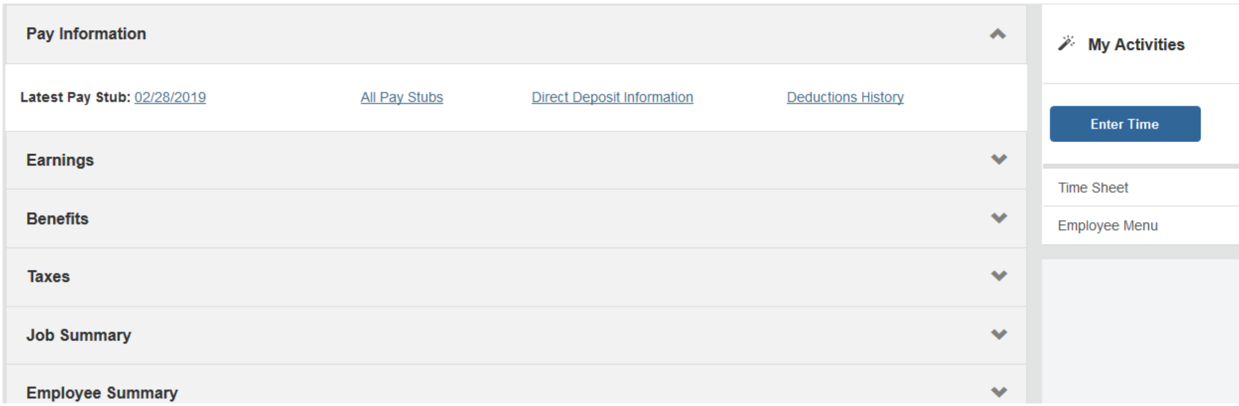
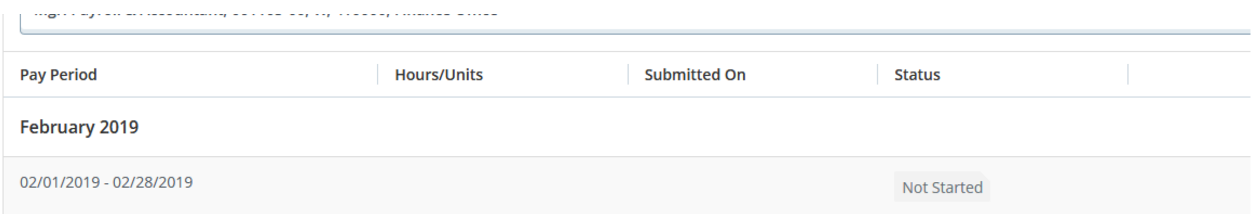
Exempt staff Timesheet submission instructions for Banner 9 Self Service:

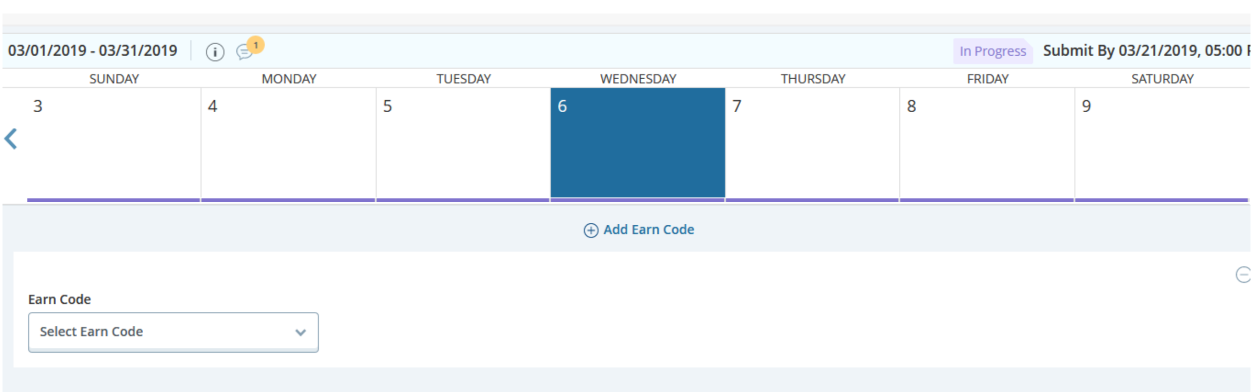
You will click “Enter Time” (blue box) under the My Activities section on the right side of your screen.



