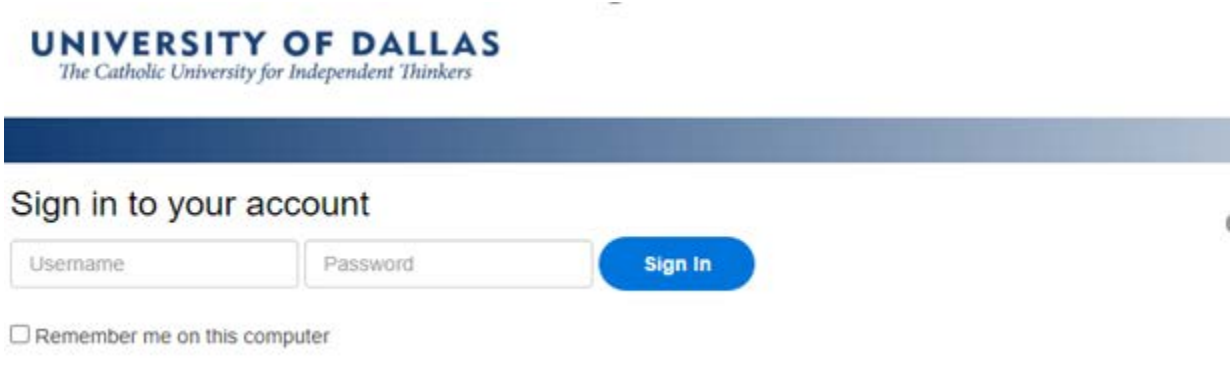
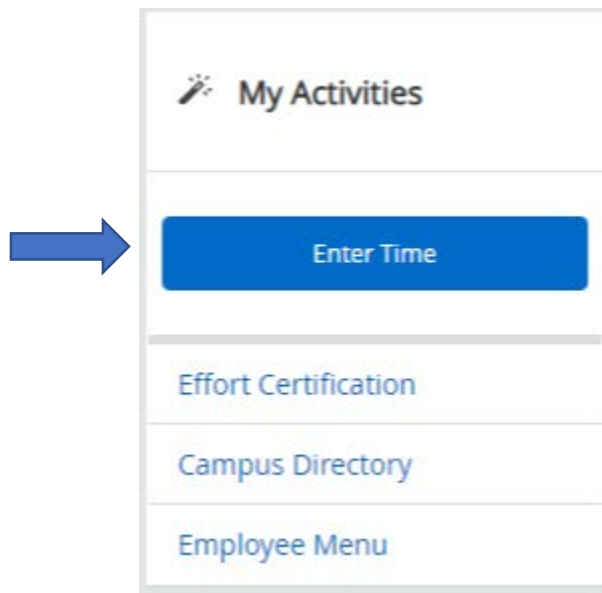


How to Access Timesheet

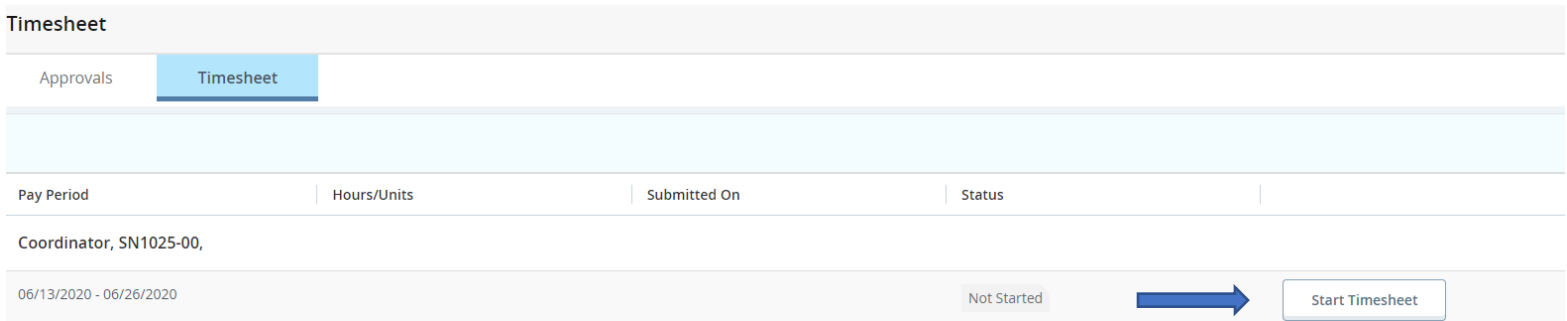
- 1) Enter your User ID and Password to log in to Banner Employee Self-Service; and click “Sign In.”



- 2) Click on the “Enter Time” tab on the right-hand side under “My Activities”



- 3) 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****



- 4) Use the drop-down menu to select "Student Earnings"
- 5) To enter your hours, click on each day, input hours and "Save".

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

06/13/2020 - 06/26/2020 | 56.00 Hours ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
21	22 8.00 Hours	23 8.00 Hours	24

⊕ Add Earn Code

Earn Code: Student Earnings ▼ Hours:

