

Staff Time Entry Guide

- 1) Go to udallas.edu/bportal
- 2) In the “Production Database” drop down menu. Click on **BannerWeb-Employee**
- 3) Enter your User ID and Password to log in to BannerWeb-Employee; and click “Sign In.”



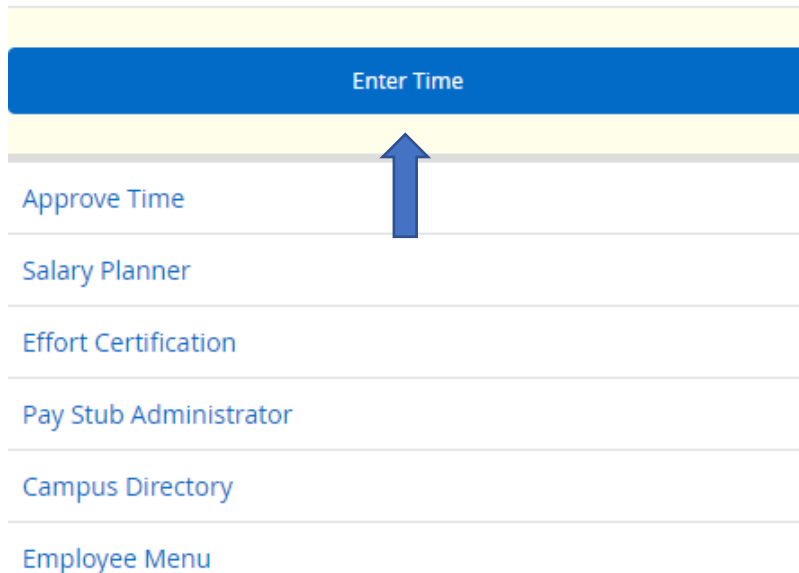
Sign in to your account

[Sign In](#)

Remember me on this computer

- 4) Click on the “Approve Time” tab on the right-hand side under “My Activities”

 My Activities



5) Click on “Start Timesheet”


** If you have 2 jobs, both jobs will be listed. You will need to enter time on both jobs for the pay period**

Timesheet

Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status
06/13/2020 - 06/26/2020			Not Started

Coordinator, SN1025-00,

Not Started  [Start Timesheet](#)

6) To enter your hours, click on each day, input hours and “Save”.

7) Use the drop-down menu to enter Vacation, Sick, etc

****Only submit time sheet for approval on the last day of the pay period****

06/13/2020 - 06/26/2020 In Progress Submit By 06/29/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15	16	17	18	19	20

[Add Earn Code](#)

Earn Code: Regular Pay Hours: 8

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

Key Notes

- Time Sheets must be submitted by 11:59p.m. on the Tuesday following the last day of the pay period.
- When taking vacation, sick, bereavement, jury duty leave you will enter hours under that particular earning code.
 - Submit leave form to payroll before the end of the pay period in which the time was taken.
 - When out on jury duty or bereavement leave, be sure to attach appropriate documentation to leave form (i.e. jury summons, jury service notice, funeral program, or obituary)