



How to Enter Time

Login to Banner Self-Service.

On the Employee Dashboard, click on Enter Time.

The screenshot shows the Employee Dashboard for Betty Rubble. It includes a profile picture, a 'My Profile' button, and a 'Leave Balances as of 05/11/2021' section with the following data:

Category	Balance
Annual Leave in hours	24.00
Personal Time in hours	8.00
Sick Leave in hours	124.00
Compensatory Leave in hours	0.00
Sick Bank in hours	0.00
No Pay Leave in hours	0.00

Below the leave balances are sections for 'Pay Information' (Latest Pay Stub: 04/30/2021, All Pay Stubs, Direct Deposit Information, Deductions History) and 'My Activities' (Enter Time, Enter Leave Report). A red arrow points to the 'Enter Time' button.

You will see the Timesheet Calendar for the current month (reporting period).

The screenshot shows the Timesheet Calendar for May 2021. It includes tabs for Approvals, Timesheet, Leave Report, and Leave Request. The calendar is set to May 2021 and shows a grid of dates from 25 to 29. The 'Month' dropdown is set to 'Month'.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



Change the month view to pay period view in the left-hand corner.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals **Timesheet** Leave Report

May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Month Pay Period Month

To enter time, click on Start Timesheet.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals **Timesheet** Leave Report

Pay Period

Pay Period	Hours/Units	Submitted On	Status
Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000			
05/16/2021 - 06/15/2021	Not Started		Start Timesheet

Prior Periods

Click on the date to enter time. For example, click on the 17. Enter the start time and end time below the date next to the earning code.

05/16/2021 - 06/15/2021 In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20	21	22

⊕ Add Earn Code

Earn Code: Regular

Start Time: hh:mm a

End Time: hh:mm a

Hours: 0.00

⊕ Add More Time



Click on the drop-down box under Start Time and End Time. This will allow time to be entered. Then choose set.

The screenshot shows a time entry interface for the dates 05/16/2021 to 06/15/2021. The interface includes a calendar view at the top and a form below. The form has fields for Earn Code (set to 'Regular'), Start Time, End Time, and Hours. The Start Time field is open, showing a dropdown menu with options for 07:00 AM, 08:00 AM, and 09:15 PM. The End Time field is also open, showing a dropdown menu with options for 07:00 AM, 08:00 AM, and 09:15 PM. The Hours field is set to 0.00. A red arrow points to the 'SET' button at the bottom of the dropdown menu.

If a break is taken, click on Add More Time. This will add another row to enter additional hours.

The screenshot shows the same time entry interface as the previous one, but now the Start Time is set to 08:00 AM and the End Time is set to 12:00 PM. The Hours field is set to 4.00. A red arrow points to the 'Add More Time' button below the form.



Add the additional hours needed. Then click Save at the bottom of the page.

05/16/2021 - 06/15/2021 ⓘ 🗨 In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20	21	22

+ Add Earn Code

Earn Code: Regular

Start Time: 08:00 AM

End Time: 12:00 PM

Hours: 4.00

Start Time: 01:00 PM

End Time: 03:00 PM

Hours: 2.00

+ Add More Time

Exit Page
<https://employeeesb-test.ec.accs.edu:8102/EmployeeSelfService/sst/hrDashboard#/hrDashbo...>

Cancel Save Preview

Now you can see the hours have been entered into the date selected.

05/16/2021 - 06/15/2021 6.00 Hours ⓘ 🗨 In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20	21	22

+ Add Earn Code

Regular

- 08:00 AM - 12:00 PM 4.00 Hours
- 01:00 PM - 03:00 PM 2.00 Hours

+ Add More Time

Total: 6.00 Hours | [Account Distribution](#)



To enter additional hours, select the next date needed for time and repeat the process. The form has arrows on both sides to advance to the next week or go back to the previous week.

05/16/2021 - 06/15/2021 6.00 Hours In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 6.00 Hours	18	19	20	21	22

< >

+ Add Earn Code

Earn Code: Regular Start Time: hh:mm a End Time: hh:mm a Hours: 0.00

+ Add More Time

Red arrows point to the left and right navigation arrows.

