

LINDSEY
WILSON
COLLEGE

BANNER SELF SERVICE
SEMI-MONTHLY PAYROLL
TIME ENTRY
HANDBOOK

Salary Non-Exempt Staff Timesheet Instructions for Banner 9 Self Service

Access Banner 9 Self Service at <https://banner.lindsey.edu/EmployeeSelfService>

On your “Employee Dashboard”, click “Enter Time” (blue box) under the My Activities section on the right side of your screen.

The screenshot shows the 'Employee Dashboard' with a sidebar on the left containing links like 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, under the 'My Activities' section, there is a blue button labeled 'Enter Time' and links for 'Time Sheet' and 'Employee Menu'.

Once you click “Enter Time” you should see the next timesheet that needs submitted. You will click on the “Start Timesheet” button to start your timesheet.

The screenshot shows the 'Timesheet' page with a header 'Employee Dashboard - Timesheet' and a sub-header 'Timesheet'. Below this are tabs for 'Approvals', 'Timesheet', and 'Leave Request'. The main area displays a table with columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A row shows a pay period of '02/24/2019 - 03/09/2019' and a status of 'Not Started'. A 'Start Timesheet' button is visible at the bottom right of the table.

Once into your timesheet you will scroll to the right to see all the days in the pay period. You are on a specific day when it is dark blue in color. You will use the drop down to select the correct Earn Code and enter the hours for that day.

The screenshot shows the timesheet grid with days of the week from Sunday to Saturday. The Friday (03/09/2019) is highlighted in dark blue. Below the grid, there is a section titled 'Add Earn Code' with a dropdown menu for 'Earn Code' (currently set to 'Regular Pay') and a text input field for 'Hours'.

Use the drop down arrow to see the other earn codes that you might need.

The screenshot shows a form with two main sections. On the left, under the heading "Earn Code", there is a dropdown menu. The menu is open, showing a list of options: "Regular Pay", "Personal Leave", "Sick Leave", "Holiday", "Administrative Leave", and "Court Leave". "Regular Pay" is currently selected and highlighted. To the right of the dropdown is a text input field labeled "Hours". The field is empty, and there is a small minus sign icon to its right.

Once you make your selection (Earn Code selection) record the hours in the hours box.

This screenshot shows the same form as before, but now "Personal Leave" is selected in the "Earn Code" dropdown menu. The "Hours" input field remains empty, and the minus sign icon is still present.

After entering the appropriate hours you are claiming then hit the “Save” button in the bottom right corner.

The screenshot shows the form with "Personal Leave" selected in the "Earn Code" dropdown and the number "4" entered in the "Hours" input field. Below the input fields is a large, empty rectangular box. At the bottom right of the form, there are three buttons: "Cancel", "Save", and "Preview".

Once you save that day's time it will appear in the daily box.

The screenshot shows a daily time entry interface. At the top, there is a header bar with the date range "03/01/2019 - 03/31/2019", a total of "4.00 Hours", and a status "In Progress" with a "Submit By 03/21/2019, 05:00 PM" deadline. Below the header is a calendar grid with days of the week as columns and dates as rows. The date "6" (Wednesday) is highlighted in blue, and it shows "4.00 Hours" entered. Below the calendar is a section titled "Add Earn Code" which contains a list of entries. The first entry is "Personal Leave" with a circular icon and "4.00 Hours". At the bottom right, there is a "Total: 4.00 Hours" and a link to "Account Distribution".

If you need to enter another earn code on the same day select the “Add Earn Code” and add the second code you need for that day and save.

WEDNESDAY THURSDAY FRIDAY

6 7 8

2.50 Hours 8.00 Hours

+ Add Earn Code

Total: 2.5

Enter other days' time as needed and save after each day's entry. Notice on the far right you have three buttons for use:

Timesheet data successfully saved.

