BannerWeb Time Entry Instructions for Student Employees

go/bannerweb

Click on **Employee**

Click on **Time Sheet**

Select the pay period from the drop-down list. If you have more than one position, click the radio button under My Choice to select the desired position.

*Note:* You can use the drop-down list to select and view past time sheets but once the deadline for a pay period has passed the time sheet cannot be changed or submitted.

Click **Time Sheet**

To enter hours:
Locate the correct date that you worked (listed in column format). ①
In the first row labeled “Student Academic Year” ② of the date column, click **Enter Hours**. ③
In the Hours field, type the number of hours (in quarter-hour increments, i.e.; 2.5, 3.25, 1.75, etc.) that you worked and click **Save**.
Each pay period covers 2 weeks. Click **Next** ④ and **Previous** to navigate between the first and second week of the pay period.
If you have hours to enter from a previous pay period, enter them in the second row labeled “Student Academic Year Prev. Pay.” ⑤
Click **Comments** ⑥ to leave messages for your supervisor concerning your time sheet. If submitting Prev. Pay hours make sure to record the dates and hours actually worked.

At the end of the pay period click **Submit for Approval** ⑦. You must submit your time sheet by 5pm Monday following the close of the pay period (or earlier if requested by your supervisor). Once submitted you cannot add hours. If you submit too early, contact your supervisor or the Student Employment Office to have your time sheet returned to you. Once the time sheet is approved by your supervisor no further changes can be made.

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**Sample Time Sheet**

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

- **Time Sheet**
  - **Title and number:**
  - **Department and number:**
  - **Time Sheet Period:**
  - **Submit By Date:**

- **Earnings**
  - **Shift:**
  - **Default Hours:**
  - **Total Units:**

- **Student Academic Year No PICA** ②
  - **Student Academic YR. Prev. Pay** ③

- **Total Hours:**

- **Time and Leave Reporting**

- **Submit for Approval**

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Student Employment Office • 802.443.5377 • SEO@middlebury.edu