

Time Entry Manual for Banner Self Service: Employee (Hourly)

- **Timesheets are due at the end of each pay period. Pay Period Example: 05/01 – 05/15 or 05/16 – 05/31**
- You will submit the day after the end of each pay period by 6pm. Example: Pay period ends 05/15. You will submit by 6pm on 05/16. Pay period ends 05/31. You will submit by 6pm on 06/01.
- Employees should verify that all time is correct before submission each pay period.

Clocking In and Out

Log in to Banner9 Self Service – Employee through Pack Portal or by using the direct link below.

<https://employeeessb-prod.ec.astate.edu/EmployeeSelfService/ssb/hrDashboard?mepCode=JBORO>

Tools



Banner 9 ▼



Banner 9 Admin



Banner Employee

Once you log in you will click the **Enter Time** button under My Activities.

Pay Information ▼	My Activities
Latest Pay Stub: 04/15/2024 All Pay Stubs Direct Deposit Information Deductions History	Enter Time
Earnings ▲	Enter Leave Report
Benefits ▲	Approve Time
Taxes ▲	Approve Leave Report
Job Summary ▲	Approve Leave Request
Employee Summary ▲	Effort Certification
	Labor Redistribution
	Campus Directory

All open pay periods will display under your job title. To enter time for that pay period, click the **Start Timesheet** or **In Progress** button.

Timesheet

Approvals

Timesheet

Leave Report

Pay Period

Hours/Units

Submitted On

Status

Time entry no pay Non Police Officer, ZP0001-00, T, 312211, Winn L Asst Vice Chancellor Admin, Rate: null

Prior Periods

08/26/2024 - 09/01/202416.00 Hours

In Progress

Timesheet

Approvals

Timesheet

Leave Report

Pay Period

Hours/Units

Submitted On

Status

Time entry no pay Non Police Officer, ZP0001-00, T, 312211, Winn L Asst Vice Chancellor Admin, Rate: null

07/22/2024 - 07/28/2024

Not Started

Start Timesheet

It will take you to the current day of the week and you will see the option to **Clock In**. The Earn code will default to Regular for clocking in and out.

08/26/2024 - 09/01/2024

In Progress

Submit By 09/03/2024, 12:00 PM

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

26

27

28

29

30

31

1

⊕ Add Earn Code

Earn Code

Regular Earnings

Regular Earnings

Vacation Pay

Sick Pay

Compensatory Time Taken

Child Education Leave

⌚ Clock In

⌚ Clock Out

0.00

⊕ Add More Time

When you have Clocked In the screen will display the time you Clocked In and will now display a **Clock Out** button.

08/26/2024 - 09/01/2024

In Progress

Submit By 09/03/2024, 12:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1

+ Add Earn Code

Regular Earnings

09:15 AM -

Clock Time: 09:13 AM -

Clock Out

Total: 0.00 Hours

Exit Page

Cancel

Save

Preview

When you are ready to clock out, log back in to Self Service and follow the steps above to reach your timesheet again, where you will select **Clock Out**.

08/26/2024 - 09/01/2024

In Progress

Submit By 09/03/2024, 12:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1

+ Add Earn Code

Regular Earnings

09:15 AM -

Clock Time: 09:13 AM -

Clock Out

Total: 0.00 Hours

Exit Page

Cancel

Save

Preview

You will see a notification that your timesheet data successfully saved, and you can see the length of the “shift” you worked.

If you miss a Clock In or Clock Out, the time can be adjusted by clicking on the **Edit (pencil)** icon.

[Employee Dashboard](#) • [Timesheet](#) • Time entry no pay Non Police Officer, ZP0001-00, T, 312211, ✔ Timesheet data successfully saved.

Time entry no pay Non Police Officer, ZP0001-00, T, 312211, Winn L Asst Vice Chancellor Admin, Rate: \$0.000000

[Restart Time](#) [Leave Balances](#)

08/26/2024 - 09/01/2024 0.50 Hours ⓘ ⚙️ In Progress Submit By 09/03/2024, 12:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29 0.50 Hours	30	31	1

⊕ Add Earn Code

Regular Earnings ⓘ 09:15 AM - 09:45 AM 0.50 Hours

Clock Time: 09:13 AM - 09:46 AM

[Clock In](#)

Shift 1: 0.50 Hours

Total: 0.50 Hours

[Account Distribution](#)



Time can be manually entered and requires a **comment**. Be sure to **Save** your entry.