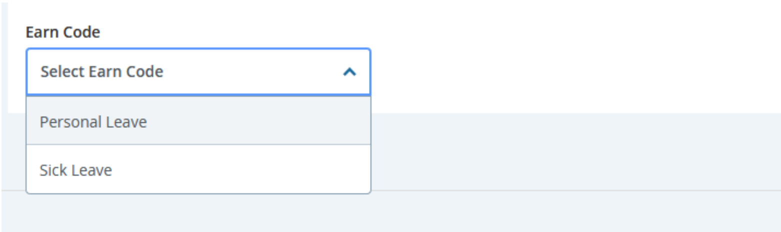
Once you click “Enter Time” you should see the next timesheet that needs submitted. You will click on the “Not Started” button to start your timesheet.



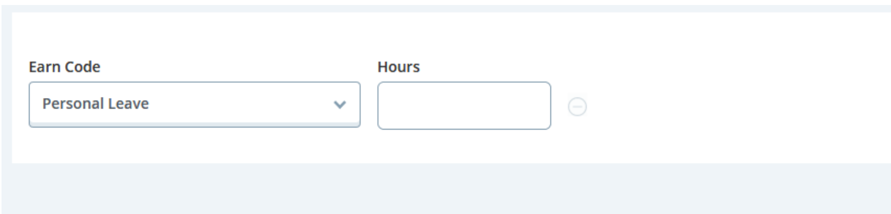
Once into your timesheet you will scroll to the right to see all the days in the pay period. If you need to record time used 1) click on the day 2) use the drop down to select the correct Earn Code



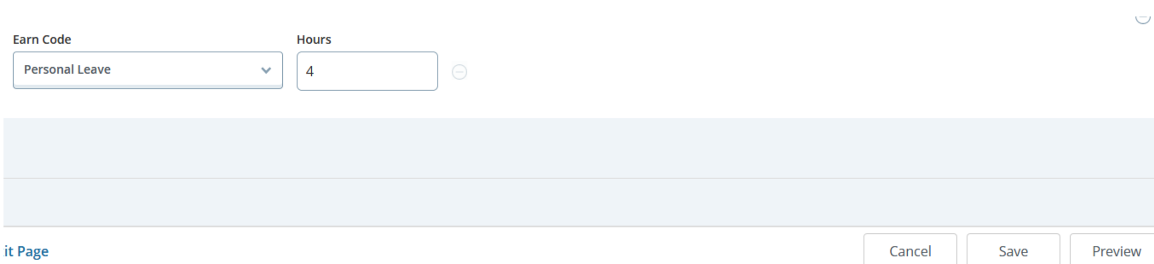
Earn Code drop down options (for Exempt staff):



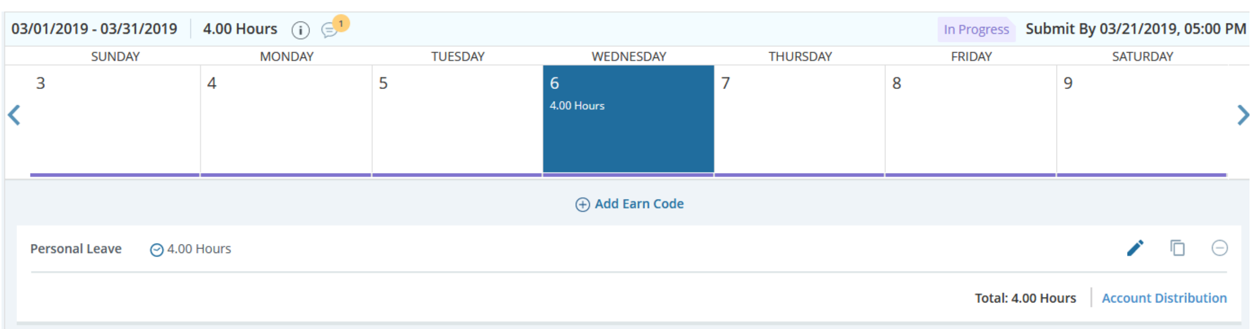
Once you make your selection (Earn Code selection) the Hours box will pop up for you to record your hours used.



