BANNER

Banner 9 Timesheet Entry

User Documentation

Version 1.0

Jan 08, 2018

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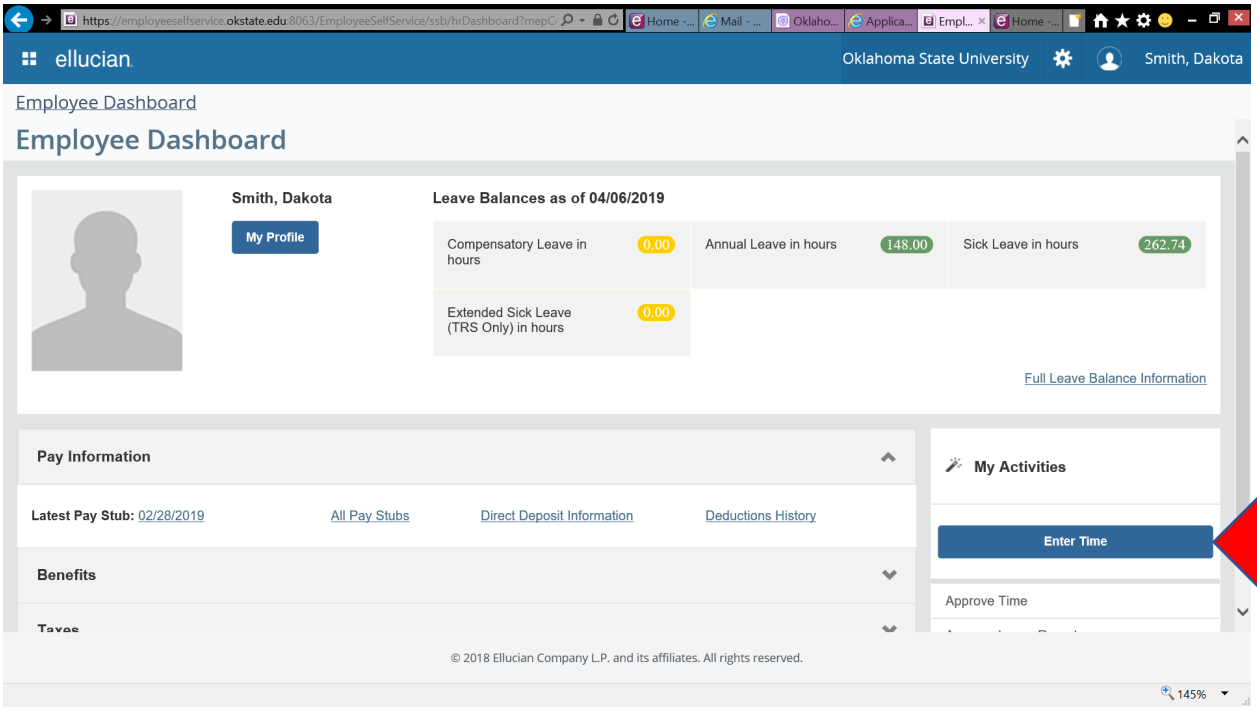
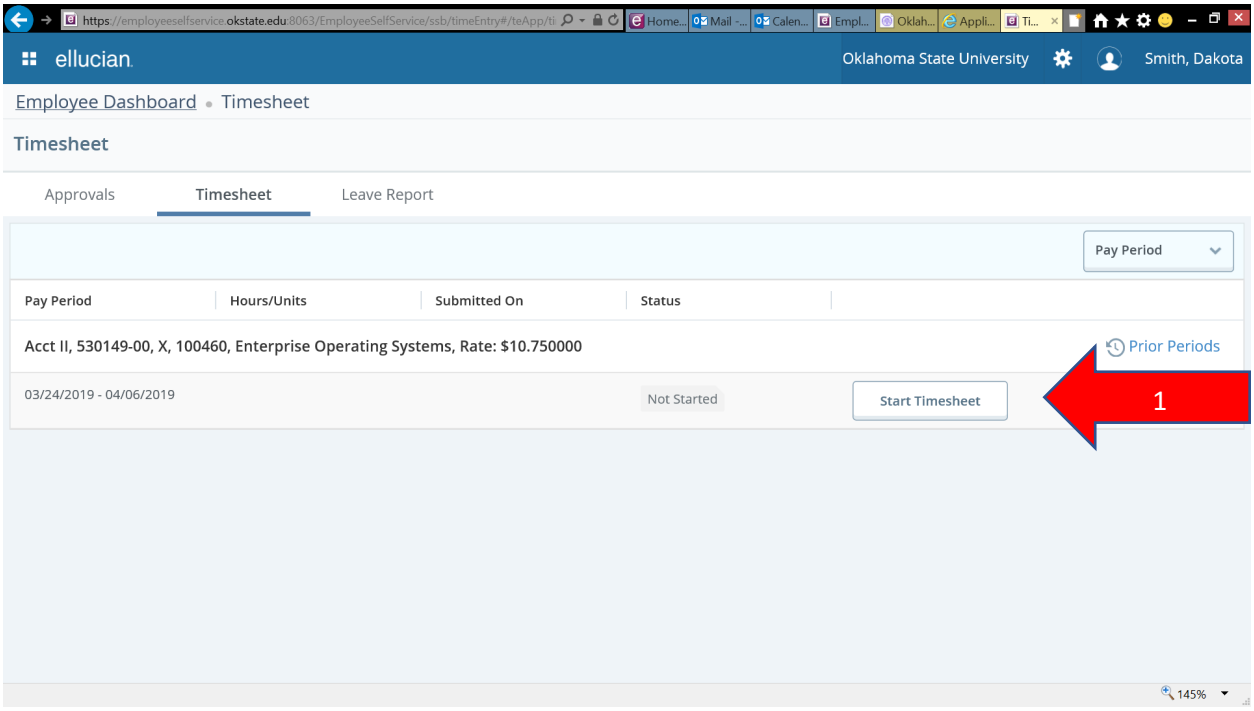
Banner 9 Timesheet Entry

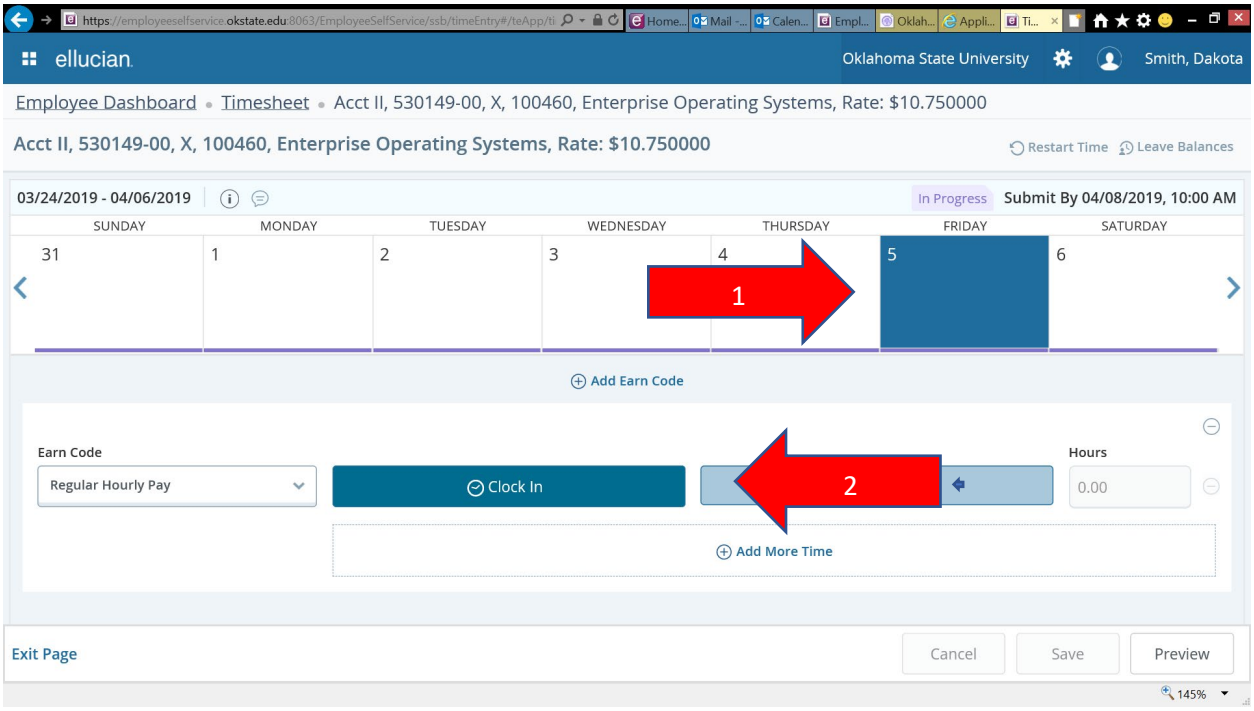
Clocking in and Basic Navigation



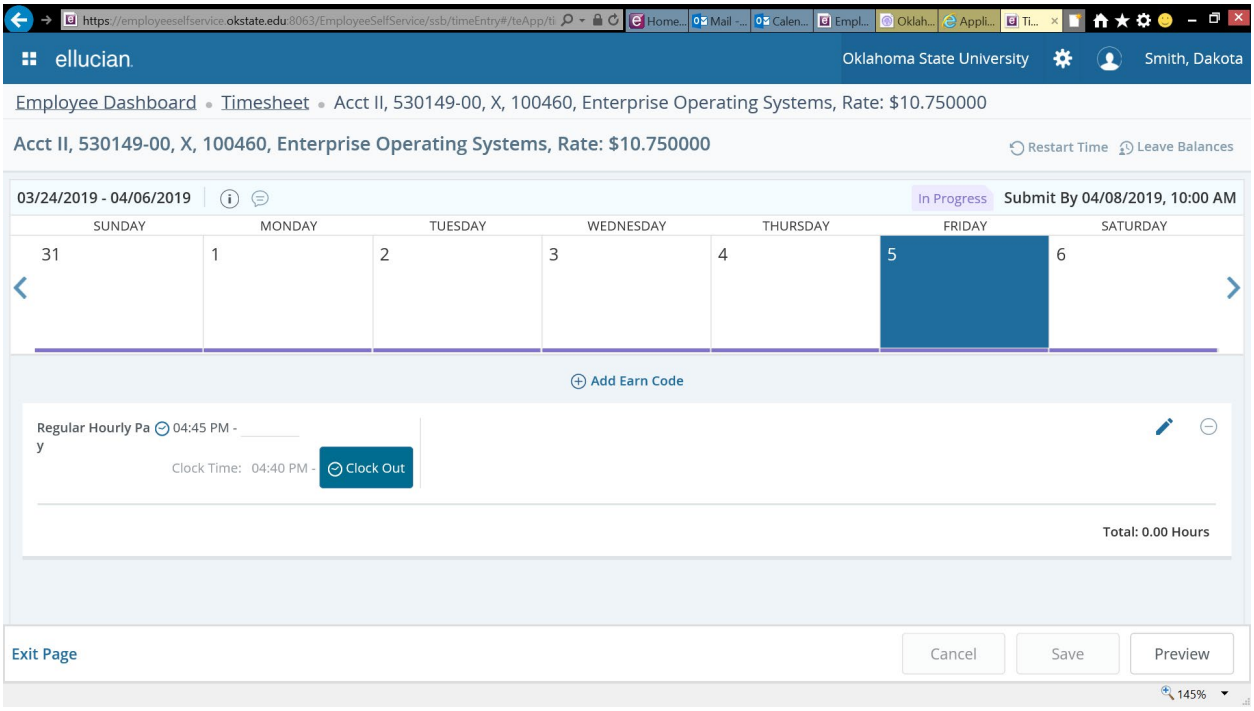
1. From the Employee Dashboard, click Enter Time (under My Activities on the right) (1).



