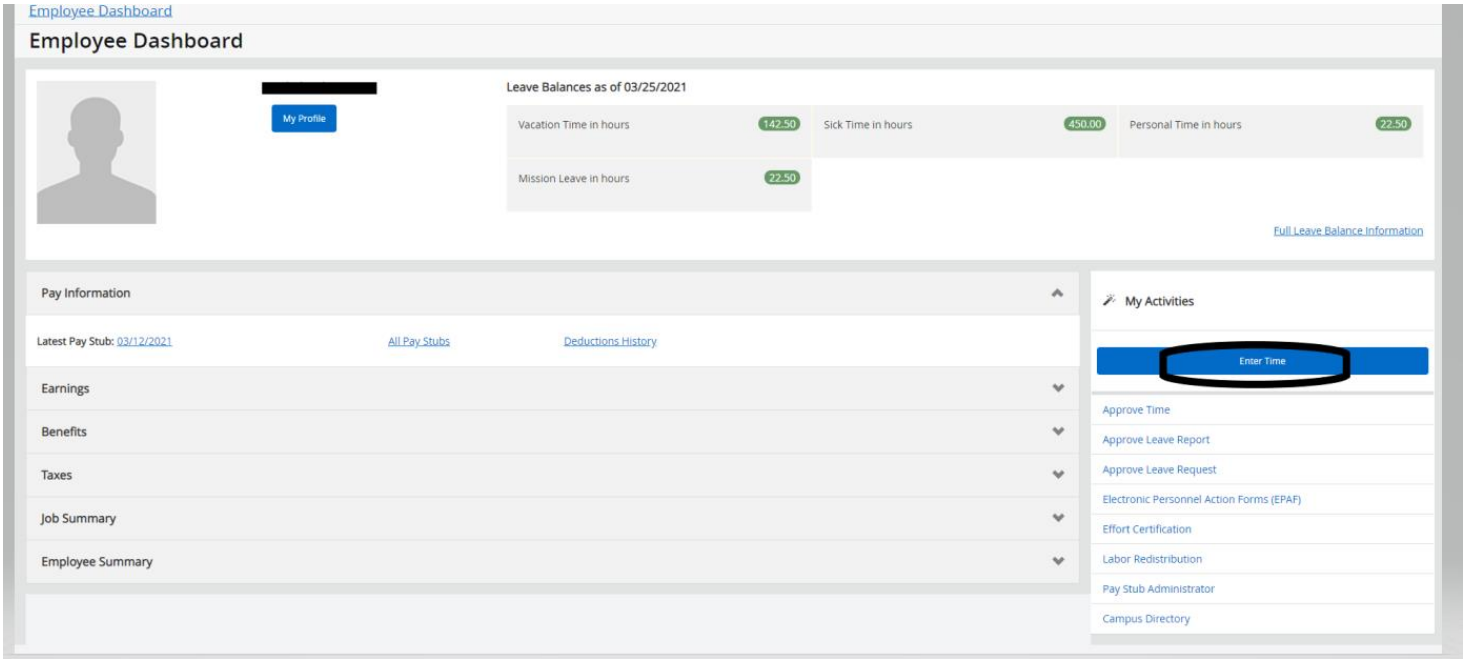
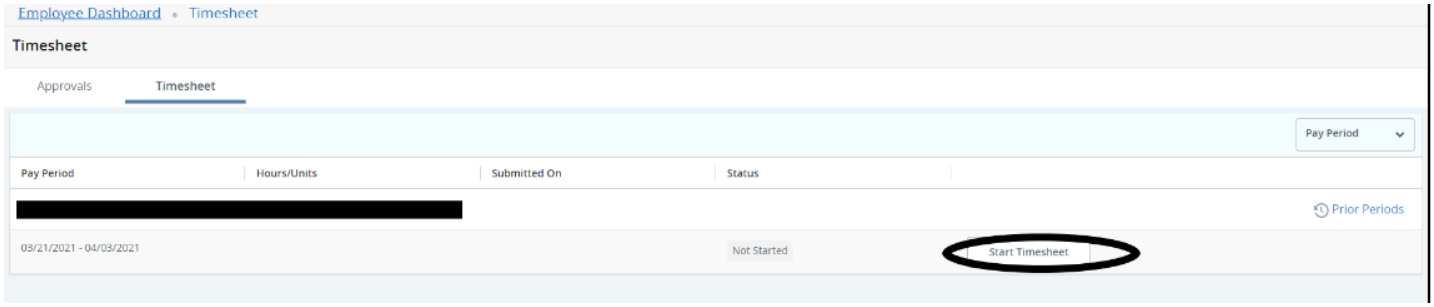
Bi-Weekly Employee Time Entry Instructions

