LINDSEY WILSON COLLEGE

BANNER SELF SERVICE HOURLY PAYROLL TIME ENTRY HANDBOOK

Hourly 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.

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.

Once in 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 your time for that day.

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

Earn Code

Regular Pay ⌄

Once you make your selection (Earn Code selection) you will enter your start and end time. You can either click on the clock and select the appropriate time or type in the time using the format shown. If you type in the time, you need to enter "AM" or "PM" instead of just "A" or "P". Once entered click "Save".

Employee Dashboard • Timesheet • Payroll Clerk, 000220-00, W, 4250, Human Resources, Rate:

Payroll Clerk, 000220-00, W, 4250, Human Resources, Rate: ↻ Restart Time 🕒 Leave Balances

07/26/2021 - 08/08/2021 ⓘ ⊜   In Progress Submit By 08/09/2021, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31

⊕ Add Earn Code

⊖

Earn Code	Start Time*	End Time*	Hours
Regular Pay ⌄	hh:mm a ⊘	hh:mm a ⊘	0.00 ⊖

⊕ Add More Time

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

Exit Page   Cancel   Save   Preview

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.

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

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						⑦
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	1	2
3	4	5 2.00 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:

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.

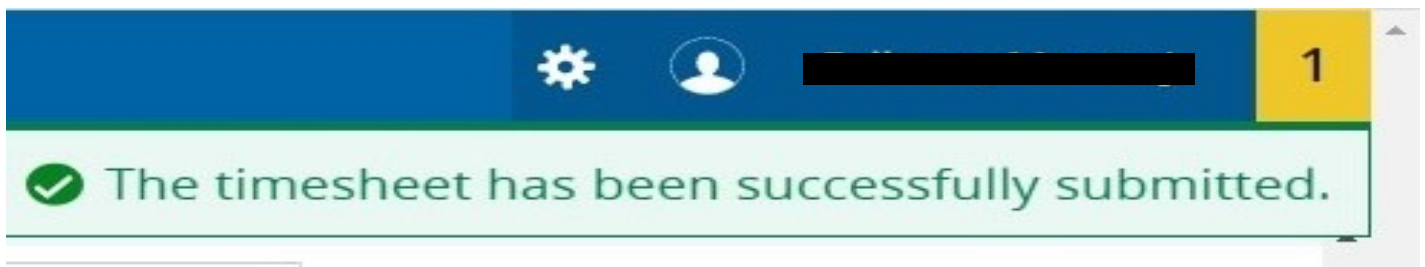| Routing and Status		
Name	Action	Date & Time
Alligator, Abby A.	Originated	07/29/2021, 09:06 AM
Callison, Marcia J.	In the Queue	

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 this message:

The timesheet has been successfully submitted.

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: