

Bi-Weekly Employee Time Entry Instructions

At the 'Welcome to Banner @ JCU' screen click on 'Staff' and then on the drop down menu click on 'Employee Dashboard'. The following screen will appear. Click on 'Enter Time'.

Employee Dashboard

My Profile

Leave Balances as of 03/25/2021

Vacation Time in hours	142.50	Sick Time in hours	450.00	Personal Time in hours	22.50
Mission Leave in hours	22.50				

Full Leave Balance Information

Pay Information

Latest Pay Stub: 03/12/2021 [All Pay Stubs](#) [Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

- Enter Time
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Effort Certification
- Labor Redistribution
- Pay Stub Administrator
- Campus Directory

Click 'Start Timesheet'.

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status	
03/21/2021 - 04/03/2021			Not Started	Start Timesheet

Prior Periods

Click on the date to enter hours.

The status of your timesheet and its due date/time are displayed on the top right corner.

Employee Dashboard • Timesheet • [Redacted]

Timesheet successfully created.

Restart Time Leave Balances

03/21/2021 - 04/03/2021

In Progress Submit By 04/05/2021, 11:59 AM

30

Add Earn Code

Earn Code: Regular

Start Time: hh:mm a

End Time: hh:mm a

Hours: 0.00

Add More Time

To select your earn code, click on the down arrow.
Click on the clock to enter your time and then click 'Set'.
Once all hours have been entered, click 'Save'.

The screenshot shows the 'Add Earn Code' section of the timesheet interface. It includes a table with columns for Earn Code, Start Time, End Time, and Hours. The 'Earn Code' is set to 'Regular'. The 'Start Time' is 08:30 AM and the 'End Time' is 12:00 PM, resulting in 3.50 hours. A second row is partially visible with a start time of 01:00 PM and an end time dropdown menu open. The dropdown menu shows options for 04:00 PM, 05:00 PM (selected), and 06:15 AM. A 'SET' button is highlighted in blue. At the bottom right, there are 'Cancel', 'Save', and 'Preview' buttons, with 'Save' also highlighted in blue.

Earn Code	Start Time	End Time	Hours
Regular	08:30 AM	12:00 PM	3.50
	01:00 PM	hh:mm a	0.00

The following screen will appear displaying 'Timesheet data successfully saved.' as well as your total hours.

The screenshot shows the summary view of the timesheet. A green notification box at the top right displays 'Timesheet data successfully saved.'. The interface shows a calendar for the week of 03/21/2021 to 04/03/2021. The date 03/30 is highlighted in blue and shows '7.50 Hours'. Below the calendar, the 'Add Earn Code' section lists the saved entries: 'Regular' with two time slots: '08:30 AM - 12:00 PM 3.50 Hours' and '01:00 PM - 05:00 PM 4.00 Hours'. An 'Add More Time' button is visible. At the bottom right, a box displays 'Total: 7.50 Hours' and a link for 'Account Distribution'.

Employee Dashboard • Timesheet • [Redacted]

03/21/2021 - 04/03/2021 | 7.50 Hours | In Progress | Submit By 04/05/2021, 11:59 AM

Regular

- 08:30 AM - 12:00 PM 3.50 Hours
- 01:00 PM - 05:00 PM 4.00 Hours

Add More Time

Total: 7.50 Hours Account Distribution

To enter multiple earn codes for a specific day, click on 'Add Earn Code'.
Once all hours have been entered, click 'Save'.

Employee Dashboard • Timesheet • [Redacted]

03/21/2021 - 04/03/2021 | 37.50 Hours | In Progress | Submit By 04/05/2021, 11:59 AM

SUNDAY 28 MONDAY 29 7.50 Hours TUESDAY 30 7.50 Hours WEDNESDAY 31 7.50 Hours THURSDAY 1 7.50 Hours FRIDAY 2 7.50 Hours SATURDAY 3

+ Add Earn Code

Earn Code: Regular | Start Time: 12:00 PM | End Time: 03:45 PM | Hours: 3.75
Add More Time

Total: 3.75 Hours | Account Distribution

Earn Code: Holiday | Start Time: 08:30 AM | End Time: 12:15 PM | Hours: 3.75
Add More Time

Total: 3.75 Hours | Account Distribution

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

Click on '!' to display 'Timesheet Messages'.