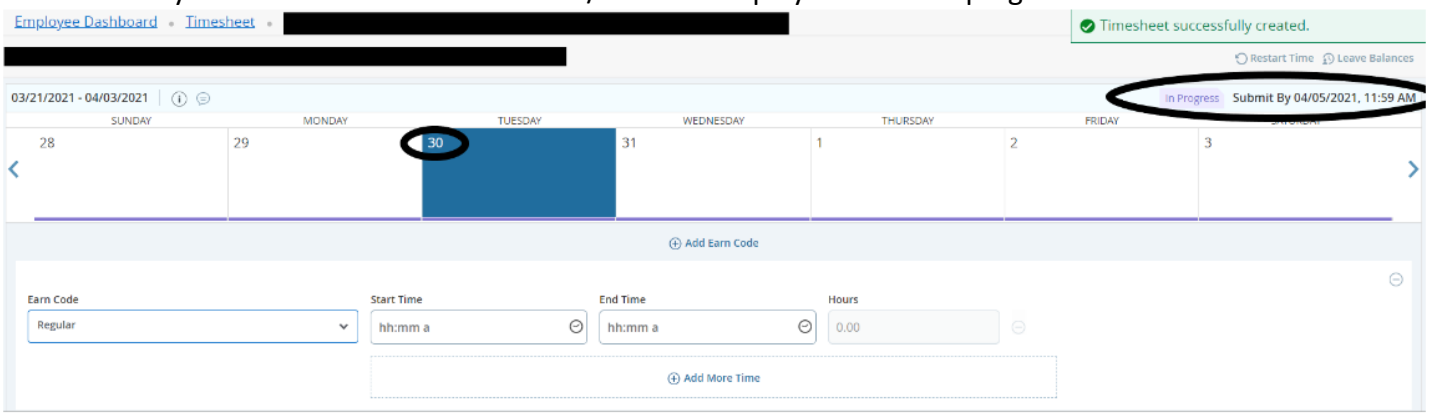
At the 'Welcome to Banner @ JCU' screen click on 'Staff' and then on the drop down menu click on 'Employee Dashboard'. The following screen will appear. Click on 'Enter Time'.



