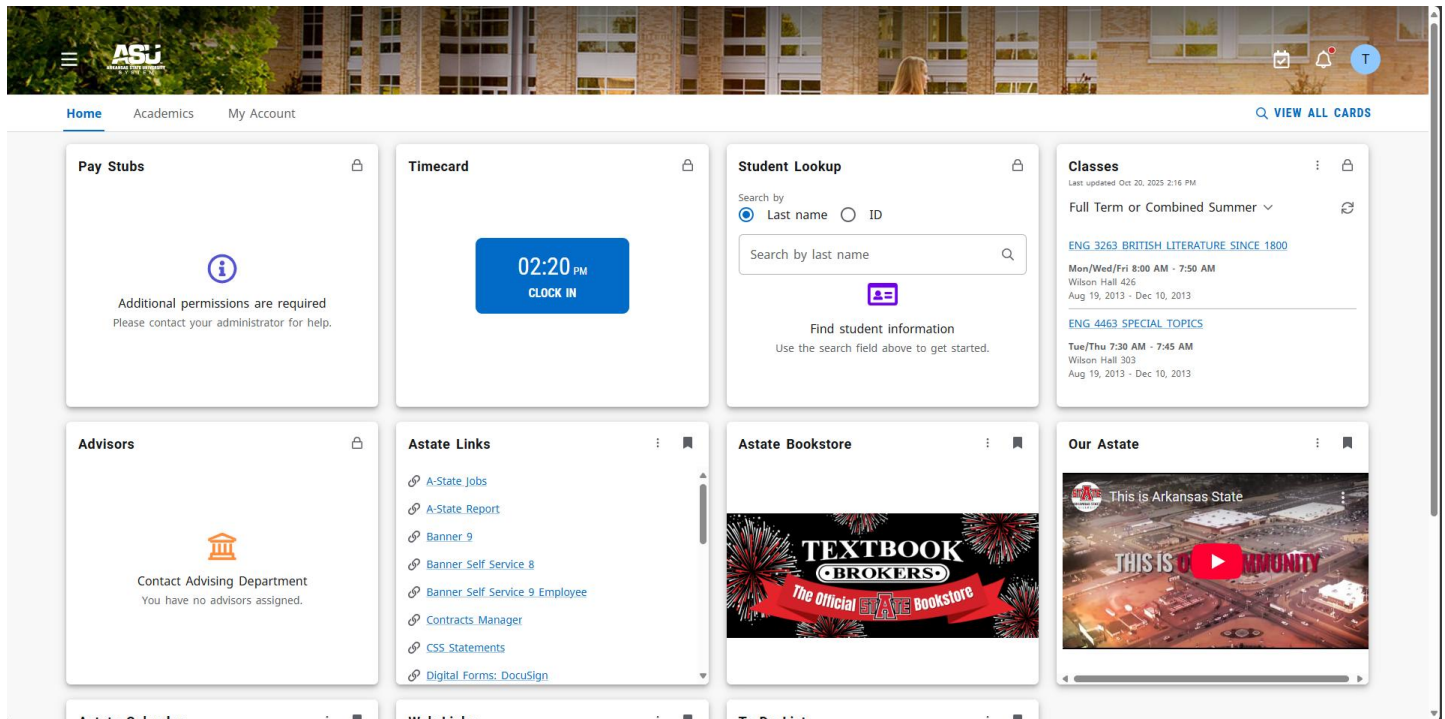


Time Entry Manual for Banner Self Service: Employee

New way to clock in and out



- Time sheets are due weekly. Submit every Monday by 7 PM.
- Employees should verify that all time is correct before submission on Monday.
- Employees have the ability to correct their own time manually if needed.
- Banner Time Entry will round time 7 minutes before and 7 minutes after clocked time.
- The holiday schedule is already accounted for in the system. Fitness, Authorized Leave, and holidays will all still follow the same procedures.
- Banner9 self-service will sometimes require you to clear your cookies/cache to log in.

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.

*Please note: Your job title and pay rate for timekeeping purposes will not match your normal job title and pay rate. Your rate will show \$0.00 on the timesheet screens. This is normal and does not affect your pay check.

Timesheet

Approvals

Timesheet

Leave Report

Pay Period

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			
08/26/2024 - 09/01/2024	16.00 Hours	In Progress	

Prior Periods

Timesheet

Approvals

Timesheet

Leave Report

Pay Period

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. You will also see Earn Code options for reporting Leave - this will be discussed later in the guide.

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

Hours

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 A
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.

Requesting Leave Time

Select the appropriate day from the calendar at the top of the page.

Then select **Add Earn Code** and choose the appropriate code from the drop down list. (vacation, sick, compensatory time, etc)

The screenshot shows a web interface for requesting leave. At the top, a calendar for the week of 08/26/2024 to 09/01/2024 is displayed. The days are MONDAY (26), TUESDAY (27), WEDNESDAY (28), THURSDAY (29), FRIDAY (30), SATURDAY (31), and SUNDAY (1). The Thursday (29) cell is highlighted in blue. Below the calendar, there is a red box around a button labeled '+ Add Earn Code'. A red arrow points from this button to a dropdown menu that is open, showing a list of 'Earn Code' options: 'Regular Earnings', 'Vacation Pay', 'Sick Pay', and 'Compensatory Time Taken'. The 'Regular Earnings' option is currently selected. Below the dropdown, there are fields for 'Regular Earnings' with a clock icon and a 'Clock Time' field showing '09:13 AM' with a 'Clock Out' button. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Preview'.

