Self Service Banner 9 Timesheet Guidelines for Bi-Weekly Employees
(Hourly Temporary, Work Study, and Non-Work Study Students)

You are responsible for submitting an accurate timesheet. Check your hours to ensure the days, hours reported and earning codes are all correct.

To be paid on time, you must submit your timesheet by the deadline (12:00pm), and your supervisor must approve your timesheet by the deadline (5:00 pm). If deadlines are not met, you will not receive your pay for two weeks, until the next bi-weekly pay period.

OPENING YOUR TIMESHEET

1. Log into Employee Self Service 9(using your Email and password).
2. Click the **Enter Time**
3. Click the **Start Timesheet**.
   > *Note: If you work more than one job, pay close attention to the position number and title to ensure your hours are being reported and charged to the right job. Hours worked for two jobs should not overlap. The payroll system will not pay any hours that overlap.*

ENTERING HOURS EACH DAY YOU WORK

1. Record **Start Time** and **End Time** for each period you worked on that specific day. Example: Start Time at 9:00 am; End time 10:30 am.
2. Click **Save** to record those hours for that specific day.
3. Click **Add More** if you have more hours to add for the day.
4. Now you will see your total hours for that specific day.
5. Repeat every day that you have worked for the pay period. Click **Save** to save to save your hours.

COPYING HOURS TO SPECIFIC DATES

If you work the same hours (**Start Time** and **End Time**) on multiple days, you can copy the same hours to one or more additional days in the pay period.

1. Record **Start Time** and **End Time** for each period you worked on that specific day. Example: Start Time at 9:00 am; End time 10:30 am.
2. Click **Copy** icon .
3. **Highlight** each day you want these hours copied.
4. Click the **Save** button.
5. Click the **Preview** button.
6. Look to see that the hours were copied to the dates you selected.

CORRECTING HOURS ALREADY ENTERED

You may correct hours you entered as long as your timesheet has not been submitted for approval.

1. Click the date that needs to be changed.
2. Click the **Edit** icon
3. Type the correct hours.
4. Click the **Save** button.

ENTER A COMMENT ON YOUR TIMESHEET

You can enter a comment on your timesheet that your supervisor will see when he or she opens it up for approval.

1. Click the **Preview** button at the bottom of the timesheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. *Click the **Return** button to return to your timesheet.*
   > *Note: Comments on your timesheet are only visible to you in **Preview** mode*

SUBMITTING YOUR TIMESHEET

1. Click the **Preview** button at the bottom of your timesheet.
2. Check the box to Acknowledge "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID."
3. Click **Submit.**

> ***Note:*** *Once you click on **Submit** your timesheet becomes "view only," and it cannot be altered. You can contact your supervisor and ask them to **return** your timesheet **for correction**. At this point, you can make corrections and resubmit.*