Earn Code

Regular Earnings

In Time*

04:00 PM ⓘ

Comment*

Forgot to clock ... ⓘ

[Clock Out](#)

Hours

0.00

⊕ Add More Time

Total: 0.00 Hours

Regular Earnings ⓘ 01:00 PM -

Clock Time: 03:57 PM - [Clock Out](#)

Clock In Comment: Forgot to clock in after lunch

Warning: Do not select “**Restart Time**” as all current Timesheet entries will be deleted, and the Timesheet will be set back to the beginning. All times will need to be manually re-entered with comments for each entry.

Submitting Your Timesheet

At the end of each pay period, timesheets will need to be submitted.

Reminder: A pay period will be from the 1st – 15th or 16th – the last day of the month. You have 2 pay periods each month.

Select **Preview** at the bottom of the time entry page—this will display all time clocked within the pay period.

Cancel	Save	Preview
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Time Entry Detail

Date	Earn Code	Shift	Total
08/26/2024	REG, Regular Earnings	1	8.00 Hours
08/27/2024	REG, Regular Earnings	1	8.00 Hours
08/28/2024	REG, Regular Earnings	1	8.00 Hours
08/29/2024	REG, Regular Earnings	1	8.00 Hours
08/30/2024	REG, Regular Earnings	1	8.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/26/2024	REG, Regular Earnings	1	5.00	08:00 AM	08:22 AM	In	01:00 PM	12:57 PM	
08/26/2024	REG, Regular Earnings	1	3.00	02:00 PM	02:02 PM		05:00 PM	04:58 PM	
08/27/2024	REG, Regular Earnings	1	4.50	08:00 AM	08:09 AM	IN	12:30 PM	12:32 PM	
08/27/2024	REG, Regular Earnings	1	3.50	01:30 PM	01:33 PM		05:00 PM	04:58 PM	
08/28/2024	REG, Regular Earnings	1	4.00	08:00 AM	09:04 AM	In	12:00 PM	11:58 AM	
08/28/2024	REG, Regular Earnings	1	4.00	01:00 PM	01:26 PM	back from lunch	05:00 PM	04:58 PM	
08/29/2024	REG, Regular Earnings	1	6.50	08:00 AM	08:38 AM	In	02:30 PM	02:36 PM	
08/29/2024	REG, Regular Earnings	1	1.50	03:30 PM	03:37 PM		05:00 PM	05:02 PM	
08/30/2024	REG, Regular Earnings	1	4.00	08:00 AM	08:03 AM		12:00 PM	11:59 AM	
08/30/2024	REG, Regular Earnings	1	4.00	01:00 PM	01:02 PM		05:00 PM	04:55 PM	

Summary

Earn Code	Shift	Week 1	Total
REG, Regular Earnings	1	40.00	40.00 Hours
Total Hours		40.00	

After verifying that the displayed information is correct, select the **check box** beside “I certify that...” and click **Submit**.

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.

Return Submit

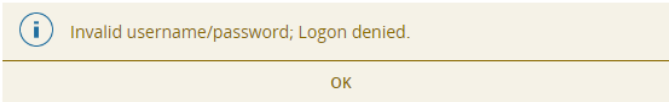
The timesheet should change from **In Progress** to **Pending** when completed successfully. If you need to adjust your time entry after clicking **Submit**, you can click on **Recall Timesheet** at the bottom right to return your timesheet. You can only recall your timesheet if it is before the 6pm deadline for submitting.

Recall Timesheet Preview

Note: It is critical that you are submitting your timesheet each pay period for approval. You must use the clocking functions each shift to ensure your timesheet is complete when the deadline arrives.

Frequently Asked Questions:

- Banner is displaying the image below when trying to login. How can I fix this?



- Clear browsing history(cookies/cache) for the browser you are using. **All time is recommended when clearing history.**
- What happens if the timesheet is submitted too early?
 - If you submit your timesheet before the deadline and still need to clock hours, you will recall your timesheet. Please follow the instructions above for recalling a submitted timesheet.
- What happens when missing the deadline to submit?
 - If you miss the deadline to edit or submit your timesheet, you must reach out to your supervisor. Your supervisor can edit your timesheet the same as you. If your supervisor needs assistance, they will reach out to payroll.
- What if I do not have access to Banner Time Entry?
 - Contact your supervisor, so they can track your hours until you have access to timesheets. If you are a new employee, all new hire paperwork will need to be completed to gain access.

Comments:

- Make sure to sign out after each clocking event. This will help to limit the number of “Invalid username/password” error messages.
- It is recommended to complete and submit your timesheet at the end of your last shift of the pay period to avoid missing the submission deadline.
- You should always be utilizing the clocking functions on your timesheet. Manual entries should be minimal.