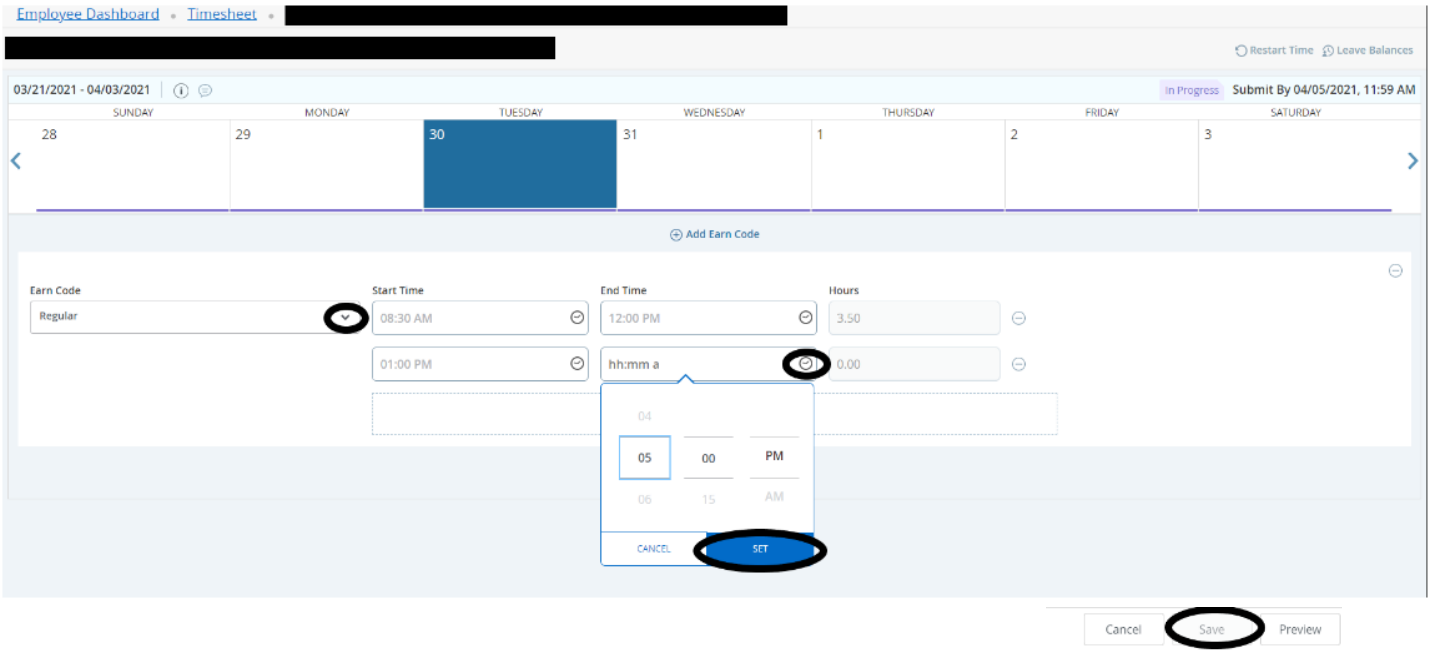
Click 'Start Timesheet'.



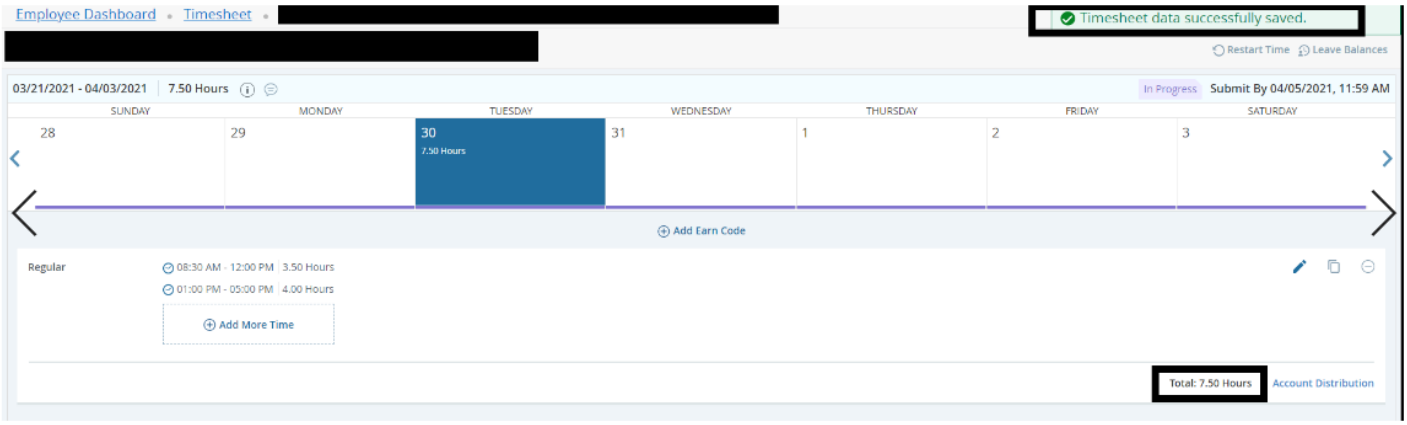
Click on the date to enter hours.
The status of your timesheet and its due date/time are displayed on the top right corner.