2. Select timesheet and click Start Timesheet button (1).



3. Timesheet is opened and positioned on the current date (1).
4. Click Clock In to record the start of a work period (2).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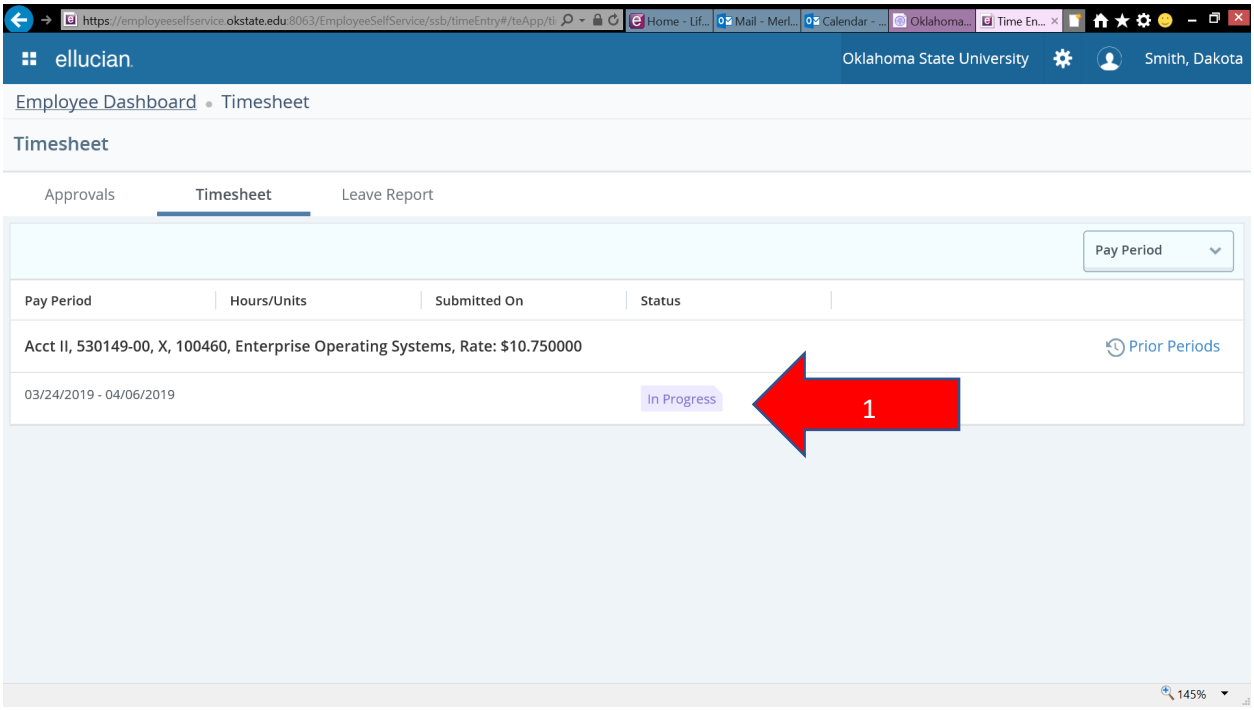
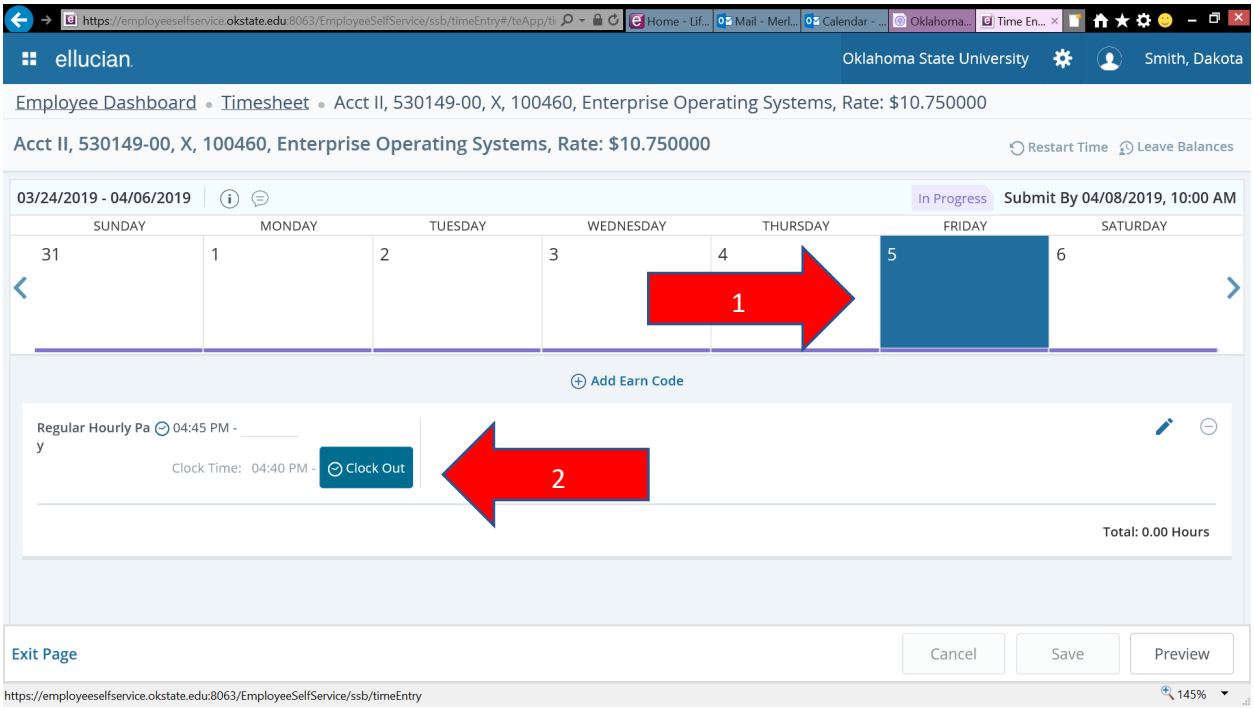
Oklahoma State University
Smith, Dakota
Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: $10.750000
Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: $10.750000
Restart Time
Leave Balances
03/24/2019 - 04/06/2019
In Progress
Submit By 04/08/2019, 10:00 AM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
31
1
2
3
4
5
6
Add Earn Code
Regular Hourly Pa
y
04:45 PM -
Clock Time: 04:40 PM -
Clock Out
Total: 0.00 Hours
Exit Page
Cancel
Save
Preview
145%

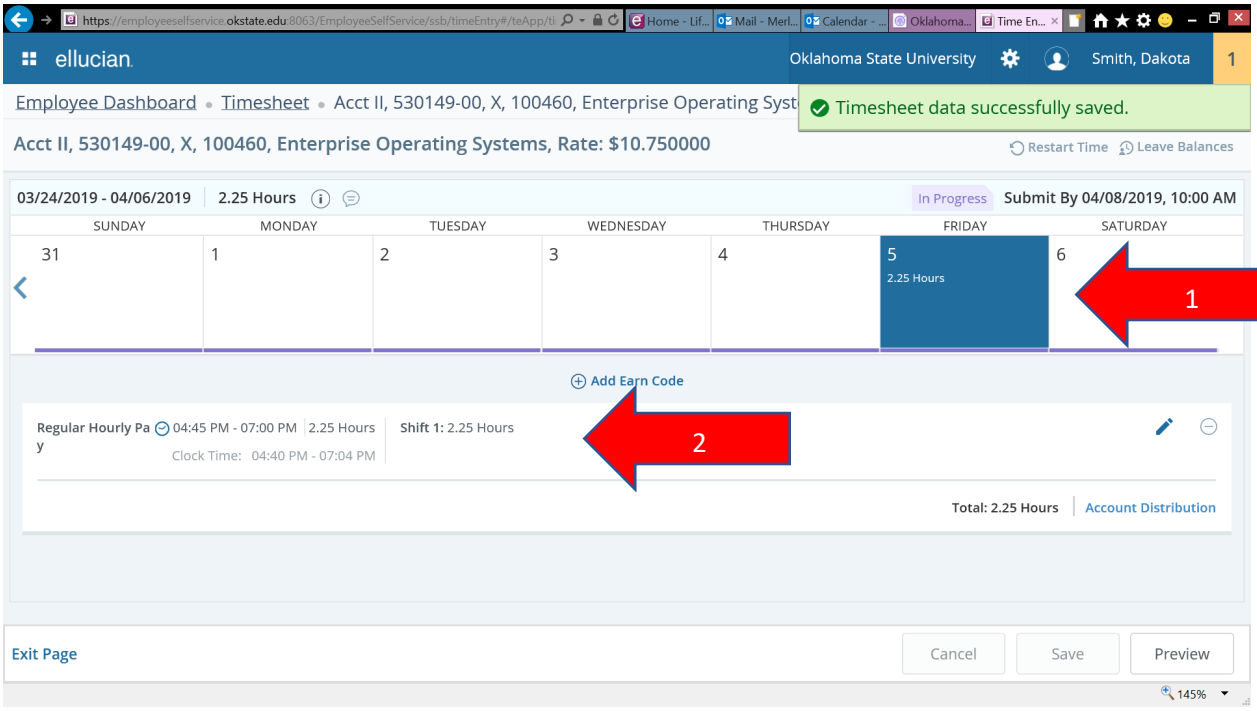
Clocking Out



1. To Return to the timesheet to clock out for a lunch break or the end of the day, click on a timesheet with the In Progress Status (1).