The form also has an option to copy timesheet hours from one day to the next day. Once the hours have been entered, select the paper icon to copy.

05/16/2021 - 06/15/2021 6.00 Hours In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 6.00 Hours	18	19	20	21	22

< >

+ Add Earn Code

Regular 08:00 AM - 12:00 PM 4.00 Hours
01:00 PM - 03:00 PM 2.00 Hours

+ Add More Time

Total: 6.00 Hours | Account Distribution

Red arrow points to the paper icon.



The pay period month will appear. Select the dates you would like copied hours added. Then select Save.

The screenshot shows the 'Copy Time Entry' dialog box. It is titled 'Copy Time Entry' and has a close button (X) in the top right corner. Below the title, it says 'Regular : 6.00 Hours (05/17/2021, MONDAY)'. Under 'Select Options', there are three checkboxes: 'Copy to the end of pay period', 'Include Saturdays', and 'Include Sundays', all of which are currently unchecked. To the right of these options is a calendar for the 'Pay Period: 05/16/2021 - 06/15/2021'. The calendar shows dates from 16 to 19 in the first row, 23 to 29 in the second, 30 to 5 in the third, 6 to 12 in the fourth, and 13 to 19 in the fifth. The dates 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 are highlighted in blue, indicating they are selected. At the bottom of the dialog, there are 'Cancel' and 'Save' buttons.

Once the copy form has been saved, the hours will be added to the dates selected.

The screenshot shows the timesheet interface for the pay period '05/16/2021 - 06/15/2021'. The total hours are '54.00 Hours'. The timesheet is divided into columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The dates 23, 24, 25, 26, 27, 28, and 29 are listed under their respective days. The hours for each day are: SUNDAY (23) is blank; MONDAY (24) is 6.00 Hours; TUESDAY (25) is 6.00 Hours; WEDNESDAY (26) is blank; THURSDAY (27) is 6.00 Hours; FRIDAY (28) is blank; and SATURDAY (29) is blank. Three red arrows point upwards to the 6.00 Hours entries for Monday, Tuesday, and Thursday. Below the timesheet, there is a section for 'Regular' work with two time slots: '08:00 AM - 12:00 PM | 4.00 Hours' and '01:00 PM - 03:00 PM | 2.00 Hours'. There is an 'Add More Time' button. At the bottom right, it says 'Total: 6.00 Hours | Account Distribution'.



To edit time that has already been entered, select the date that needs correcting. Then select the edit pencil icon.

05/16/2021 - 06/15/2021 54.00 Hours In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 6.00 Hours	25 6.00 Hours	26	27 6.00 Hours	28	29

+ Add Earn Code

Regular

- 08:00 AM - 12:00 PM 4.00 Hours
- 01:00 PM - 03:00 PM 2.00 Hours

+ Add More Time

Total: 6.00 Hours | Account Distribution

A red arrow points to the edit pencil icon in the top right corner of the earned hours list.

The hours can be changed to reflect the corrected hours. Then select Save at the bottom.

05/16/2021 - 06/15/2021 54.00 Hours In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 6.00 Hours	25 6.00 Hours	26	27 6.00 Hours	28	29

+ Add Earn Code

Earn Code: Regular

Start Time	End Time	Hours
10:00 AM	12:00 PM	2.00
01:00 PM	03:00 PM	2.00

+ Add More Time

Exit Page

Cancel Save Preview

A red arrow points to the Save button at the bottom right of the interface.



To delete the saved hours, select the dash icon.

05/16/2021 - 06/15/2021 52.00 Hours In Progress Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 6.00 Hours	25 6.00 Hours	26	27 6.00 Hours	28	29

+ Add Earn Code

Regular

- 10:00 AM - 12:00 PM | 2.00 Hours
- 01:00 PM - 03:00 PM | 2.00 Hours

+ Add More Time

Total: 4.00 Hours Account Distribution

A warning message will appear, select yes if you would like to delete the earning record.