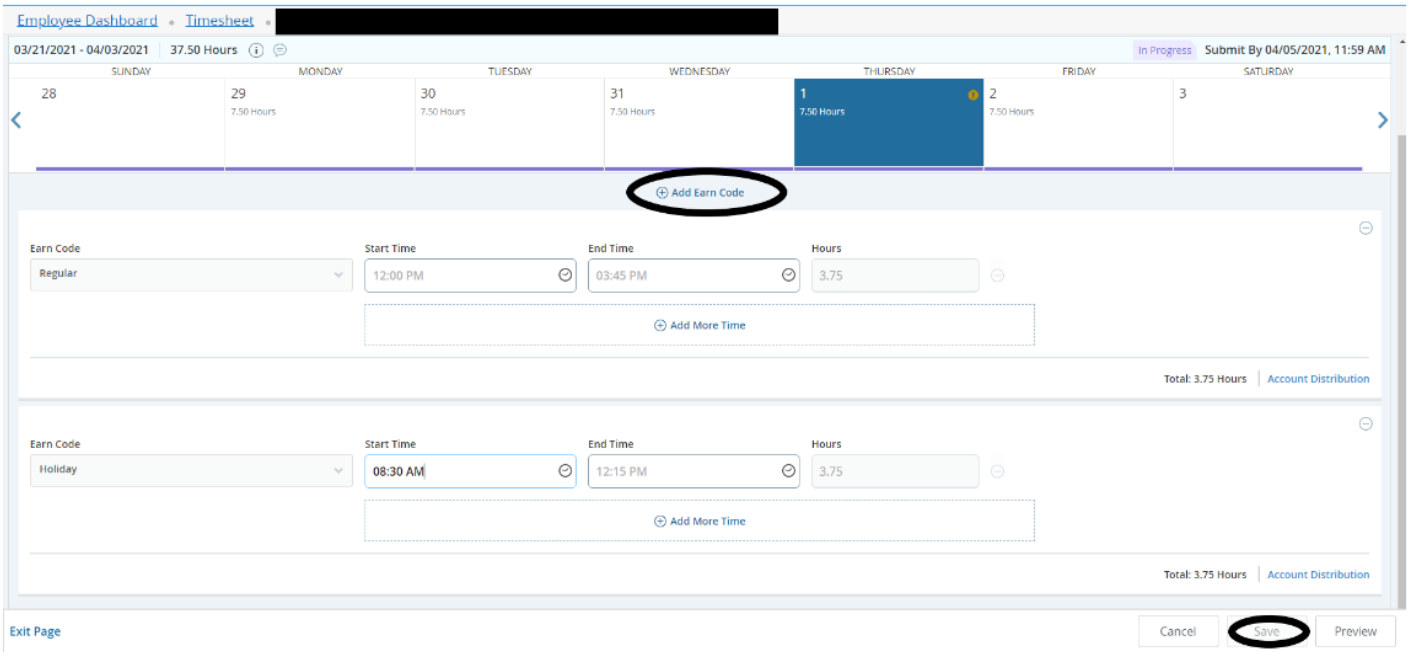
To select your earn code, click on the down arrow.
Click on the clock to enter your time and then click ‘Set’.
Once all hours have been entered, click ‘Save’.