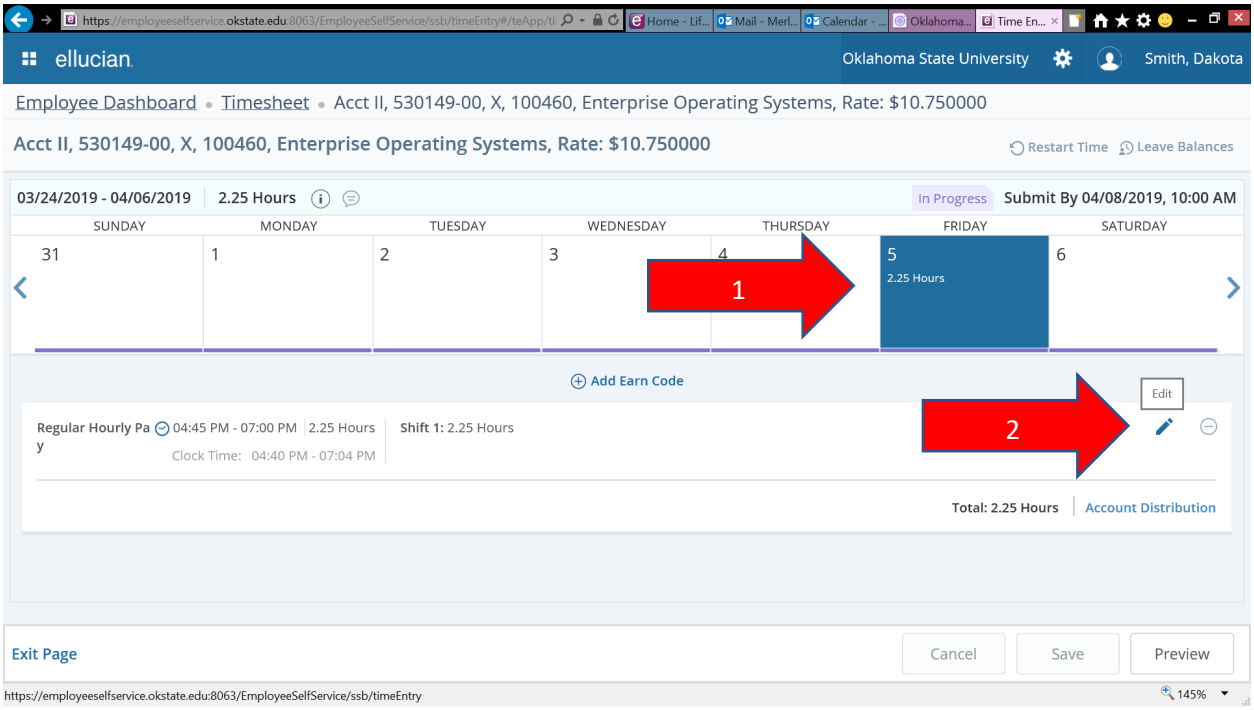


2. You will automatically be positioned on the current date (1). Click on the Clock Out Button (2).

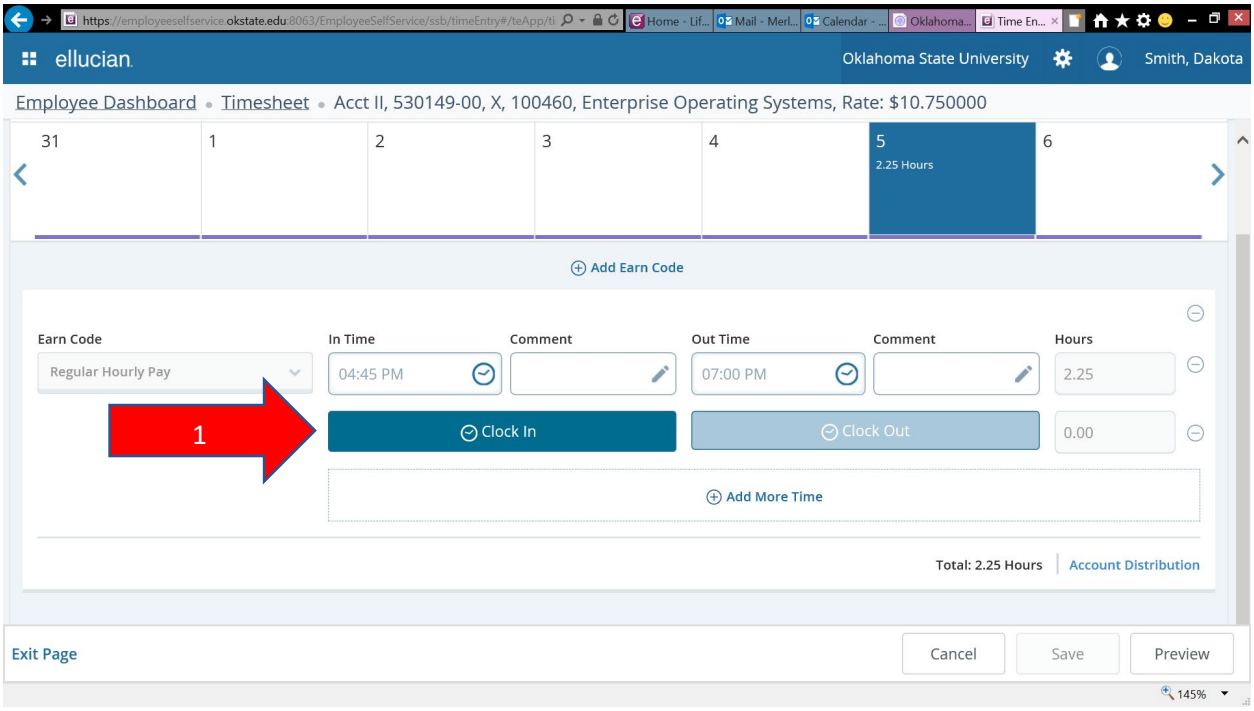


3. You should then see the Total time for that day at locations (1) and (2).

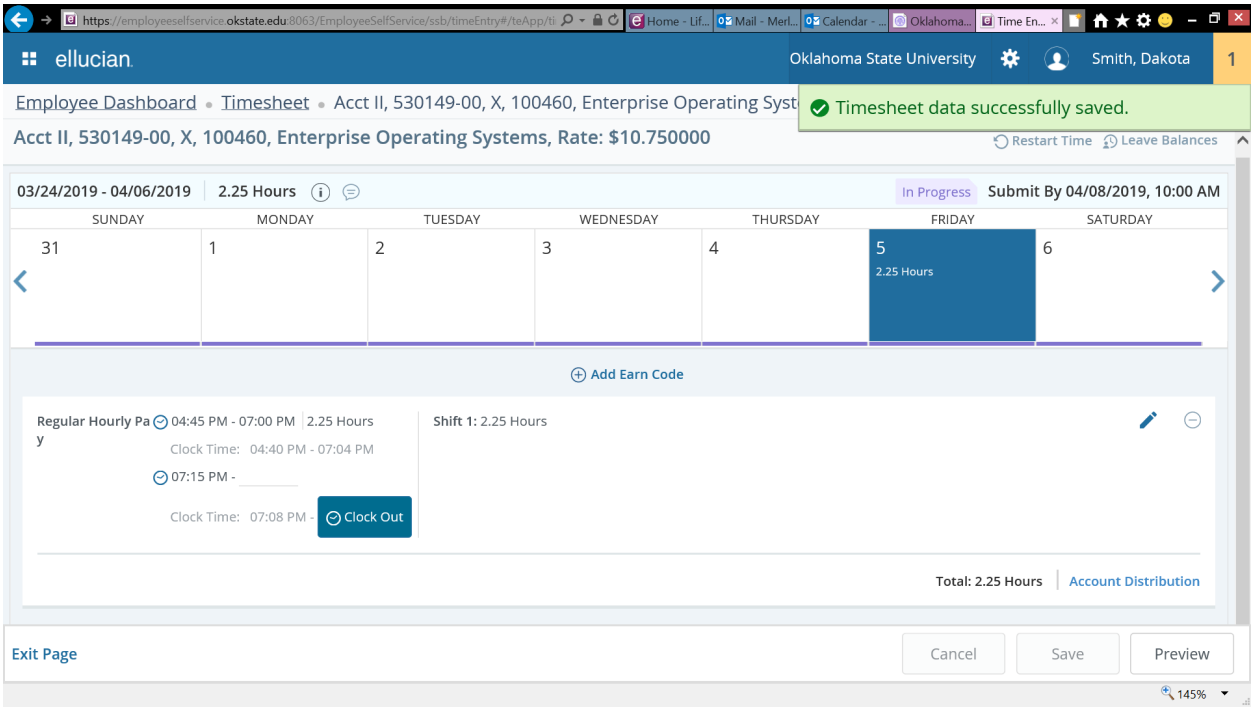
Clocking back in after a break on the same day



