



Student Employee Payroll Entry Guidelines

Student Employee Tips & Reminders

1. All time should be recorded in actual clocked time in/out or intervals of minutes (Ex. 09:00 am, 10:15 pm, etc)
2. Your Approver (likely Supervisor/Manager) may return a Timesheet for correction; if so, correct the issue, include a comment 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 you do not work, you do not need report time.

CLOCK IN OR OUT

1. Access the Experience on the Employee or Student HUB. ***Note: Employee's with multiple positions may select from the drop down which position to Clock In/Out.**
2. Locate the Timecard then click Clock In/Out

ACCESS TIMESHEET TO EDIT OR SUBMIT

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

EDIT 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.

ENTERING TIME IF MISSED A CLOCK IN/OUT

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 **time In/Out** and **comment**, then hit **Save**.
5. Multiple Earn codes can be added for each day by clicking the **+Add Earn Code**.

RESTART TIMESHEET

You can Restart your Time Sheet to remove all information.

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



SUBMIT YOUR TIMESHEET

1. Click the **Preview** button at the bottom right, and validate the information you have input on the timesheet.
2. Add any **Comments** to your Supervisor if applicable.
3. Click the **Submit** button at the bottom right.
- OR** 4. Click the **Return** button to go back to the Timesheet to make any modifications

⚠ 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.