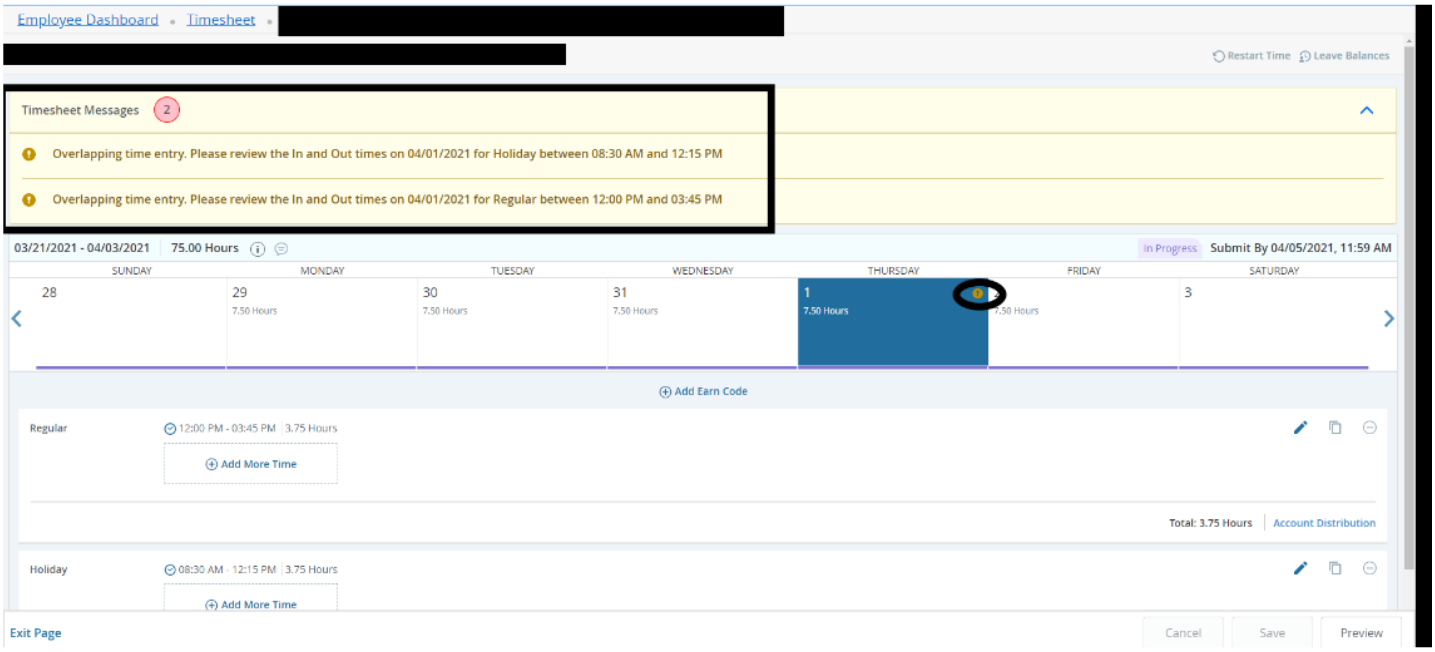
The following screen will appear displaying ‘Timesheet data successfully saved.’ as well as your total hours.