1. To clock back in after a break on the same day (1) Click on the pencil (edit) icon (2).

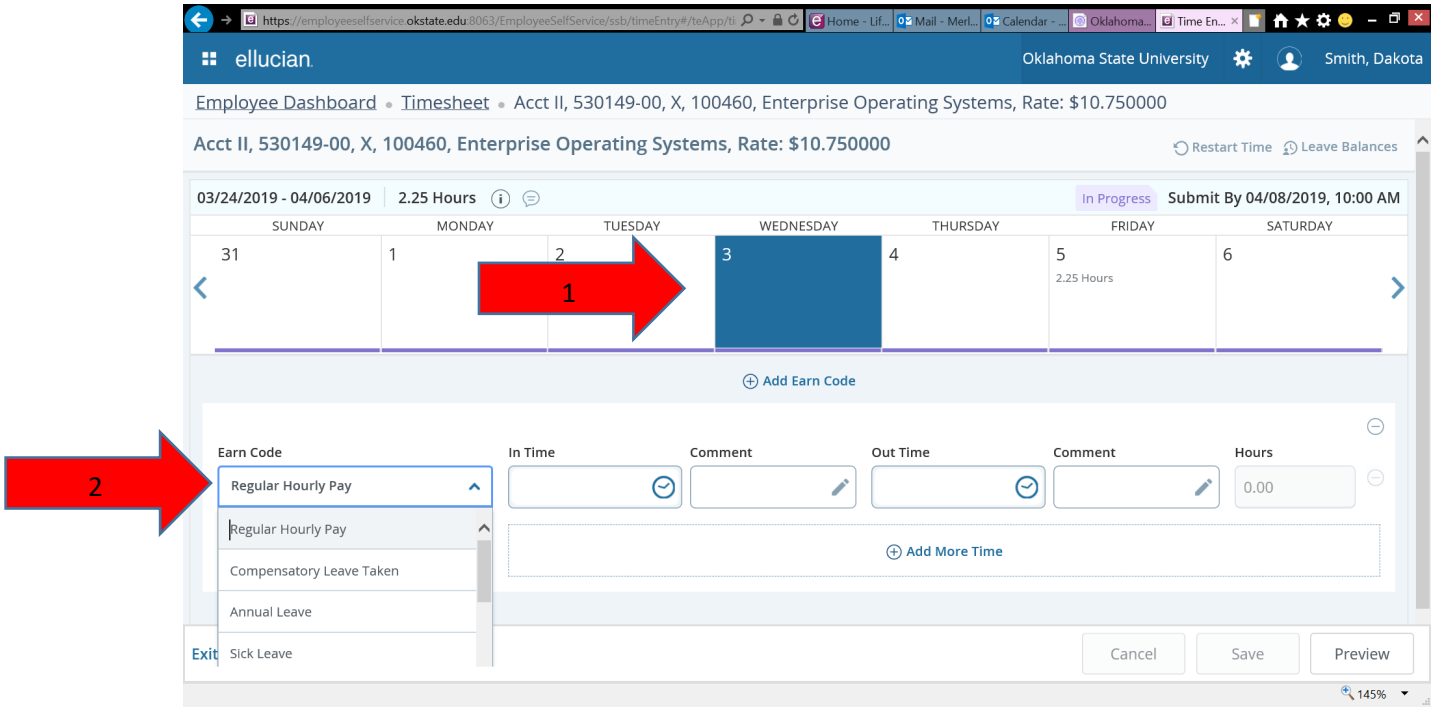


2. Click the Clock In button (1).

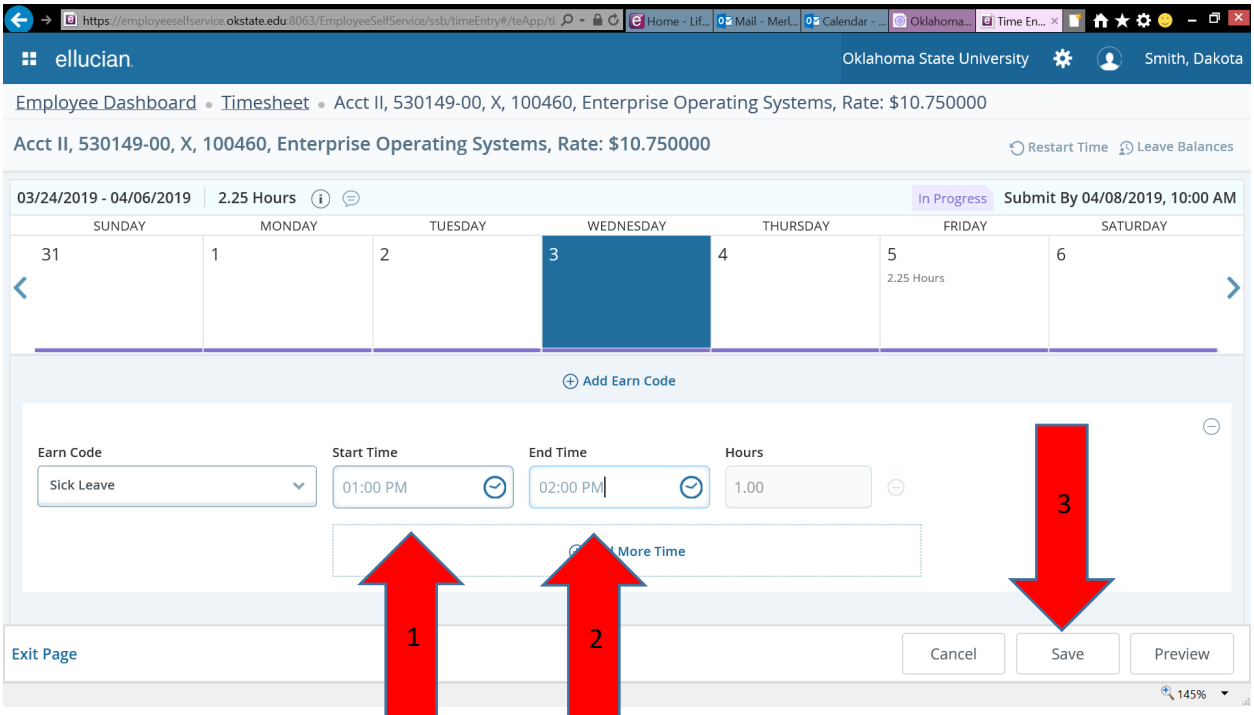


3. You should see then see a screen similar to the one above, to clock out, follow the steps in the Clocking out section. If you need to clock in and out more than twice a day repeat this section.

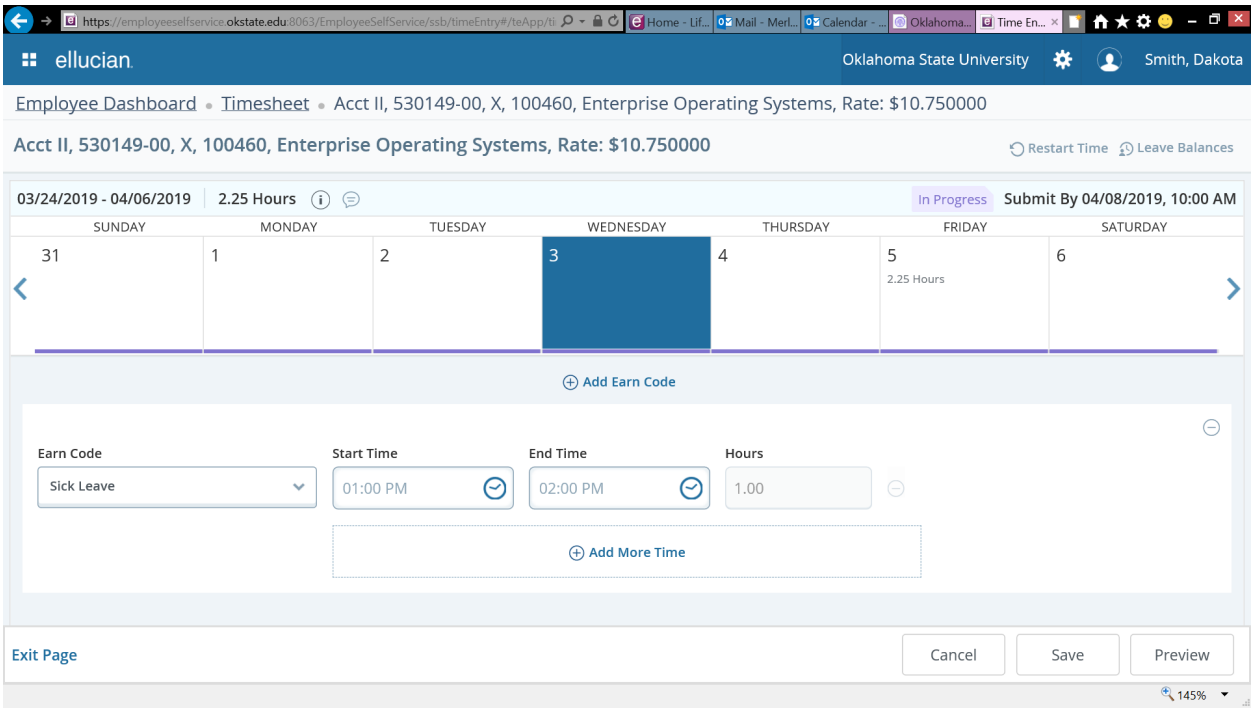
Entering Leave Time



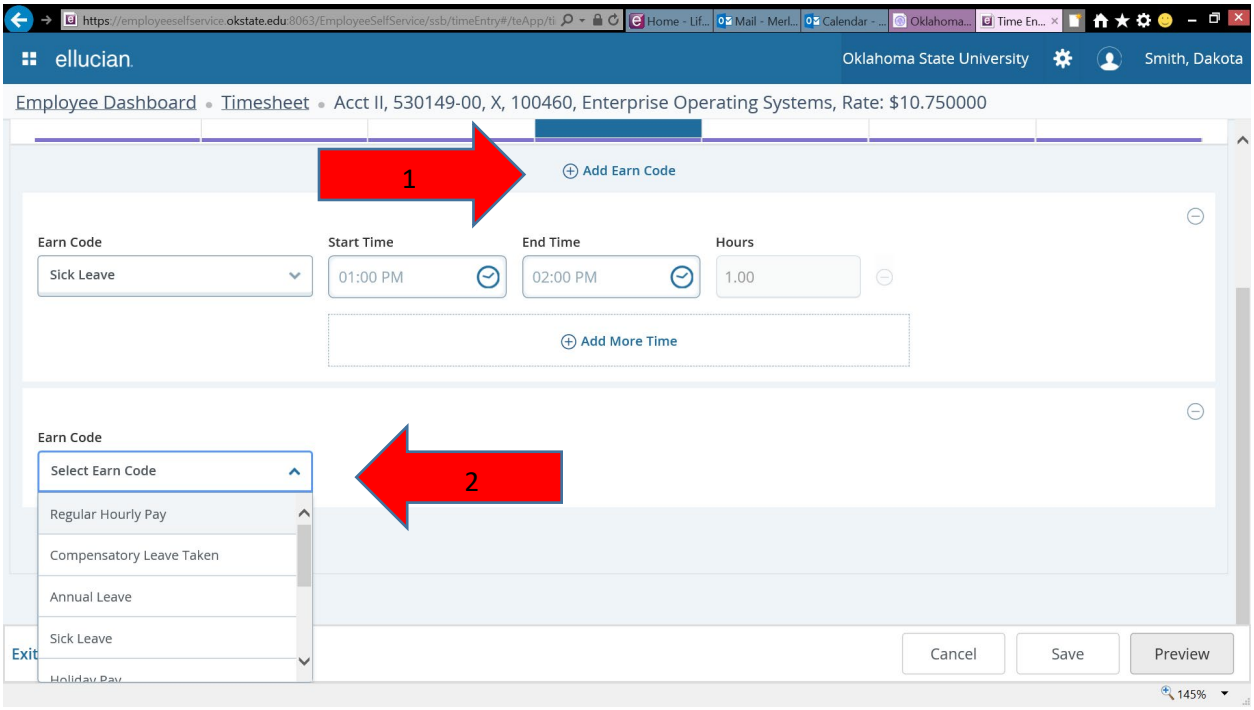
1. To enter leave time, click on the day that you wish to enter leave hours (1), then select from the Earnings Code drop down menu the appropriate type of leave (2).



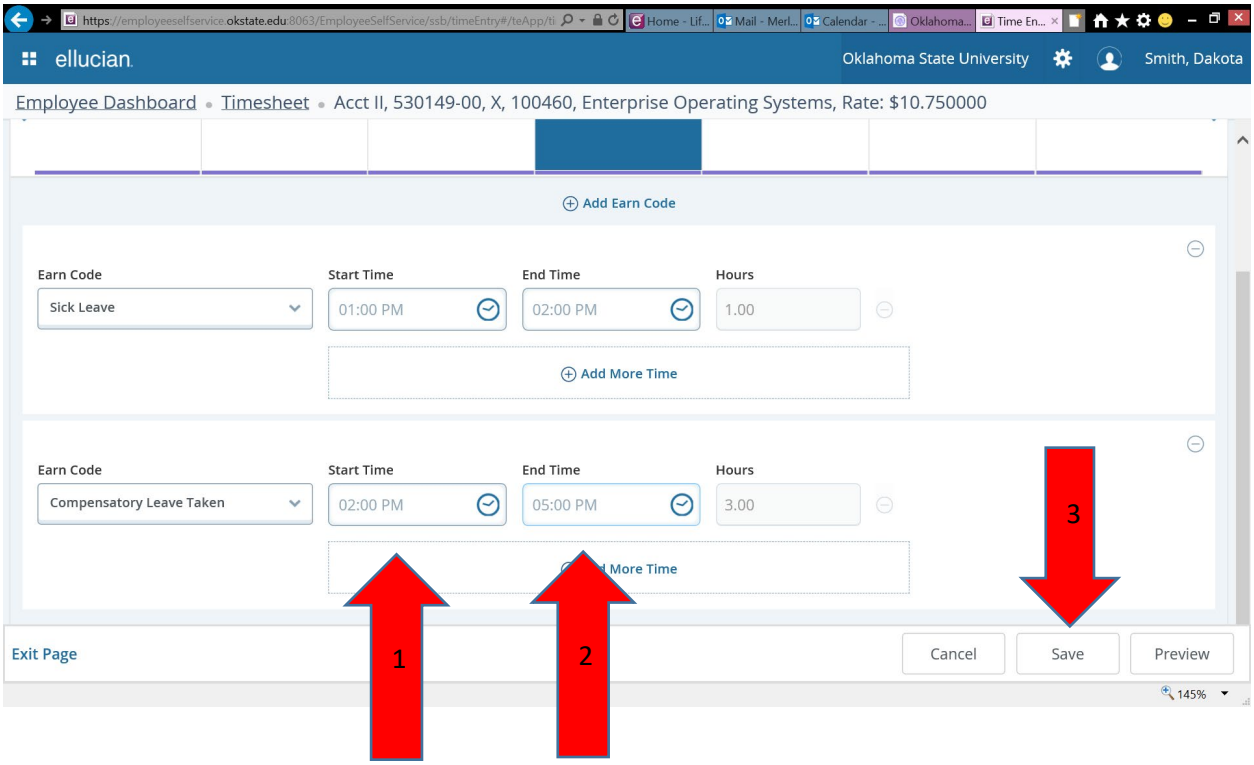
2. Enter the Start Time (1) and End Time(2) (format is Hour:Minute (space) then AM or PM – e.g. 1:00 PM for 1:00 p.m.) then click Save (3).



