment in the comment box so you are aware of what has been changed/needs to be changed and why. The comment becomes part of the permanent record. The approver will notify you by email or in person so you know what to change on your timesheet or see what he/she has changed.
11. Your timesheets are available for your review for a month after the date of submittal.