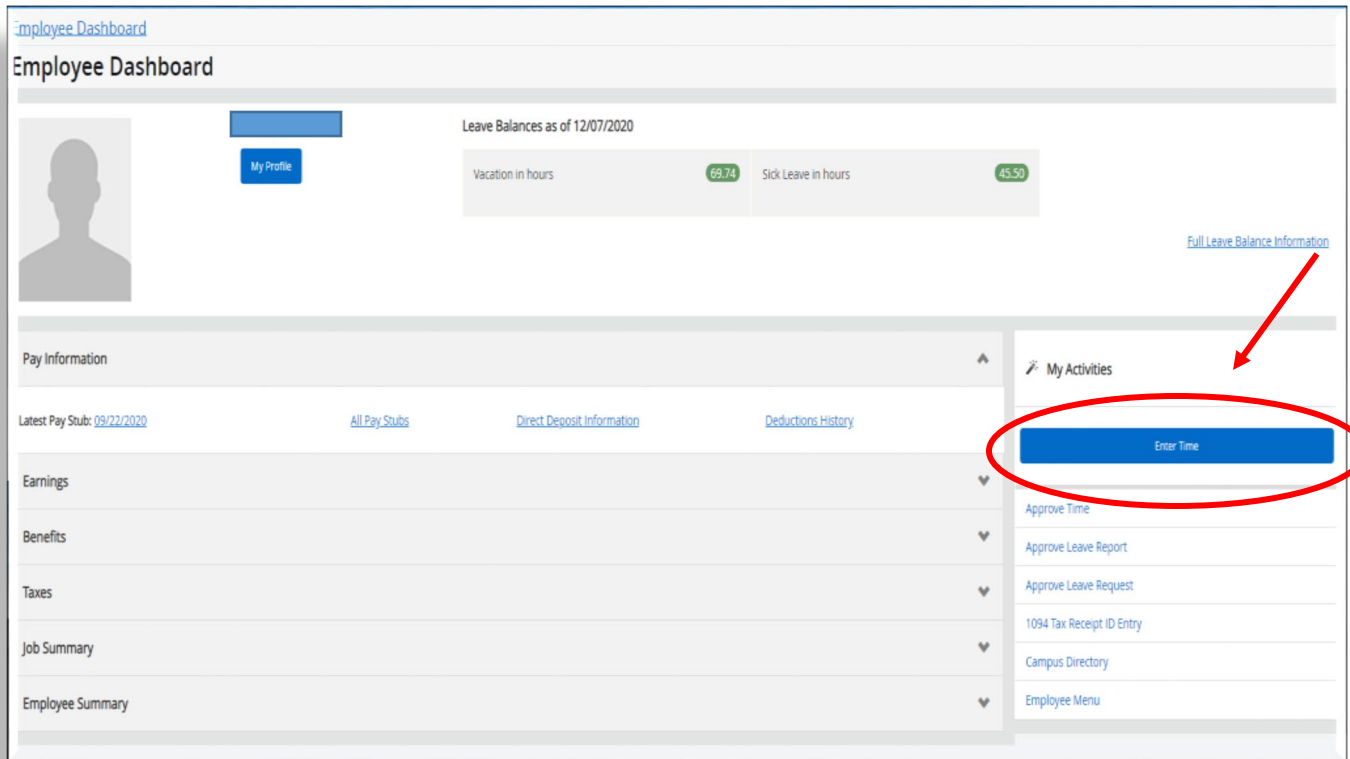


## Banner 9 Time and Entry Instructions

- 1) Navigate to Cardinals Apps/Banner 9 Employee Dashboard, click on **Enter Time**



Employee Dashboard

Leave Balances as of 12/07/2020

Vacation in hours: 69.74 Sick Leave in hours: 45.50

Full Leave Balance Information

Pay Information

Latest Pay Stub: 09/22/2020 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Approve Time

