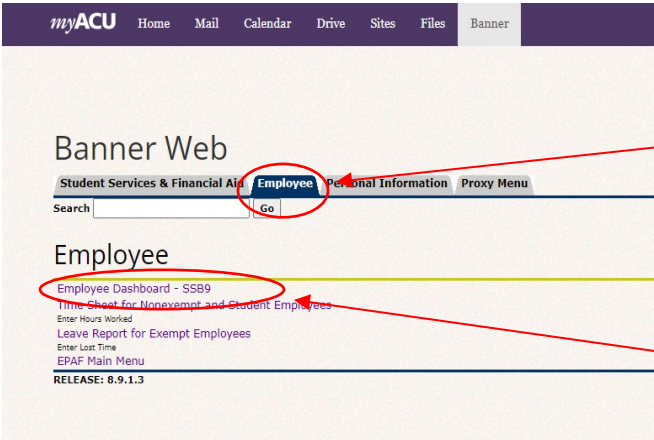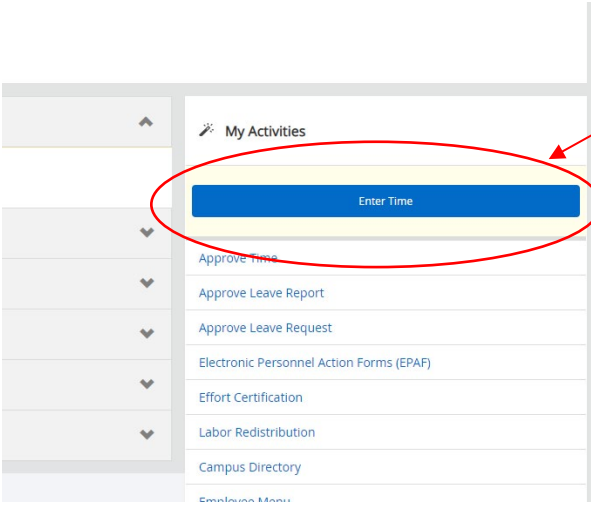# Entering Time on Banner

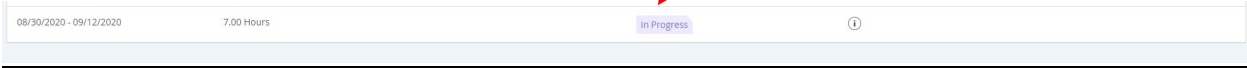## Accessing your Timesheet

Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"

Select "**Enter Time**" under the "My Activities" section of the employee dashboard

Select the timesheet that you would like to enter time for

Entering Time

To begin entering time, first select the correct calendar date. Each pay period is two weeks and will begin on a Sunday and end on a Saturday.

To enter your time worked select an **Earn Code** from the drop-down menu.

Then, use the next set of drop-down boxes to select a **Start Time** and **End Time**. Remember to use the format provided as well as the correct AM or PM. (Note: The format only shows "a" but the full AM or PM must be entered for the entry to be accepted.)

Use the **Add More Time** button to report additional Start and End times for the same date and Earn Code selected.

Use the **Add Earn Code** button to report time under a different earn code.

08/30/2020 - 09/12/2020	7.00 Hours					In Progress	Submit By 09/14/2020, 11:59 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY
6	7	8	9	10 7.00 Hours	11		12

⊕ Add Earn Code

Earn Code	Start Time	End Time	Hours	
Base Pay	08:00 AM	12:00 PM	4.00	

⊕ Add More Time

Total: 4.00 Hours | Account Distribution

Earn Code	Start Time	End Time	Hours	
Vacation Pay	01:00 PM	05:00 PM	4.00	

⊕ Add More Time

Exit Page   Cancel   Save   Preview

Select your new **Earn Code** from the Dropdown Menu.

Enter time under the new Earn Code, using the Correct Format and Full AM or PM.

Remember to click **Save** after entering hours under each Earn Code and before moving to a new calendar day.

To edit time that has been entered and saved, use the edit tools located on the right.

Edit Entry   Delete Entry

⊕ Add Earn Code

Base Pay	⊙ 08:00 AM - 12:00 PM	4.00 Hours	✏ 🗐 ⊖

⊕ Add More Time

Total: 4.00 Hours | Account Distribution

To copy a time entry to another calendar day, first select Copy from the edit tools to the right.

