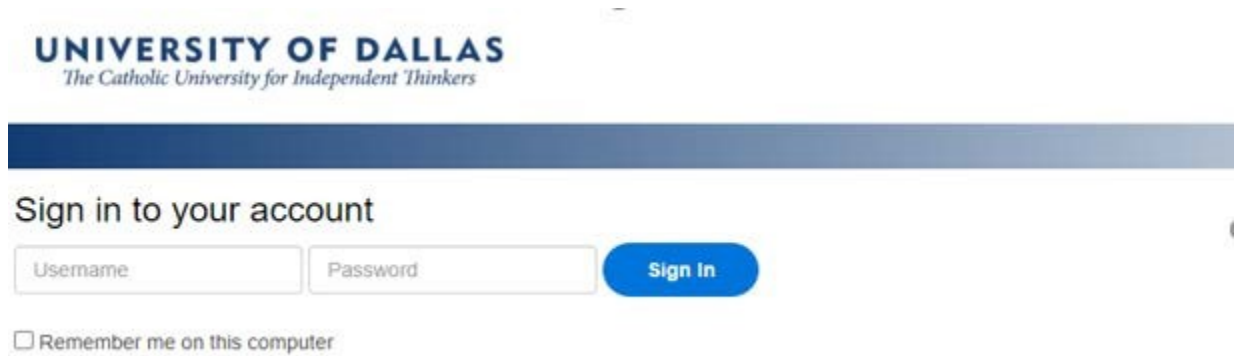


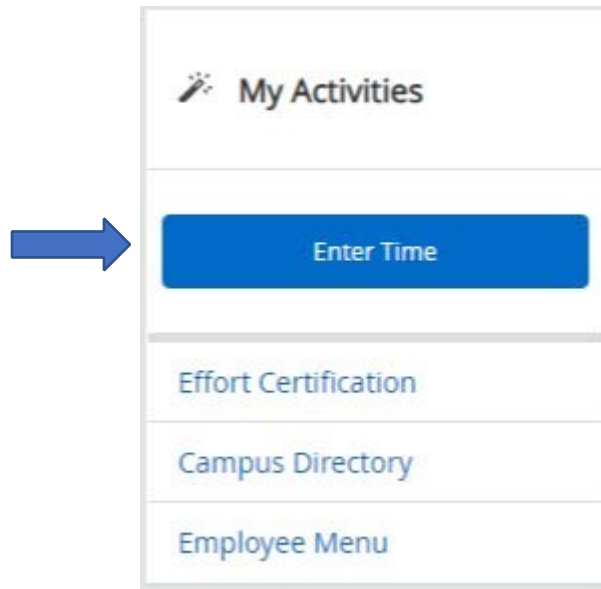
## How to Access Student Timesheet

- 1) Go to *udallas.edu/bportal*
- 2) In the *Banner PROD* drop down menu, select *BannerWeb- Employee*
- 3) Enter your *User ID* and *Password* to log in to Banner Employee Self-Service
  - o This is the same information used to sign into any on campus network computer
- 4) Click *Sign In*



The screenshot shows the University of Dallas logo at the top, with the tagline "The Catholic University for Independent Thinkers". Below the logo is a dark blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. There are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Sign In" button. Below the input fields is a checkbox labeled "Remember me on this computer".

- 5) Under My Activities on the right hand said, select *Enter Time*



- 6) Select *Start Timesheet* for the pay period you are wanting to enter hours for  
**\*\*If you have 2 jobs, both jobs will be listed. You will need to enter time on both jobs for the pay period\*\***

The screenshot shows a 'Timesheet' header with tabs for 'Approvals' and 'Timesheet'. Below the tabs is a table with columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A row is visible with the text 'Coordinator, SN1025-00, 1, 72101, Human Resources, Rate: \$19.615400' and a date range '06/13/2020 - 06/26/2020'. The status is 'Not Started'. A blue arrow points to the 'Start Timesheet' button.

- 7) Use the drop-down menu to select *Student Earnings*

- 8) 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\*\***

The screenshot shows a navigation bar with 'Employee Dashboard', 'Timesheet', and 'Student Employee (Dept Paid), CW9938-00, 1, 38102, Constantin College Net Tuition, Rate: \$8.000000'. Below is a date range '03/05/2022 - 03/18/2022' and a calendar grid for Sunday through Wednesday. The number '6' is on Sunday, '7' on Monday, '8' on Tuesday, and '9' on Wednesday. Below the grid is an 'Add Earn Code' button. The input form shows 'Earn Code' set to 'Student Earnings' and 'Hours' set to '5'.

- 9) After entering hours, select *Preview* (located in the bottom right hand corner”

The screenshot shows the bottom right corner of the form with three buttons: 'Cancel', 'Save', and 'Preview'. A blue arrow points to the 'Preview' button.

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

The screenshot shows a 'Comment (Optional):' section with an 'Add Comment' text area. Below it is a checkbox labeled '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.' which is checked. At the bottom right are 'Return' and 'Submit' buttons.