Employee Dashboard • Timesheet • [Redacted]

Restart Time | Leave Balances

! Timesheet Messages (2)

- Overlapping time entry. Please review the In and Out times on 04/01/2021 for Holiday between 08:30 AM and 12:15 PM
- Overlapping time entry. Please review the In and Out times on 04/01/2021 for Regular between 12:00 PM and 03:45 PM

03/21/2021 - 04/03/2021 | 75.00 Hours | In Progress | Submit By 04/05/2021, 11:59 AM

SUNDAY 28 MONDAY 29 7.50 Hours TUESDAY 30 7.50 Hours WEDNESDAY 31 7.50 Hours THURSDAY 1 7.50 Hours FRIDAY 2 7.50 Hours SATURDAY 3

!

+ Add Earn Code

Regular | 12:00 PM - 03:45 PM | 3.75 Hours
Add More Time

Total: 3.75 Hours | Account Distribution

Holiday | 08:30 AM - 12:15 PM | 3.75 Hours
Add More Time

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

To submit your timesheet for approval, click 'Preview'.

Employee Dashboard • Timesheet • [Redacted]

Timesheet data successfully saved. Restart Time Leave Balances

03/21/2021 - 04/03/2021 75.00 Hours In Progress Submit By 04/05/2021, 11:59 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 7.50 Hours	30 7.50 Hours	31 7.50 Hours	1 7.50 Hours	2 7.50 Hours	3

Regular 12:15 PM - 04:00 PM | 3.75 Hours Total: 3.75 Hours Account Distribution

Holiday 08:30 AM - 12:15 PM | 3.75 Hours Total: 3.75 Hours Account Distribution

Exit Page Cancel Save **Preview**

Preview your hours and if correct, click 'Submit'.

Preview

Pay Period: 03/21/2021 - 04/03/2021 | 75.00 Hours

Submit By: 04/05/2021, 11:59 AM

Earning Distribution		
Earn Code	Shift	Total
Regular	1	56.25
Vacation Time	1	7.50
Holiday	1	11.25
Total Hours		75.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	37.50
Week 2	37.50

Cancel **Submit**

Preview

Holiday	1	11.25
Total Hours		75.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	37.50
Week 2	37.50

Comment (Optional):

Add Comment

2000 characters remaining

Cancel **Submit**

The following screen will appear:

Employee Dashboard • Timesheet • [Redacted]

The timesheet has been successfully submitted.

Leave Balances

03/21/2021 - 04/03/2021 75.00 Hours (1) Pending Submitted On 03/30/2021, 11:41 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 7.50 Hours	30 7.50 Hours	31 7.50 Hours	1 7.50 Hours	2 7.50 Hours	3

Regular

- 08:30 AM - 12:00 PM | 3.50 Hours
- 01:00 PM - 05:00 PM | 4.00 Hours

Total: 75.00 Hours | Account Distribution

Exit Page Recall Timesheet Preview

Timesheets can be 'recalled' after submitting if changes need to be made. You will not be able to 'recall' timesheets after the due date/time for the pay period (see FT & PT STAFF PAYROLL SCHEDULE).

Employee Dashboard • Timesheet • [Redacted]

The timesheet has been successfully submitted.

Leave Balances

03/21/2021 - 04/03/2021 75.00 Hours (1) Pending Submitted On 03/30/2021, 11:41 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 7.50 Hours	30 7.50 Hours	31 7.50 Hours	1 7.50 Hours	2 7.50 Hours	3

Regular

- 08:30 AM - 12:00 PM | 3.50 Hours
- 01:00 PM - 05:00 PM | 4.00 Hours

Total: 75.00 Hours | Account Distribution

Exit Page Recall Timesheet Preview

Timesheets are due by 11:59 am on the Monday after the pay period has ended.
Supervisors need to approve by midnight on the Monday after the pay period has ended.
Review the current FT & PT STAFF PAYROLL SCHEDULE to see any changes in due dates.