



# Employee Payroll Entry Guidelines

## Employees Tips & Reminders

1. All hours on timesheet should be recorded in actual clocked time in/out or intervals of minutes (ie. 9:00 am, 10:15 am, etc) for timesheets.
2. Your Approver (likely Supervisor/Manager) may return a timesheet 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 no entry is required.

### 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 TIMESHEET

1. Access the Experience on the Employee HUB
2. Locate the Employee Banner Self-Service Card
3. Click the Enter Time button.
4. Ensure you choose the correct position if you have more than one position.

### ADJUSTING PUNCHES

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.

## ENTERING SICK/VACATION TIME

1. Access your timesheet in Banner Self-Service.
2. Select day of absence.
3. Select appropriate earn code.
4. Add corresponding time in out to equal the appropriate hours.
5. Click Save.

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## EMPLOYEES WORKING THIRD SHIFT

If an employee works overnight, the system will automatically clock you out at midnight and clock you back in at midnight.

1. You will need to access your timesheet in Banner Self-Service.
2. An automated message will appear asking if you are working overnight.
3. Select yes.
4. Resume using the Experience Dashboard to clock out at the end of your shift.

## SUBMITTING TIMESHEET

1. Select preview timesheet (bottom right).
2. Ensure the days, hours/punches, and earn codes are all correct.
3. Click the Submit button at the bottom right.
4. If modifications are needed, contact your supervisor or Payroll Dept to return your timesheet for corrections.

Return      Details      Submit