[Employee Dashboard](#) • [Timesheet](#) • Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000

Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000

05/16/2021 - 06/15/2021 52.00 Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 6.00 Hours	25 6.00 Hours	26	27 6.00 Hours	28	29

+ Add Earn Code

Regular

- 10:00 AM - 12:00 PM | 2.00 Hours
- 01:00 PM - 03:00 PM | 2.00 Hours

+ Add More Time

Total: 4.00 Hours Account Distribution

Are you sure you want to delete the earning record?

No Yes



Once the timesheet is ready to be submitted for approval, select preview at the bottom of the screen.

05/16/2021 - 06/15/2021 | 52.00 Hours | In Progress | Submit By 06/19/2021, 04:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 6.00 Hours	25 6.00 Hours	26	27 6.00 Hours	28	29

Regular

- 10:00 AM - 12:00 PM | 2.00 Hours
- 01:00 PM - 03:00 PM | 2.00 Hours

[Add More Time](#)

Total: 4.00 Hours | Account Distribution

Exit Page | Cancel | Save | **Preview**

A preview of the earning codes and total hours will show along with a weekly summary.

Employee Dashboard | Timesheet | Clerk Human Resources

Clerk Human Resources, SS9777-00, 1, 603020, Human Resources

05/16/2021 - 06/15/2021 | 52.00 Hours | In Progress | Submit By 06/19/2021, 04:00 PM

Earn Code	Shift	Total
Regular	1	52.00
Total Hours		52.00
Total Units		0.00

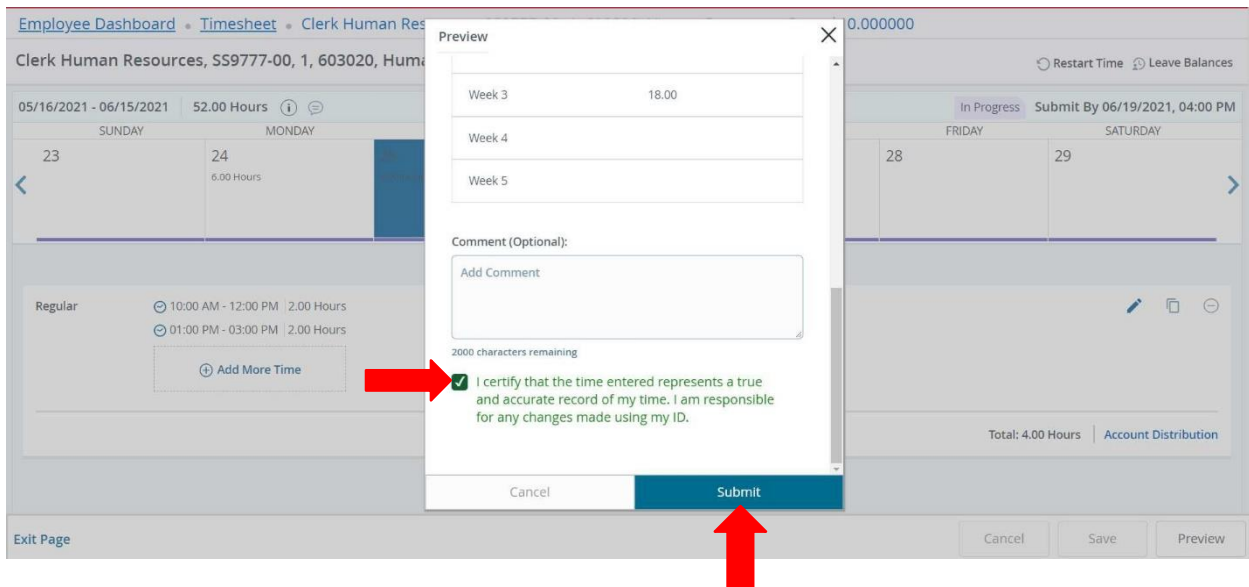
Weekly Summary

Cancel | **Submit**

Exit Page | Cancel | Save | Preview



Scroll to the bottom of the preview screen and check “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.” Once this is checked, select submit.



The timesheet has now been submitted to the supervisor for approval.