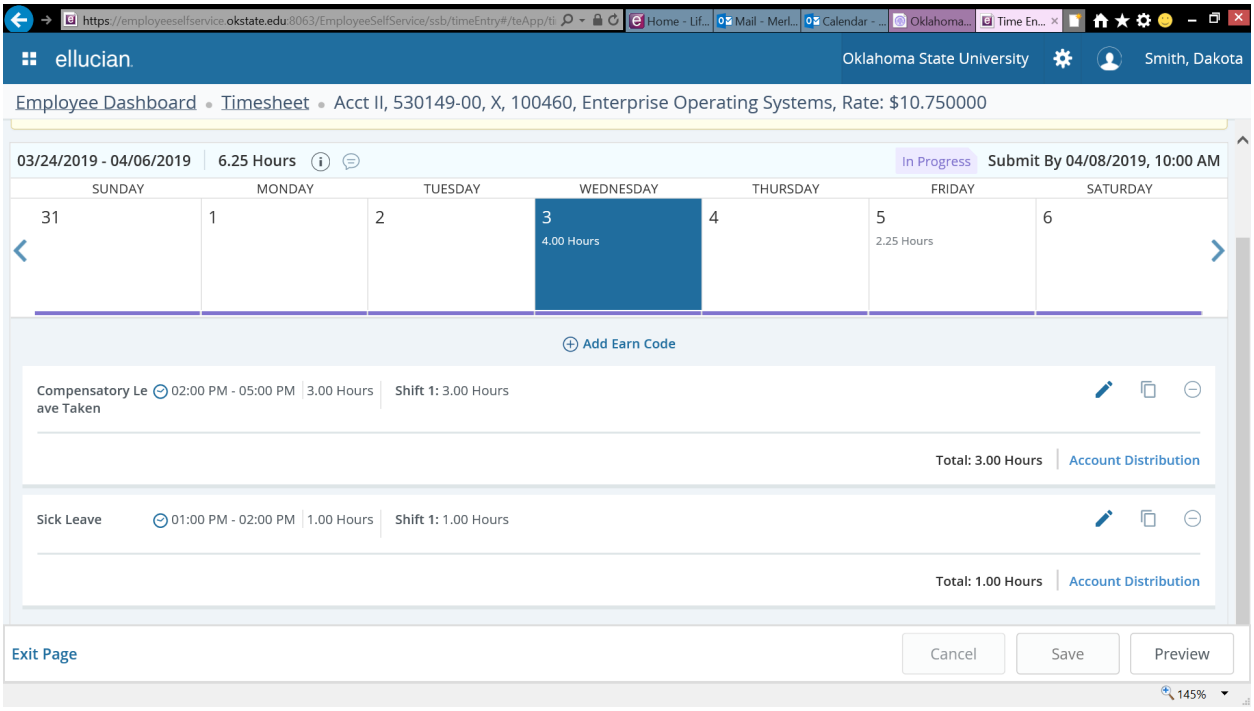
Adding addition earning types for the same day



1. To add an additional earnings type for the same day, Click on Add Earn Code (1), then select from the Earn Code drop down (2).



2. Enter Start Time (1) and End Time (2) (format is Hour:Minute (space) then AM or PM – e.g. 1:00 PM for 1:00 p.m.) then click Save (3).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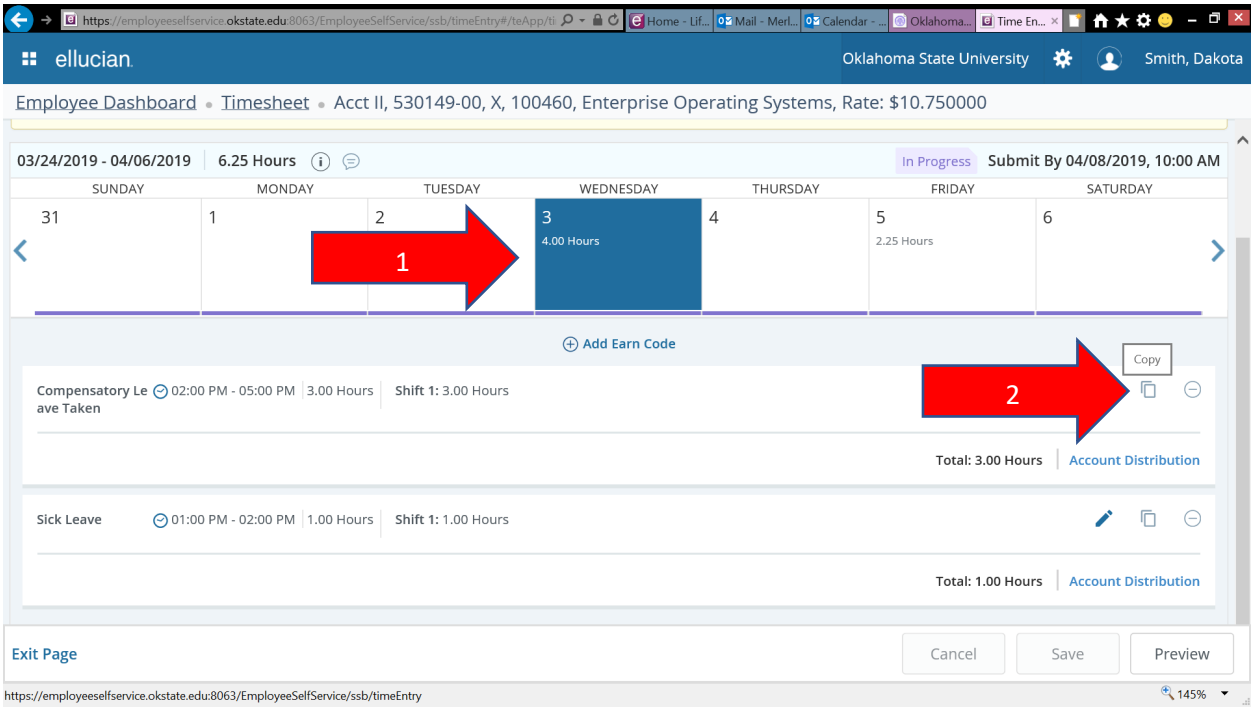
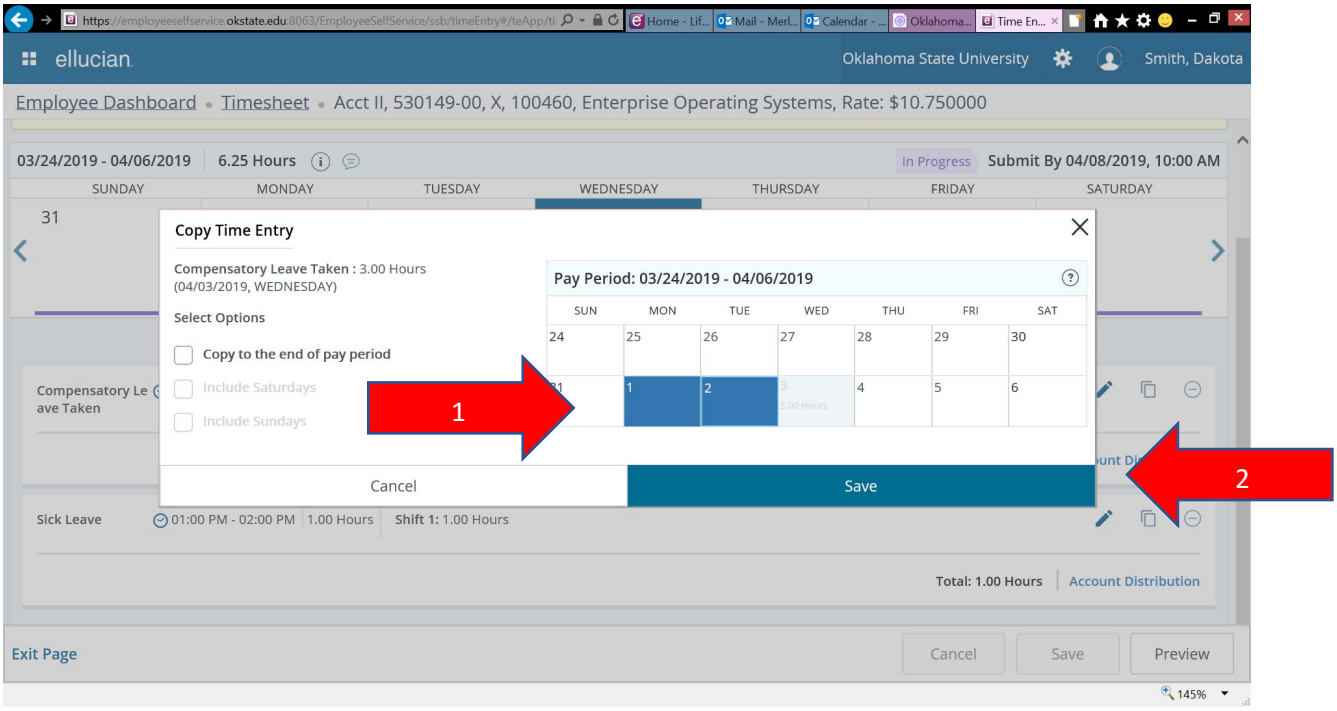
Oklahoma State University
Smith, Dakota
Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Systems, Rate: $10.750000
03/24/2019 - 04/06/2019
6.25 Hours
In Progress
Submit By 04/08/2019, 10:00 AM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
31
1
2
3
4.00 Hours
4
5
2.25 Hours
6
Add Earn Code
Compensatory Leave Taken
02:00 PM - 05:00 PM
3.00 Hours
Shift 1: 3.00 Hours
Total: 3.00 Hours
Account Distribution
Sick Leave
01:00 PM - 02:00 PM
1.00 Hours
Shift 1: 1.00 Hours
Total: 1.00 Hours
Account Distribution
Exit Page
Cancel
Save
Preview
145%

