Tracking Time / Clocking In and Out

? Banner Time Entry is A-State's Official Time Tracking System ?

Do I have to use Banner Time Entry?

All non-exempt employees are required to clock in and out using this system to accurately record their work hours and any overtime earned.

Time Entry Guidelines for Employees and Supervisors:

- **Full-Time Employees** must submit timesheets by **7:00 PM on Mondays**.
  Supervisors must approve them by **6:00 PM on Tuesdays**.
- **Hourly Employees (part-time and student workers)** must submit timesheets by **6:00 PM the next business day after the pay period ends**.
  Supervisors must approve by **6:00 PM the following business day**.
- Review submission/approval dates to avoid missing deadlines
- **Guides** for employees and supervisors are available in the **Employee Learn Center** via Pack Portal:
  - User Guides: Banner Time Entry Manual - Employee / Banner Time Entry Manual - Employee Hourly
  - Approver Guide: Banner Time Entry Manual - Approver
- **Supervisors** are responsible for assisting employees with timesheets and should contact **Payroll** if additional help is needed.

What do I do if I miss the approval deadline? (Supervisor)

Review the employee timesheet and contact Payroll Services for approval.

Need more help with Banner Time Entry or timesheets?

? A-State Payroll
? 870-972-3454
? payroll@astate.edu

Revision #10
Created 2025-07-03 20:55:47 UTC by Catherine Naylor
Updated 2026-03-09 20:40:19 UTC by Catherine Naylor