Copy Entry

⊕ Add Earn Code

Base Pay	⊙ 08:00 AM - 12:00 PM	4.00 Hours	✏ 🗐 ⊖

⊕ Add More Time

Total: 4.00 Hours | Account Distribution

Either individually select the calendar days that you would like to copy your entry to on the right or copy your entry through the end of the pay period with the options on the left.

Copy Time Entry   ✕

Base Pay : 4.00 Hours (09/ 2020, THURSDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

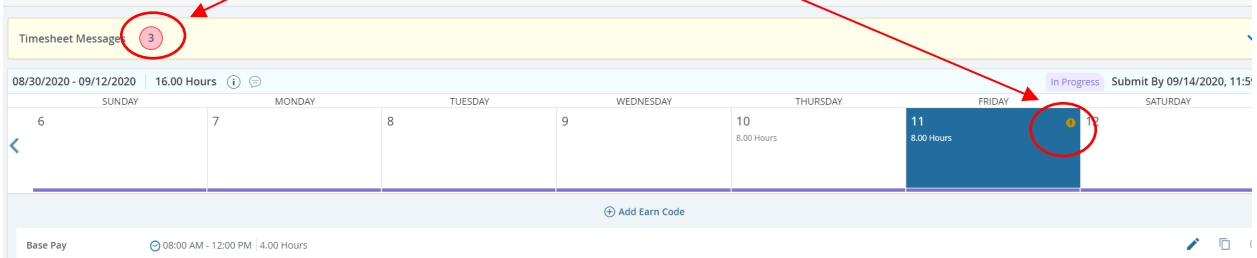☐ Include Sundays

Pay Period: 08/30/2020 - 09/12/2020

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10 4.00 Hours	11	12

Cancel   Save

⊕ Add More Time

Errors

If an error such as Overlapping Time occurs, an error message will appear at the top of the timesheet and an error indicator will appear on the calendar day with the error.
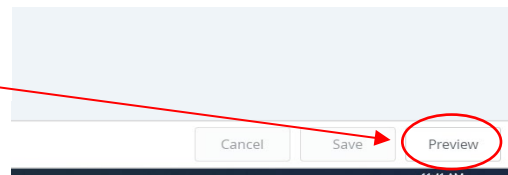

Navigate to the date with the error and resolve all errors prior to submitting the timesheet.

Submitting Time

The timesheet status is displayed in the upper right corner of the timesheet along with the submission deadline. A status of "**In Progress**" has not been submitted.
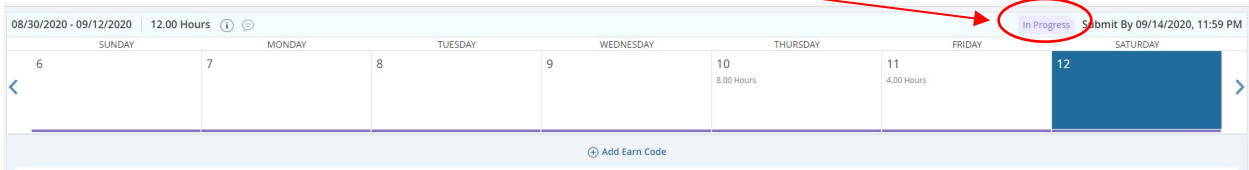
After all of your time for the pay period is entered, click **Preview** in the bottom right corner.

A Preview box will pop up. This will display a summary of hours entered by Earn Codes as well as a weekly summary of total hours worked.

Preview			✕
Pay Period: 08/30/2020 - 09/12/2020	12.00 Hours		
Submit By: 09/14/2020, 11:59 PM			

Earning Distribution		
Earn Code	Shift	Total
Base Pay	1	8.00
Vacation Pay	1	4.00
Total Hours		12.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	12.00

Cancel	Submit

You may have to scroll down to see all of your details.

When you are ready to submit your timesheet, **check the box** to certify that the timesheet is accurate and click **Submit**.

Preview		✕
Total Units	0.00	

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	12.00

Comment (Optional):

Add Comment

2000 characters remaining

☐ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Cancel	Submit