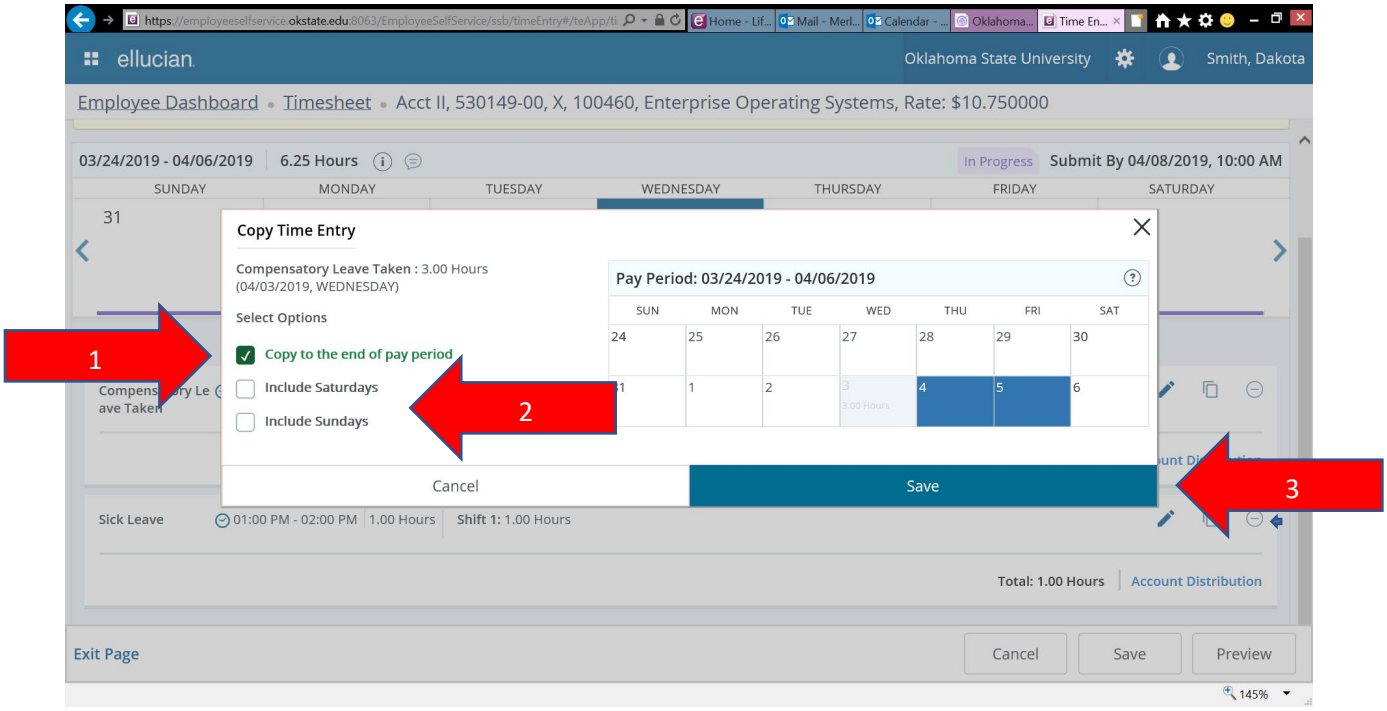
Copying Hours from one day to another



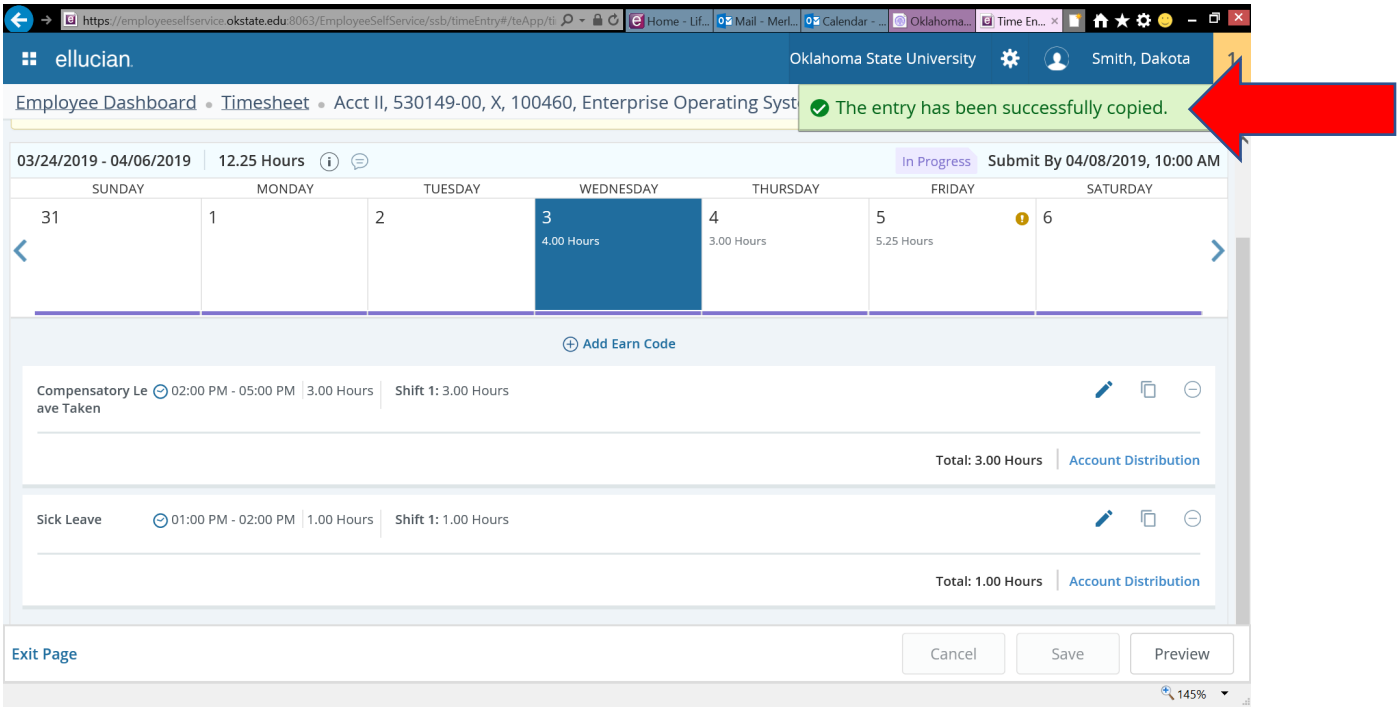
1. To copy leave hours from one day to other day(s). Click on the day (1), then click on the Copy Icon (2).



2. To copy to specific days, click on each day that you wish the hours to be copied to (1), the Click Save (2).



3. To copy the hours to all working days (Monday through Friday) to the end of the pay period, click on the “Copy to the end of the pay period” check box (1) on the left of the Copy Time Entry pop-up window. If you wish to include Saturdays and/or Sundays click these checkbox items (2). Click Save (3) when you have specified all the days where the hours will be copied to.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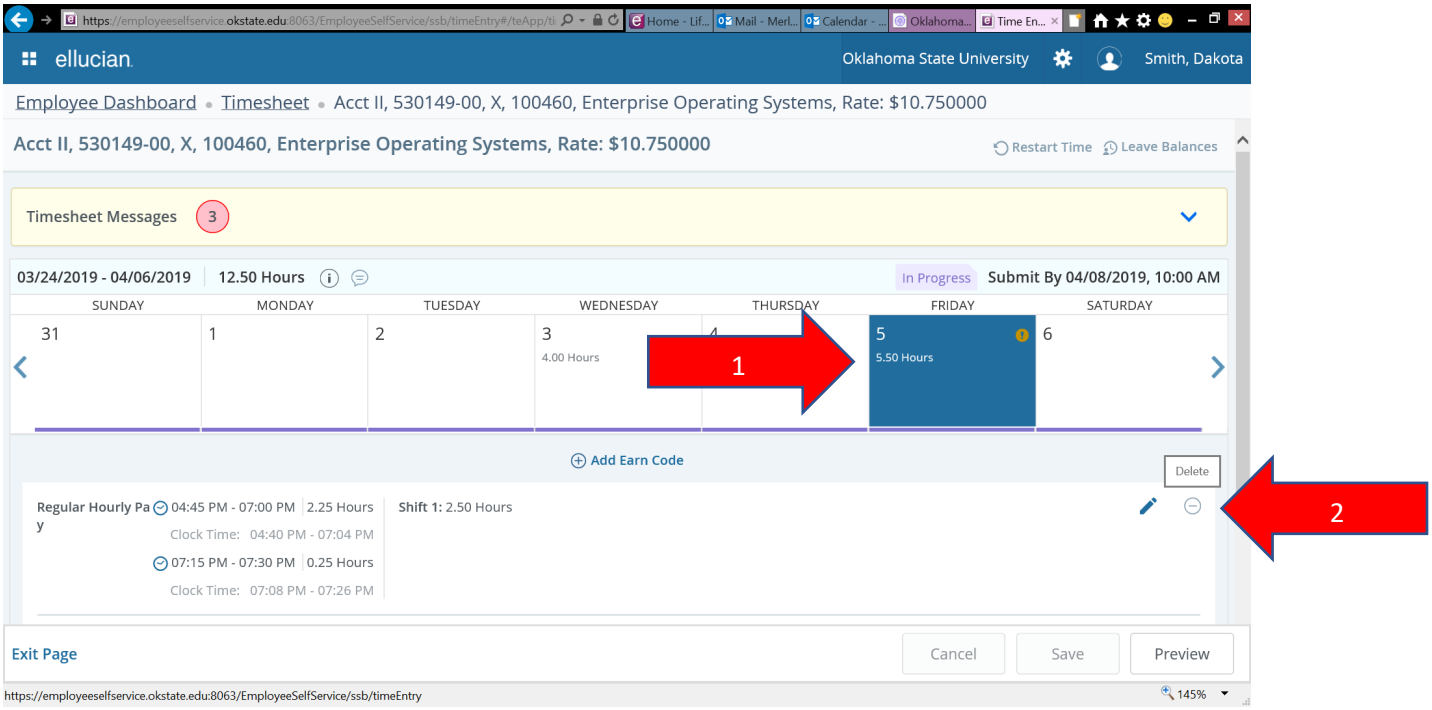
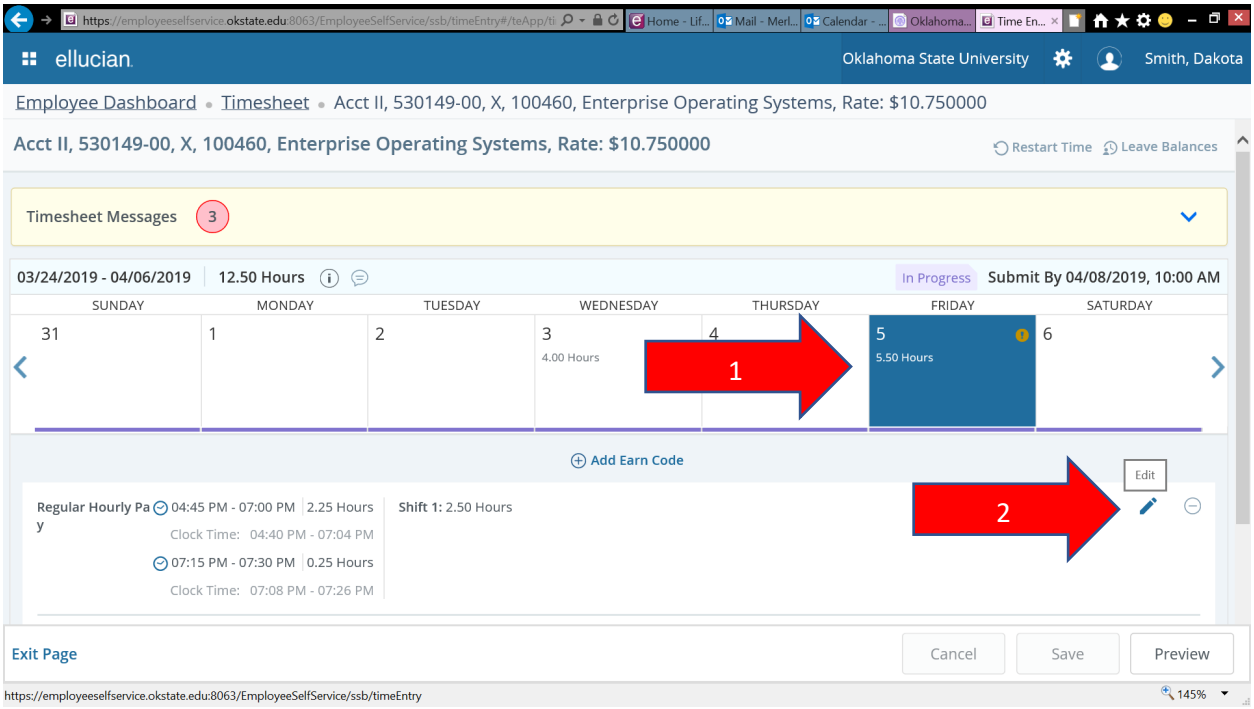
Oklahoma State University
Smith, Dakota
Employee Dashboard
Timesheet
Acct II, 530149-00, X, 100460, Enterprise Operating Syst
The entry has been successfully copied.
03/24/2019 - 04/06/2019
12.25 Hours
In Progress
Submit By 04/08/2019, 10:00 AM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
31
1
2
3
4.00 Hours
4
3.00 Hours
5
5.25 Hours
6
Add Earn Code
Compensatory Leave Taken
02:00 PM - 05:00 PM
3.00 Hours
Shift 1: 3.00 Hours
Total: 3.00 Hours
Account Distribution
Sick Leave
01:00 PM - 02:00 PM
1.00 Hours
Shift 1: 1.00 Hours
Total: 1.00 Hours
Account Distribution
Exit Page
Cancel
Save
Preview
145%

