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).
In the first row labeled “Student Summer Regular FICA” of the date column, click Enter Hours.
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 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 “Regular Previous Pay.”

Click Comments to leave messages for your supervisor concerning your time sheet. If submitting Previous Pay hours make sure to record the dates and hours actually worked.

At the end of the pay period click Submit for Approval. 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.

Sample Time Sheet