



Employee Payroll Entry Guidelines

Employees Tips & Reminders

1. All Time sheet/Leave Report time should be recorded in actual clocked time in/out or intervals of minutes (ie. 9:00 am, 10:15 am, etc) for Timesheets or in increments of hours XX.XX (ie. 8.00, 7.50, 3.75, etc) for Leave
2. Your Approver (likely Supervisor/Manager) may return a Time sheet/Leave Report for correction; if so, correct the reason and resubmit, per these instructions. ****Please respond to requests for correction on the same day to ensure time for approval and proper payroll processing.**
3. On days when no hours were worked and/or no leave was taken, no entry is required.
4. On days when leave was taken, enter the appropriate leave earn code for the time taken.

CLOCK IN OR OUT

1. Access the Experience on the Employee HUB
2. Locate the Timecard then click Clock In or Clock Out

*Note: Employee's with multiple positions may select from the drop down which position to record time for.

ACCESSING YOUR TIME OR LEAVE REPORT

1. Access the Experience on the Employee HUB
2. Locate the Employee Banner Self-Service Card
3. Click the Enter Leave Report or Enter Time button.
4. Click the Report In Progress or the Start Time/Leave Entry (Be sure to choose the correct position.)

Adjusting Clock In / Out time entries

1. Click the Pencil Icon to the right of the Clocked Hours.
2. Adjust the Time appropriately by clicking the clock icon.
3. Include a Comment for the reason of the change.
4. Click Save when completed.

ENTER TIME IF MISSED A CLOCK In/OUT OR HOURS

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time against.
3. Click the **Select Earn Code** and choose the specific code to enter time for.
4. Enter the **number of hours** and hit **Save**.
5. Multiple Earn codes can be added for each day by clicking the **+Add Earn Code**.

EDIT / COPY LEAVE TIME

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time against.
3. Click the **Pencil or Copy icon** for the specific earn code.
4. Edit the **Hours** or Select the **dates/days** to Copy to then **Save**.



Project Manager, 998408-00, X, 53001, Project Management Office

Restart Leave Report Leave Balances

01/01/2023 - 01/31/2023 In Progress Submit By 02/14/2023, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16	17	18	19	20	21

+ Add Earn Code

Earn Code: Vacation Pay-Salary Hours: 3.75

Earn Code: Exempt Sick Leave Hours: 3.75

Exit Page Cancel Save Preview

⚠ Possible Insufficient Leave Balance.

Please disregard this message. Your pay will NOT be affected by a negative balance in these leave types. Unless this is the last pay for the employee.

Leave Report Messages 1

⚠ Possible Insufficient Leave Balance for Exempt Sick Leave

LEAVE REPORTING ONLY WHEN NO LEAVE TAKEN IN THE MONTH

You **MUST** submit a blank Leave Report even if you did not take leave in the month. Access your leave report as if you were going to enter leave hours and Click the **Preview** button and then **Submit for Approval** button at the bottom of your leave report.

LEAVE A COMMENT

You can leave a comment for your Approver
Click the Comment button by the date/hours:

1. Or Click the **Preview** button.
2. Enter a **Comment** prior to Submitting.



LEAVE BALANCES

You can review your current Leave Balances

1. Click on Leave Balances in the upper right

Leave Balances

RESTART LEAVE REPORT or TIMESHEET

You can Restart your Time Entry Report to remove all information.

Restart Leave Report

You must **Cancel** or **Restart** to confirm.

⚠ You have requested a restart of your leave report. Please note that all previously entered leave and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your leave report, select the Cancel button.

Cancel

Restart Leave

SUBMIT YOUR TIMESHEET/LEAVE ENTRY REPORT

Check your hours to make sure the days, numbers, and leave codes are all correct.

A Preview of the Current Time/Leave Entry Report appears for your review.

1. Click the **Preview** button at the bottom right.
2. Add **Comments** if applicable.
3. Click the **Submit** button at the bottom right.
4. Click the **Return** button to go back to the Timesheet/Leave Entry Report to make any modifications.