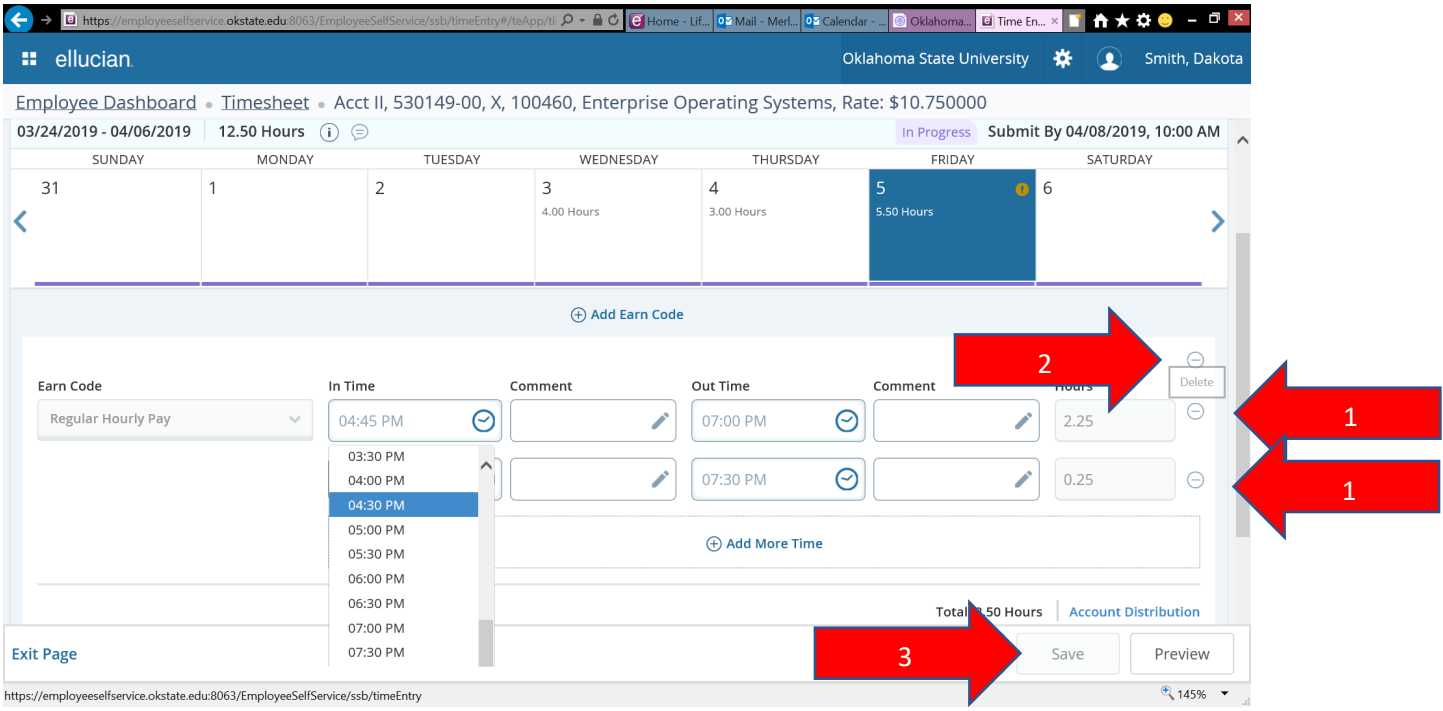
Removing Hours



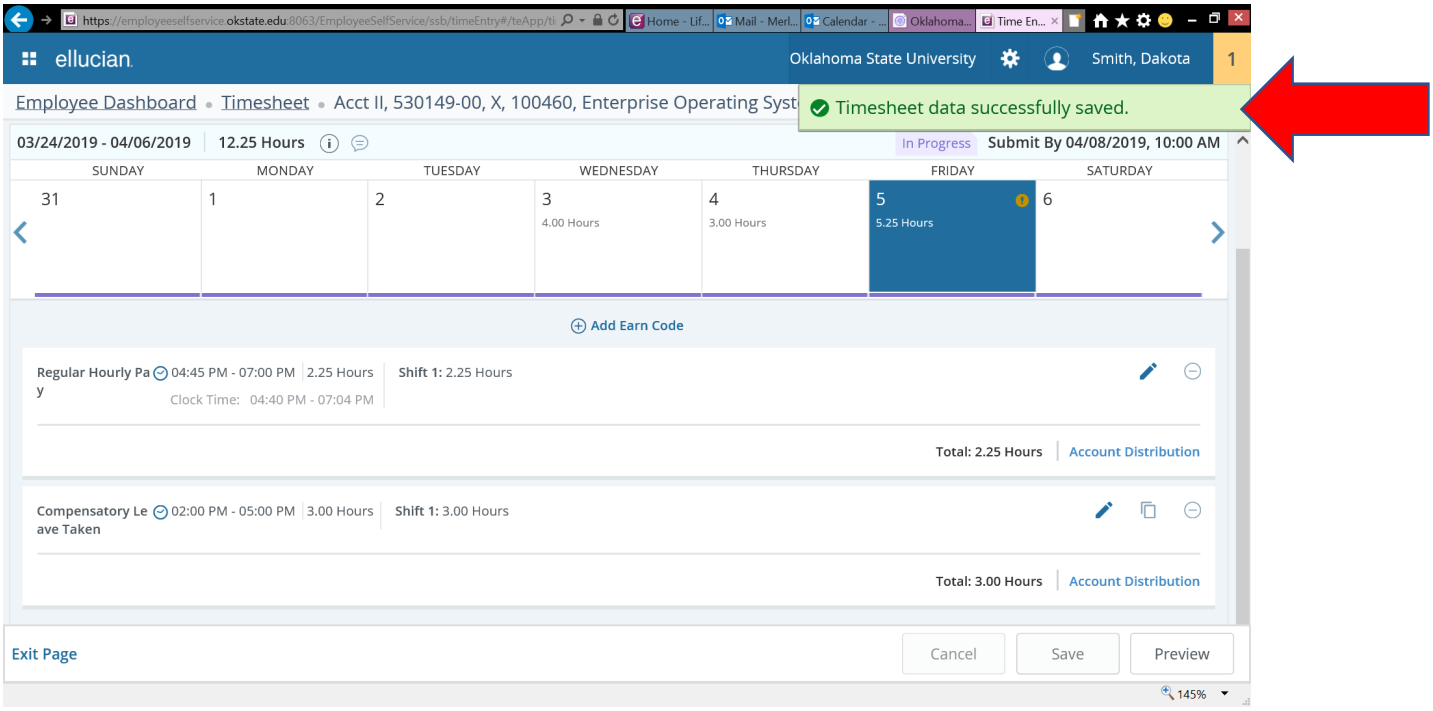
1. To remove ***all hours*** for a given earnings code and day, select the day (1), click on the Delete icon (2).



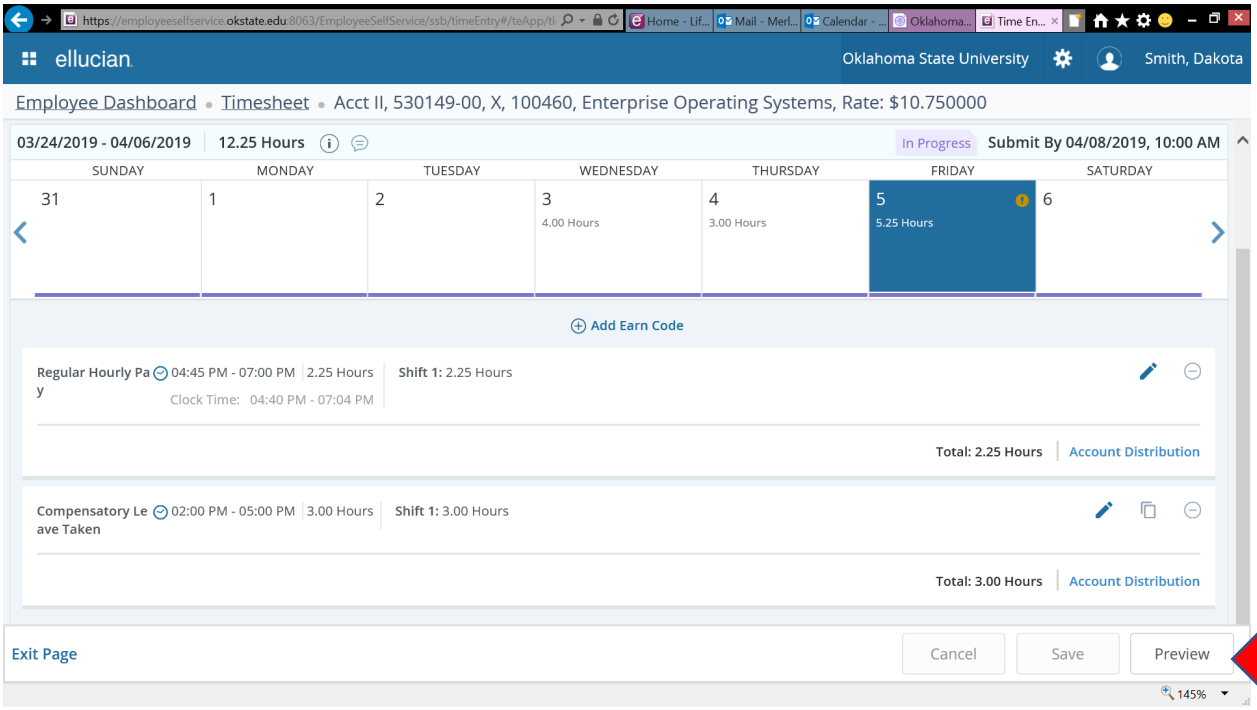
2. To delete a ***single time in/out entry*** for an earnings code and day (1), click the pencil (edit) icon (2).