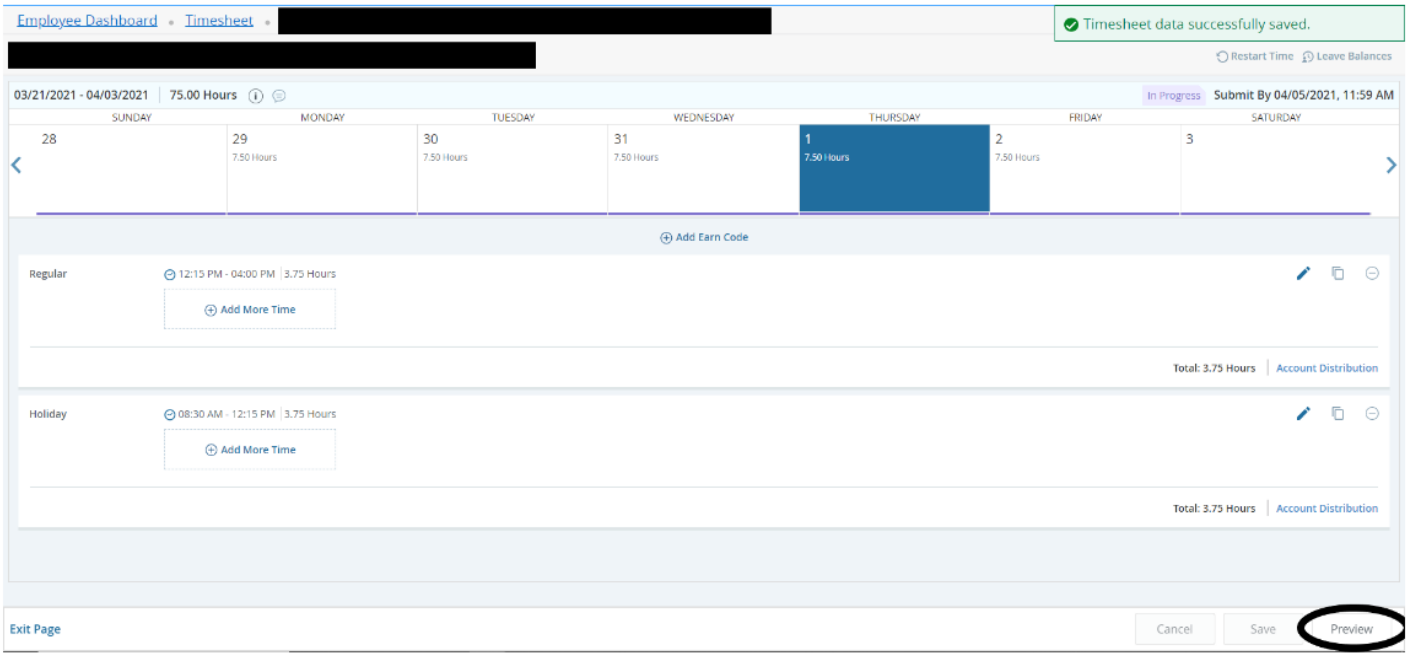
To enter multiple earn codes for a specific day, click on ‘Add Earn Code’.
Once all hours have been entered, click ‘Save’.



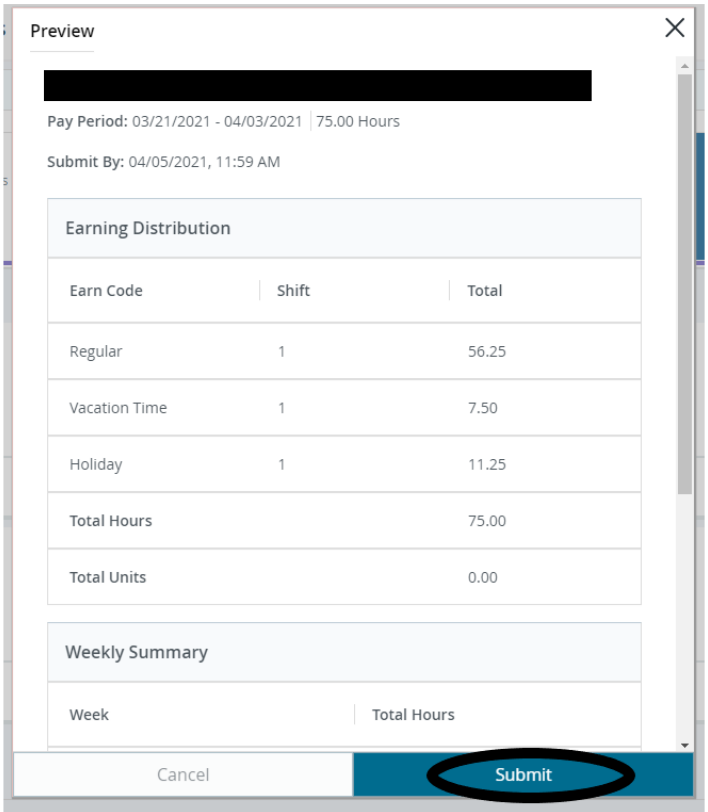
Click on ‘!’ to display ‘Timesheet Messages’.

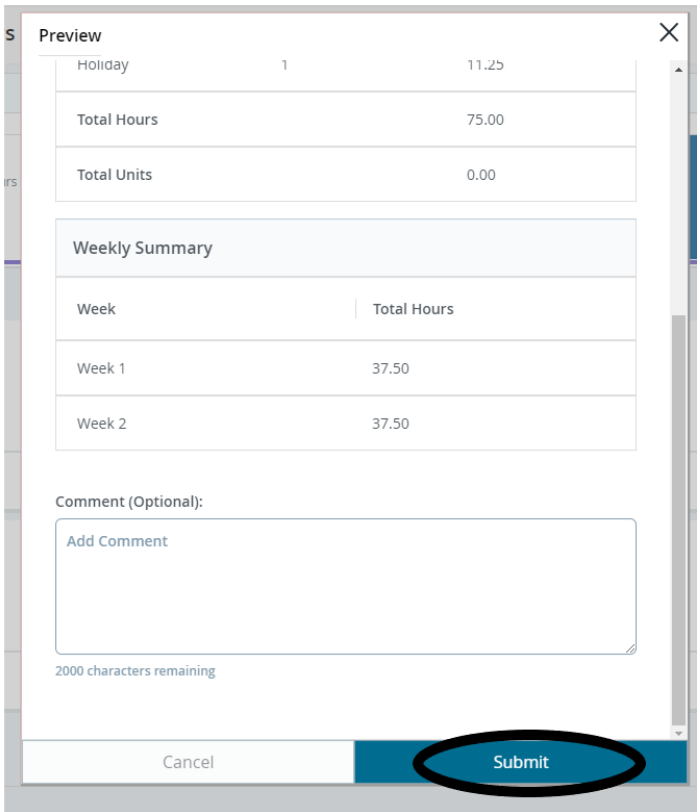


To submit your timesheet for approval, click ‘Preview’.