Approve Leave Report

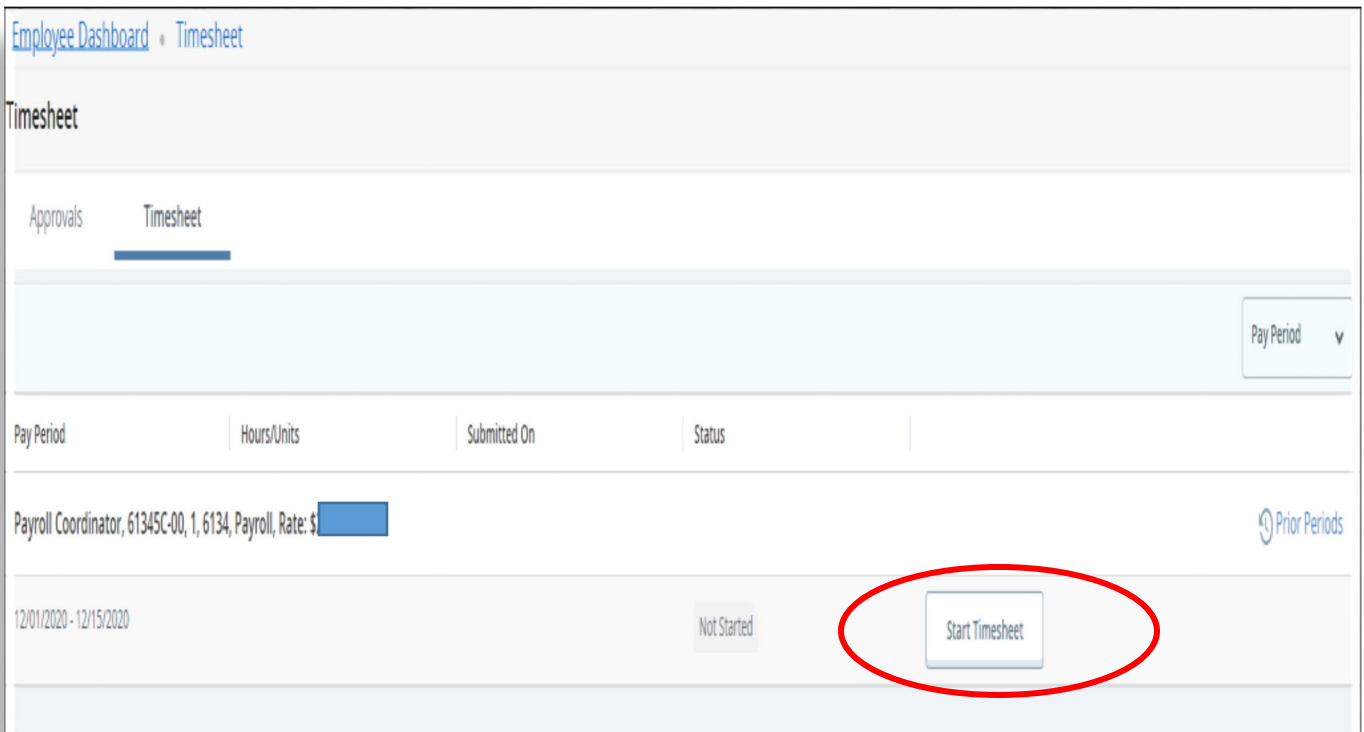
Approve Leave Request

1094 Tax Receipt ID Entry

Campus Directory

Employee Menu

- 2) Click on **Start Timesheet** for the period you are entering time. Once you have started a timesheet the next time you go in it will say **In Progress**, click on that to enter time.



Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period

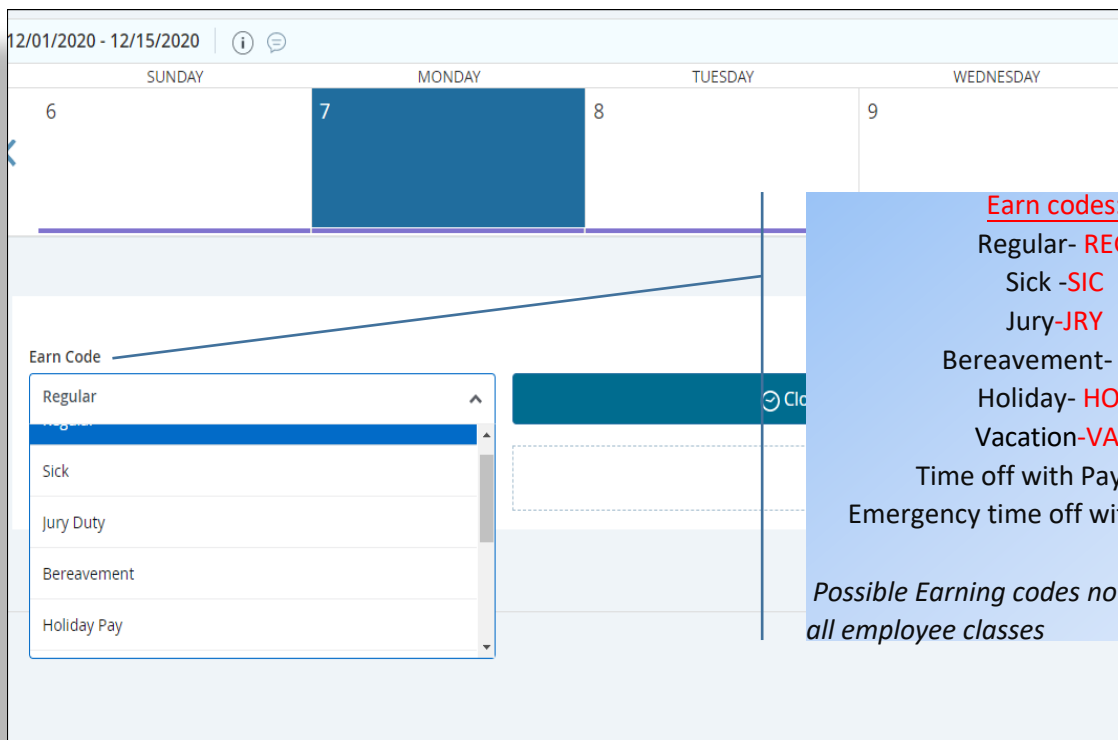
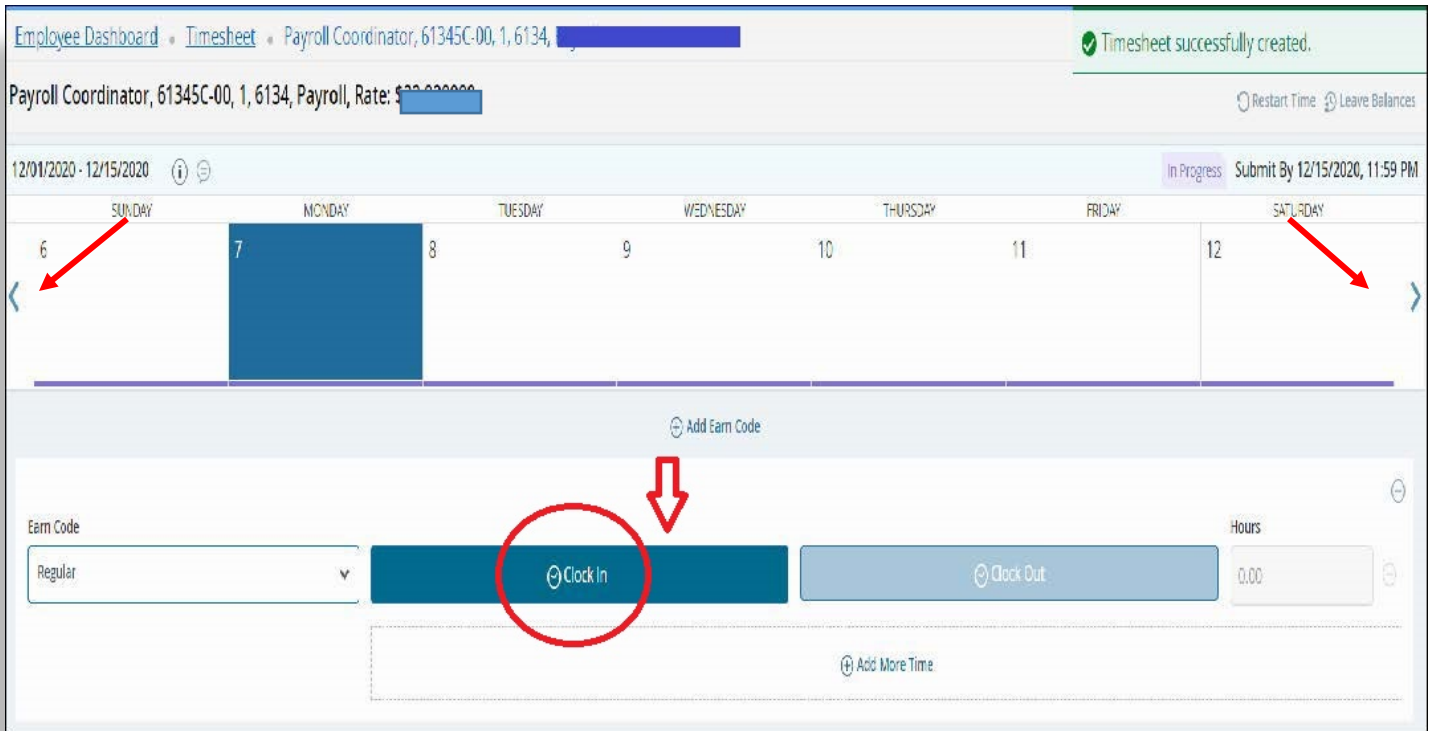
Pay Period Hours/Units Submitted On Status