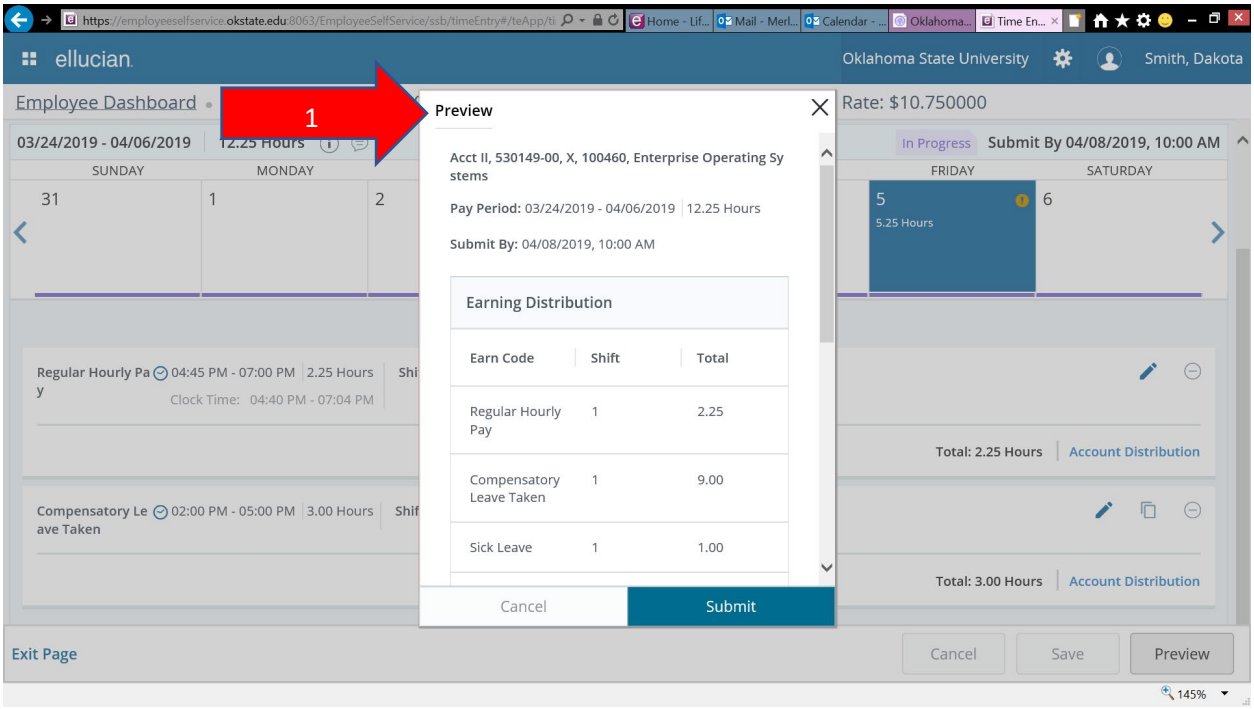
3. Click on the delete icon next to the time in/out line you would like to remove (1). Click on the top delete icon (2) to delete all entries for the earnings on this day. Click Save (3) when you have finished.


ellucian
Oklahoma State University
Smith, Dakota
Employee Dashboard • Timesheet • Acct II, 530149-00, X, 100460, Enterprise Operating Syst
Timesheet data successfully saved.
03/24/2019 - 04/06/2019
12.25 Hours
In Progress
Submit By 04/08/2019, 10:00 AM
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
31
1
2
3
4.00 Hours
4
3.00 Hours
5
5.25 Hours
6
Add Earn Code
Regular Hourly Pay
04:45 PM - 07:00 PM
2.25 Hours
Clock Time: 04:40 PM - 07:04 PM
Shift 1: 2.25 Hours
Total: 2.25 Hours
Account Distribution
Compensatory Leave Taken
02:00 PM - 05:00 PM
3.00 Hours
Shift 1: 3.00 Hours
Total: 3.00 Hours
Account Distribution
Exit Page
Cancel
Save
Preview
145%

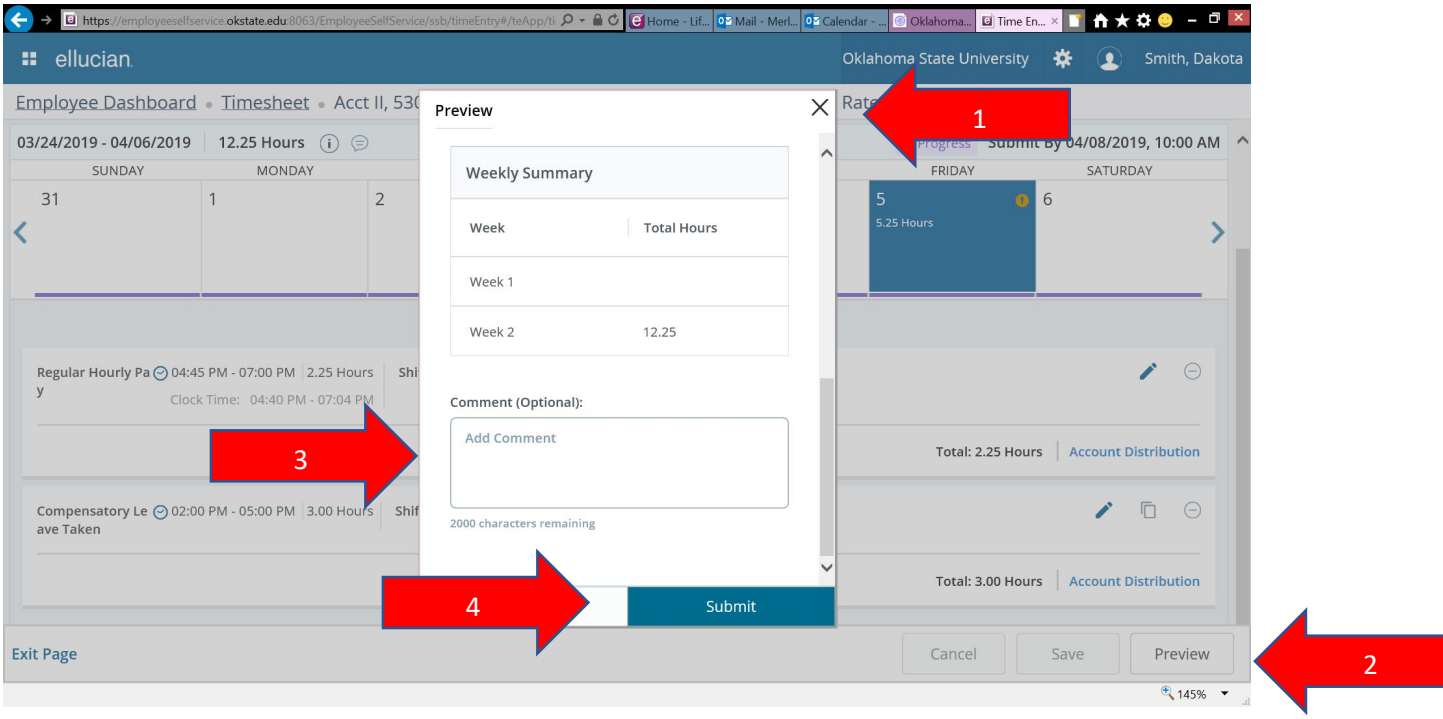
Submitting you timesheet for approval



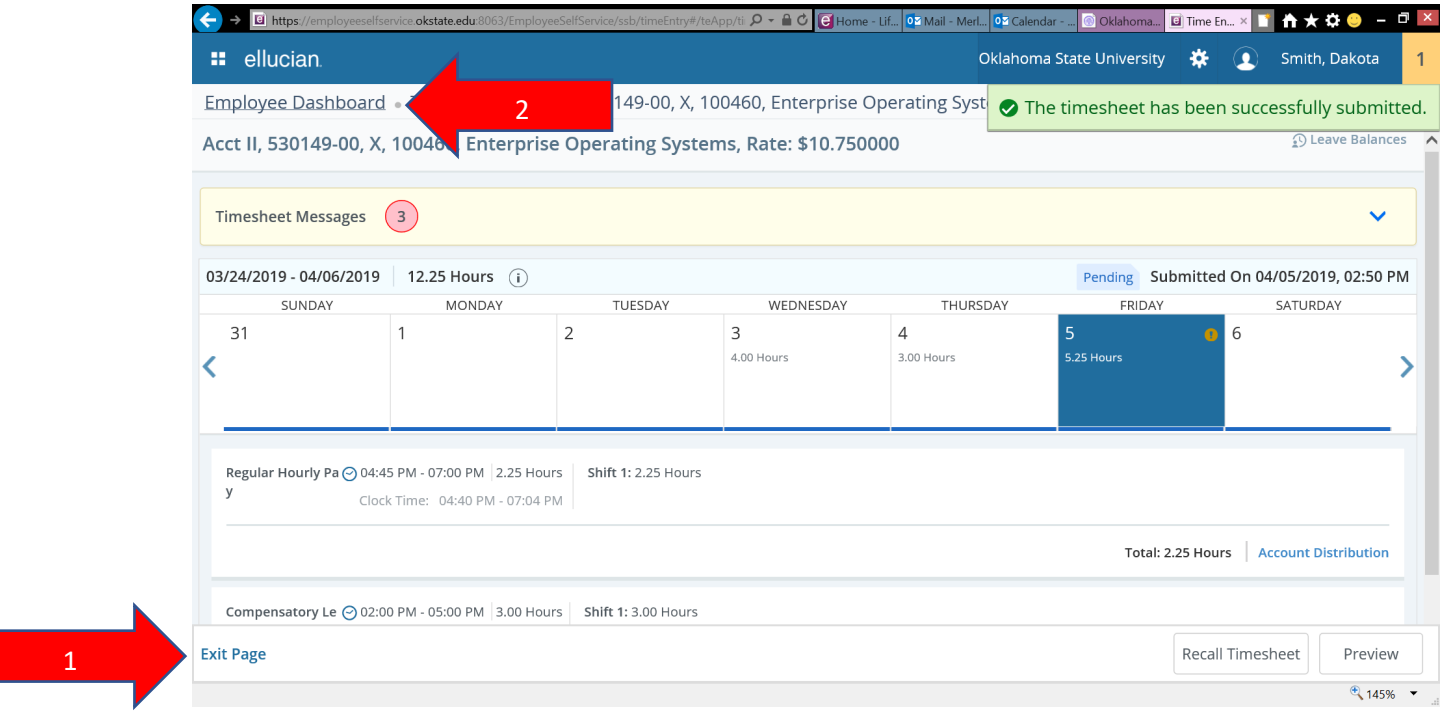
1. After you have clocked out for your last working day within the pay period and enter any leave hours for the remainder of the pay period, you must submit your timesheet to your supervisor for approval. Click the Preview button (1) to begin the submission process.



2. Review the information in the Preview pop-up window (1).



3. If corrections are needed prior to submitting to your supervisor, click the X (1) in the upper righthand corner of the Preview Window. Make the changes needed, then Click Preview (2) again.
4. You can enter comments (3) if you feel it would be helpful prior to submitting the timesheet.
5. To submit the timesheet to your supervisor, click Submit (4).



6. When you are done, you can click Exit Page (1) or Click Employee Dashboard (2) to go back to this page.