

Student Time Entry Instructions

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

The screenshot shows the 'Employee Dashboard' interface. At the top left, there is a user profile icon and a 'My Profile' button. Below this, there are several sections: 'Pay Information' with links for 'Latest Pay Stub: 03/12/2021', 'All Pay Stubs', and 'Deductions History'; 'Earnings'; 'Benefits'; 'Taxes'; 'Job Summary'; and 'Employee Summary'. On the right side, there is a 'My Activities' sidebar with a list of actions: 'Enter Time' (highlighted with a red circle), 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Effort Certification', 'Labor Redistribution', and 'Campus Directory'.

Click 'Start Timesheet' on the job you will be entering time for. Each job you hold on campus will be listed under a separate title.

The screenshot shows the 'Timesheet' interface. At the top, there are tabs for 'Approvals' and 'Timesheet'. Below the tabs, there is a 'Pay Period' dropdown menu. The main content is a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. There are two rows in the table, both with a status of 'Not Started'. The 'Start Timesheet' button for the first row is circled in red. To the right of the table, there are 'Prior Periods' links. At the bottom, there is an 'Add Earn Code' button.

Click on the date to enter hours.

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

The screenshot shows the time entry calendar interface. At the top, there is a 'Timesheet successfully created.' message. Below this, there are links for 'Restart Time' and 'Leave Balances'. The main content is a calendar for the week of 03/21/2021 to 04/03/2021. The date '29' is highlighted with a red circle. To the right of the calendar, there is a 'Submit By 04/02/2021, 05:00 PM' message. Below the calendar, there is an 'Add Earn Code' button and a form with 'Earn Code' (set to 'Regular') and 'Hours' input fields.

Enter your total hours for the day and click 'Save'.

Time is entered in *quarter hours*:

15 minutes = 0.25

30 minutes = 0.50

45 minutes = 0.75

e.g., 5 hours and 25 minutes worked = 5.50

Employee Dashboard • Timesheet • [Redacted]

Restart Time Leave Balances

03/21/2021 - 04/03/2021 In Progress Submit By 04/02/2021, 05:00 PM

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

Add Earn Code

Earn Code: Regular HOURS

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 3.75 Hours In Progress Submit By 04/02/2021, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 2.50 Hours	30 1.25 Hours	31	1	2	3

Add Earn Code

Regular 1.25 Hours

Total: 1.25 Hours Account Distribution

Exit Page Cancel Save Preview

Review your hours and if correct, click 'Submit'. Once this step is done you will be unable to go back and change any time.

Preview ✕

[REDACTED]

Pay Period: 03/21/2021 - 04/03/2021 | 3.75 Hours

Submit By: 04/02/2021, 05:00 PM

Earning Distribution

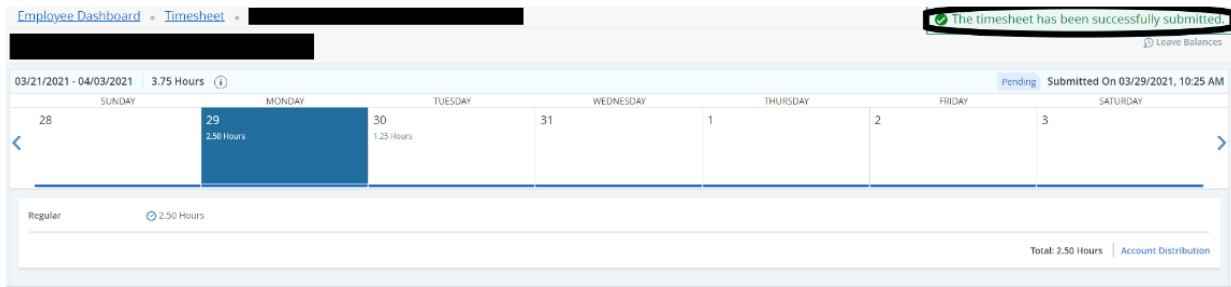
Earn Code	Shift	Total
Regular	1	3.75
Total Hours		3.75
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	
Week 2	3.75

Cancel **Submit**

The following screen will appear:



Student time entry should be completed by **5:00 pm Friday** of the pay period ending unless specified on the STUDENT PAYROLL SCHEDULE. Banner closes time entry at 5:00 pm and students will not be able to enter their time after that. Banner will reopen for the next pay period time entry on Tuesday morning after payroll has been processed.

Banner will not allow student time entry into past pay periods so it is important that hours be entered in the time period worked.