

# How to Access Student Timesheet

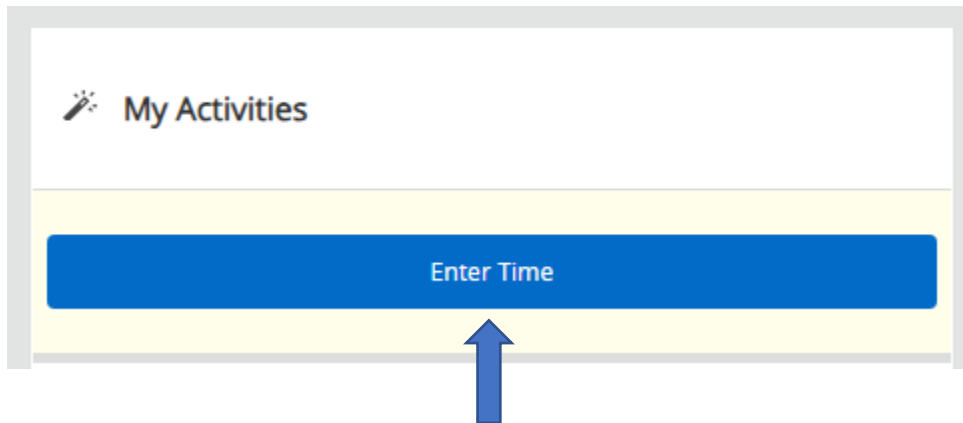
- 1) Go to [udallas.edu/itportal](http://udallas.edu/itportal)
- 2) In the "Production Database" drop down menu click on *BannerWeb-Employee*
- 3) Enter your *User ID* and *Password* to log in to BannerWeb-Employee;
- 4) Click *Sign In*

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Sign in to your account

Remember me on this computer

- 5) Click *Enter Time* on the right-hand side under *My Activities*



- 6) Click on *Start Timesheet*

\*\* If you have more than one timesheet, all timesheets will be listed. You will need to enter time on each timesheet for all jobs for the pay period\*\*

Timesheet			
Approvals		Timesheet	
Pay Period	Hours/Units	Submitted On	Status
Coordinator, SN1025-00, 1, 72101, Human Resources, Rate: \$19.615400			
06/13/2020 - 06/26/2020		Not Started	<input type="button" value="Start Timesheet"/>

7) To enter your hours:

- a. Click on each day
- b. Select the Student Earnings *Earn Code*
- c. Enter hours
- d. Select *Save*
- e. Select *Preview*

8) Review hours entered, click *I certify box*, and *Submit*

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

- Time Sheets must be submitted by 11:59p.m. on the Tuesday following the last day of the pay period.