Payroll Coordinator, 61345C-00, 1, 6134, Payroll, Rate: \$

Prior Periods

12/01/2020 - 12/15/2020 Not Started Start Timesheet

- 3) Clock in by clicking on the **Clock IN** or **Clock ICON tab**. You can navigate between weeks by using the arrows on the work-week. Time will default to REGULAR time if you need to change, click on **Earn Code** pull down menu.



**Earn codes:**  
 Regular- **REG**  
 Sick -**SIC**  
 Jury-**JRY**  
 Bereavement- **BRV**  
 Holiday- **HOL**  
 Vacation-**VAC**  
 Time off with Pay- **TWP**  
 Emergency time off with Pay- **EWP**

*Possible Earning codes not available for all employee classes*

- 4) Enter start and end time when using other than REGULAR time (example of sick time entered after it was saved). Comments must be entered when adjusting time and not using the clock icon. Always SAVE time and you can PREVIEW time also before submitting for final approval.

⊕ Add Earn Code

Earn Code Start Time End Time Hours

Sick | | | 0.00

⊕ Add More Time

2/01/2020 - 12/15/2020 | 8.00 Hours | In Progress | Submit By 12/15/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6	7 8.00 Hours	8	9	10	11	12

⊕ Add Earn Code

Sick | 08:00 AM - 04:00 PM | 8.00 Hours

⊕ Add More Time

Total: 8.00 Hours | Account Distribution

- 5) At any point during time entry, you may restart your timesheet by clicking on **Restart Time**; this will allow you to make any changes to time entered (only used if necessary otherwise, all employees must use the clock icon).

The screenshot shows a timesheet entry interface. At the top right, there are two buttons: "Restart Time" (circled in red) and "Leave Balances". Below these buttons, there is a status bar indicating "In Progress" and a deadline: "Submit By 12/15/2020, 11:59 PM". The main area displays a calendar view for Thursday, Friday, and Saturday. Under Thursday, the number "10" is entered. Under Friday, the number "11" is entered. Under Saturday, the number "12" is entered. A blue arrow points to the right, indicating a next page or continuation of the timesheet.

- 6) To review your timesheet, click the **Preview** button at the bottom of the page. A summary of the hours entered will display. If changes are needed, click the "X" to return to the entry screen. If the timesheet is correct and it is the end of the payroll period, click on **Submit** to route your timesheet for approvals.

The screenshot shows a "Preview" window with a close button (X) in the top right corner. At the top, there is a blue bar with a user ID. Below it, the "Pay Period: 12/01/2020 - 12/15/2020 | 9.75 Hours" and "Submit By: 12/15/2020, 11:59 PM" are displayed. The main content is divided into two sections: "Earning Distribution" and "Weekly Summary".

Earn Code	Shift	Total
Regular	1	9.75
Total Hours		9.75
Total Units		0.00

Week	Total Hours
Week 1	
Week 2	9.75
Week 3	

Below the weekly summary is a "Comment (Optional):" section with a text area labeled "Add Comment". A red arrow points to this text area. At the bottom left, it says "2000 characters remaining". At the bottom, there are two buttons: "Cancel" and "Submit".