Restart Time Leave Balances


In Progress Submit By 03/11/2019, 12:00 PM


FRIDAY SATURDAY


8 9

8.00 Hours

Total: 8.00 Hours Account Distribution

NOTE:  click here if you need to edit your hours after you have saved them

NOTE:  click here to copy to another day

NOTE:  click here to delete the entry from that day (it will warn you and ask you to confirm this action)

If you use the Copy feature you can copy to the end of the pay period or to one day at a time:

Copy Time Entry

Regular Pay : 8.00 Hours (03/05/2019, TUESDAY)

Select Options

- ☐ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 02/24/2019 - 03/09/2019

SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	1	2
3	4	5 8.00 Hours	6	7 5.50 Hours	8 8.00 Hours	9

Cancel

Save

If you do not have sufficient leave balances to cover the time reported you may get a warning like below:

Employee Dashboard • Timesheet • Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]

Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]

Timesheet Messages

Possible Insufficient Leave Balance for Sick Leave

02/10/2019 - 02/23/2019 80.00 Hours Pending Submitted On 03/08/2019, 09:20 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11 8.00 Hours	12 8.00 Hours	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16

This is just a warning message.

Once you have entered all days needed and are ready to submit you will click on the “Preview” button on the bottom right to see the recap of hours for each earn code and as you scroll down you will see the total hours submitted for each week:

Employee Dashboard • Timesheet • Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000 • Preview

Timesheet Detail Summary

Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

Pay Period: 07/26/2021 - 08/08/2021 2.00 Hours In Progress Submit By 08/09/2021, 11:00 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
07/29/2021	REG, Regular Pay	1	2.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/29/2021	REG, Regular Pay	1	2.00	07:30 AM	09:20 AM	Forgot to clock in	09:30 AM	09:26 AM	

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Pay	1	2.00			2.00 Hours
Total Hours		2.00			

If you are done and ready to submit you must check the certification box and then click the "Submit" button on the bottom right of the screen. If you still need to make changes hit the "Return" button to go back to the timesheet to make corrections.

Routing and Status		
Name	Action	Date & Time
Alligator, Abby A.	Originated	07/29/2021, 09:06 AM
Callison, Marcia J.	In the Queue	

Comment (Optional):

Add Comment

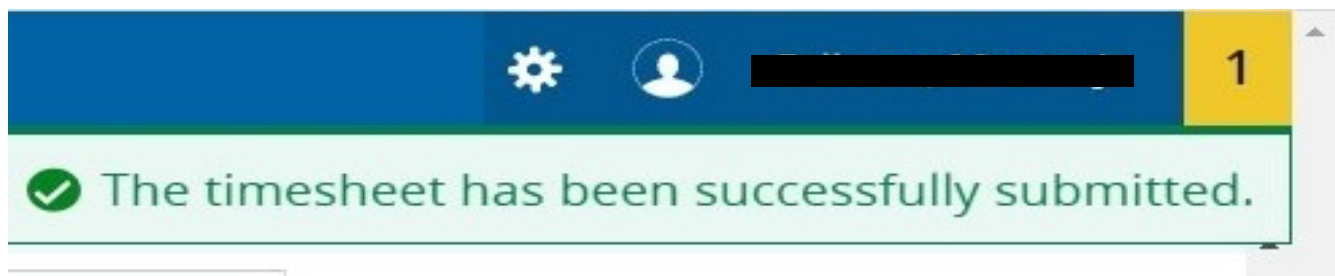
2000 characters remaining

☐ 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.

Return

Submit

Once you hit the submit button you will see a message similar to this:



It will now be pending for your supervisor to approve.

Routing and Status		
Name	Action	Date & Time
Alligator, Abby A.	Originated	07/29/2021, 09:06 AM
Alligator, Abby A.	Submitted	07/29/2021, 10:03 AM
Callison, Marcia J.	Pending Approval	

Return

Once you submit and are back on the original “Timesheet” screen listing each pay period you will see that it now says “Pending” and the Information button will show you when it was submitted and the supervisor who needs to approve:

[Employee Dashboard](#) > [Timesheet](#)

Timesheet

[Approvals](#) [Timesheet](#) [Leave Request](#)

Pay Period

Hours/Units

Submitted On

Status

Payroll Specialist, 000604-00, W, 410000, Finance Office, [REDACTED]

ⓘ Prior Periods

02/24/2019 - 03/06/2019

80.00 Hours

03/06/2019

Pending

List of Approvers

Originated On 03/06/2019 08:39 AM by Oshel, Delia G.

Submitted On 03/06/2019 08:51 AM by Oshel, Delia G.

Approve by 03/11/2019 10:00 PM

Strongren, Marsha L.

Sequence 1.00

Pending Approval