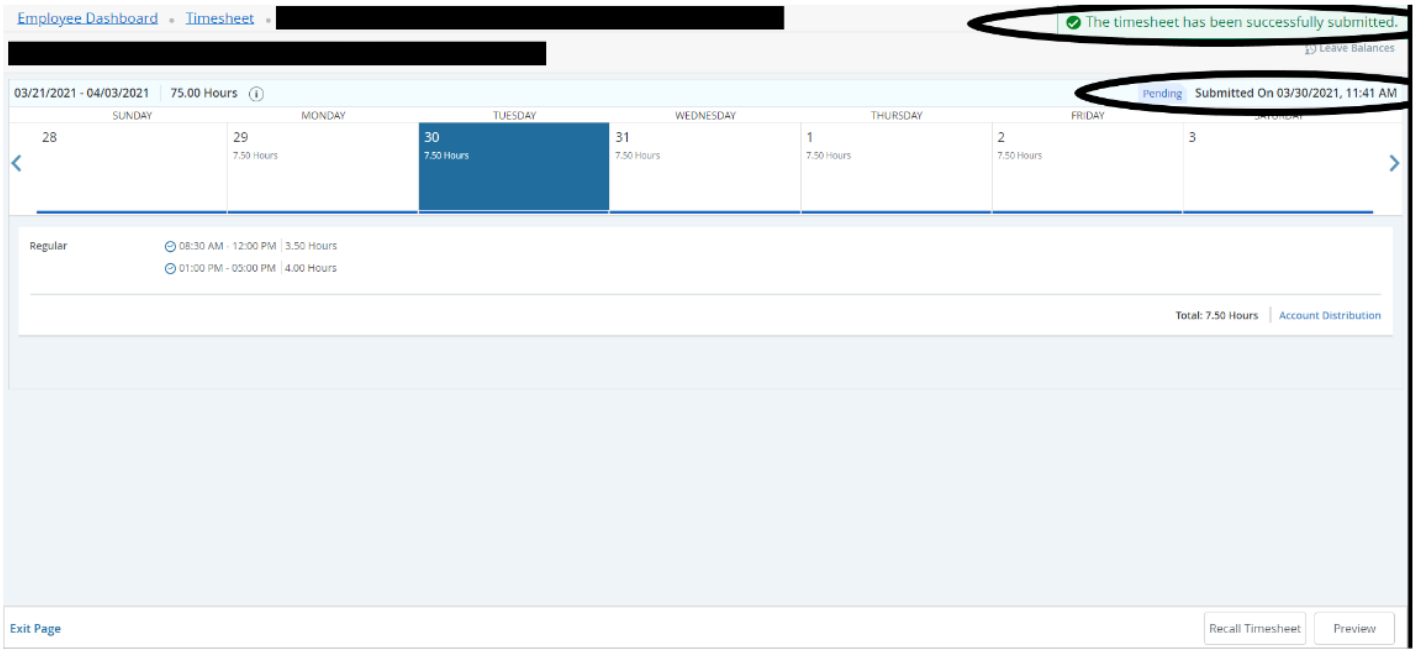


Preview your hours and if correct, click ‘Submit’.

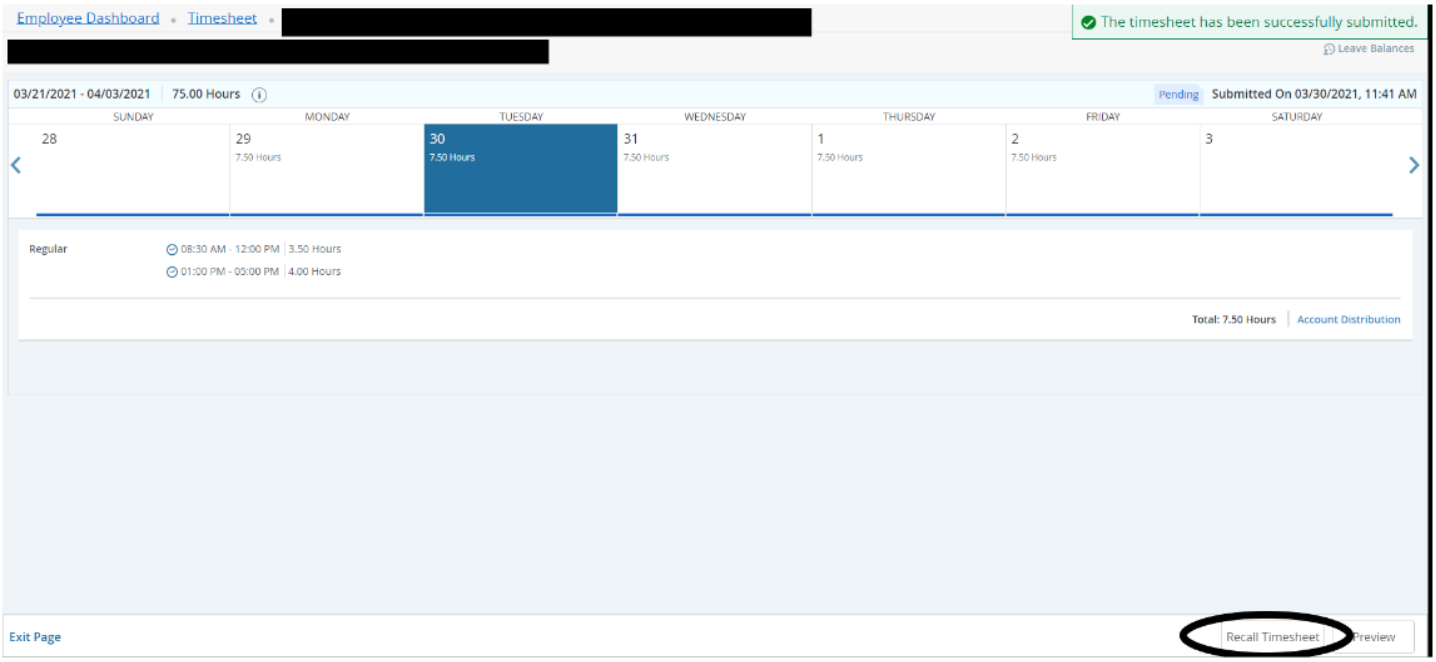




The following screen will appear:



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).



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.