Enter the leave time requested manually* or by clicking on the **clock icon** to bring up a time entry tool. Click **Set** to save the time.

The screenshot shows a time entry tool. It has fields for 'Earn Code' (set to 'Vacation Pay'), 'Start Time*' (09:45 AM), 'End Time*' (hh:mm a), 'Shift' (1), and 'Hours' (0.00). A time selection popup is open over the 'End Time*' field, showing a grid of time slots. The grid has columns for hours (10, 11, 12) and minutes (15, 30, 45). The '30' minute slot is highlighted. To the right of the grid, there are buttons for 'AM' and 'PM'. Below the grid, there are buttons for 'CANCEL' and 'SET'. At the bottom of the form, there are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'.

*Note: If you enter time manually, you have to format it as shown. For example, you must enter 8am as 08:00 AM or it will not save the time.

Select **Save** at the bottom of the screen, and you will see your scheduled leave request. You can **Edit** (pencil), **Copy** (two squares), or **Delete** the leave request by clicking on the corresponding button.

Vacation Pay

🕒 08:00 AM - 12:00 PM

4.00 Hours

Shift 1: 8.00 Hours

🕒 01:00 PM - 05:00 PM

4.00 Hours

⊕ Add More Time

Total: 8.00 Hours

Account Distribution

Exit Page

Cancel

Save

Preview

The **Copy** function is useful for copying the same time entry from one day to multiple days.

For example, you’ve entered 8 hours on the 30th to show a requested vacation day, but you also want to request the 29th. Instead of manually entering the time again, you can go to the 30th and click the **Copy** button to bring up the Copy interface shown below. Simply select the additional day by clicking (now highlighted) and click on **Save**.

Copy Time Entry

Vacation Pay : 8.00 Hours (08/30/2024, FRIDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Cancel

Save

Pay Period: 08/26/2024 - 09/01/2024

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30 8.00 Hours	31
1	2	3	4	5	6	7

If you plan to submit leave for an entire work day, it is recommended to exclude your normal lunch hour from the leave request. (See example below)

You can add another row for time entry by clicking on **Add More Time**. Click on the **Delete** button (the minus sign inside of a circle) to delete a row. When you are finished entering time for that earn code, click on **Save** at the bottom of the screen.

The screenshot displays a timesheet interface with a light blue header bar containing a '+ Add Earn Code' button. Below this is a table with five columns: 'Earn Code', 'Start Time*', 'End Time*', 'Shift', and 'Hours'. The first row is filled with 'Vacation Pay', '08:00 AM', '12:00 PM', '1', and '4.00'. The second row is filled with '01:00 PM', '05:00 PM', '1', and '4.00'. A red box highlights the minus sign button at the end of the second row. Below the table is a red-bordered box containing a '+ Add More Time' button. A minus sign button is also visible in the top right corner of the table area.

Earn Code	Start Time*	End Time*	Shift	Hours
Vacation Pay	08:00 AM	12:00 PM	1	4.00
	01:00 PM	05:00 PM	1	4.00

+ Add More Time

Note: Leave time can only be added when the timesheet is open for editing. You will not be able to add leave time in advance. You will not be able to edit your timesheet once it is closed.

Submitting Your Timesheet

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

Reminder: Our work week is Monday to Sunday. Your timesheet should be submitted every Monday by 7:00 PM.

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

Cancel

Save

Preview

Time Entry Detail

Date	Earn Code	Shift	Total
08/29/2024	REG, Regular Earnings	1	4.00 Hours
08/29/2024	VAC, Vacation Pay	1	8.00 Hours
08/30/2024	VAC, Vacation Pay	1	8.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/29/2024	REG, Regular Earnings	1	4.00	01:00 PM	03:57 PM	Forgot to clock in after lunch	05:00 PM	05:00 PM	
08/29/2024	VAC, Vacation Pay	1	4.00	08:00 AM			12:00 PM		
08/29/2024	VAC, Vacation Pay	1	4.00	01:00 PM			05:00 PM		
08/30/2024	VAC, Vacation Pay	1	4.00	08:00 AM			12:00 PM		
08/30/2024	VAC, Vacation Pay	1	4.00	01:00 PM			05:00 PM		

Summary

Earn Code	Shift	Week 1	Total
REG, Regular Earnings	1	4.00	4.00 Hours
VAC, Vacation Pay	1	16.00	16.00 Hours
Total Hours		20.00	

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

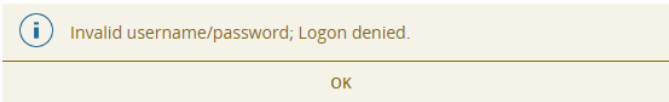
The timesheet should change from **In Progress** to **Pending** when completed successfully. If you need to adjust your time entry after clicking **Submit**, you can click on **Recall Timesheet** at the bottom right to return your timesheet.

Recall Timesheet Preview

Note: It is critical that you are submitting your timesheet each week for approval. You must use the clocking functions each day 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 7pm deadline on Mondays?
 - 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. If you are a new employee, all new hire paperwork will need to be completed to gain access to timesheets.

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 each week to avoid missing the Monday deadline.
- You should always be utilizing the clocking functions on your timesheet. Manual entries should be minimal.
- While phones are an option for clocking, it is highly recommended to use a computer, if provided access. (This is highly recommended for employees who will use Banner9 and Banner9 self-service throughout the day.)