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



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



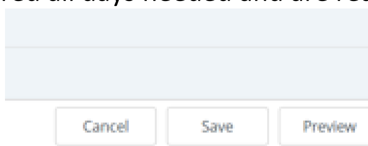
Enter other days’ time used as needed and save after each day’s entry.

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

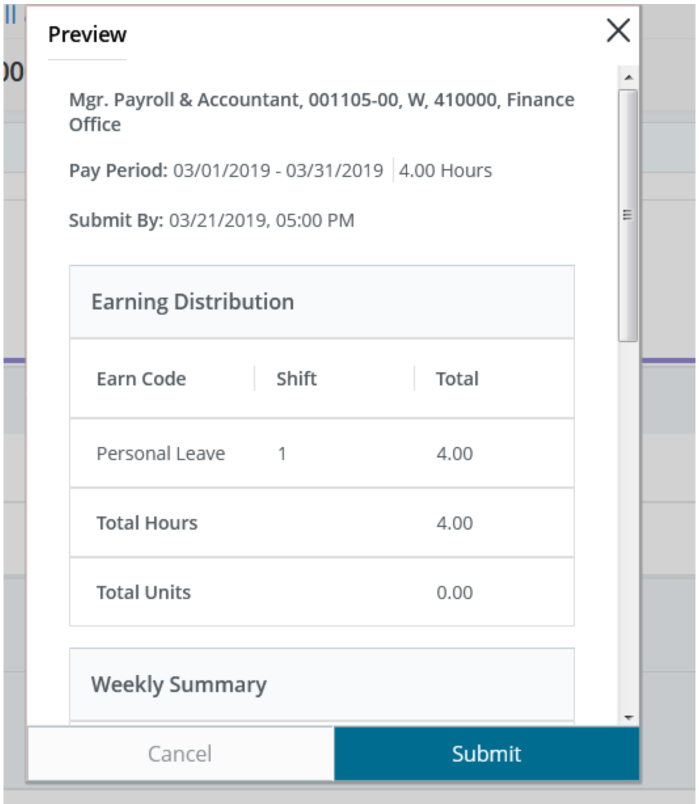
NOTE:  click here to copy to another day

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

Once you have entered all days needed and are ready to submit you will click on the "Preview" button

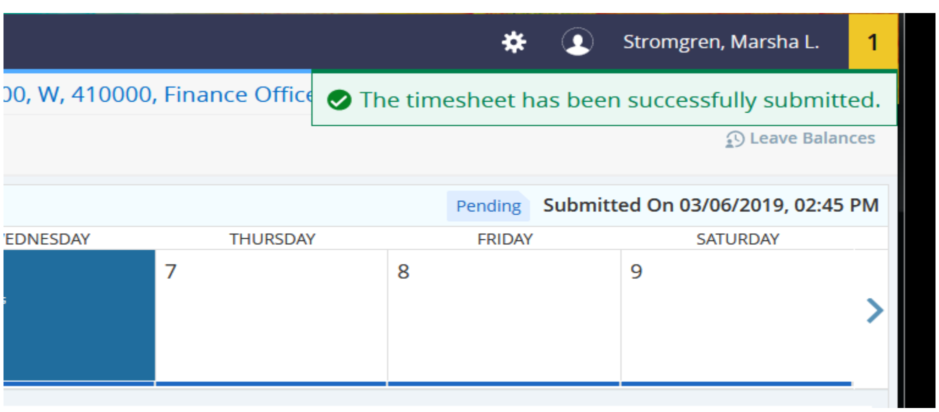
on the bottom right 

to see the recap of hours:



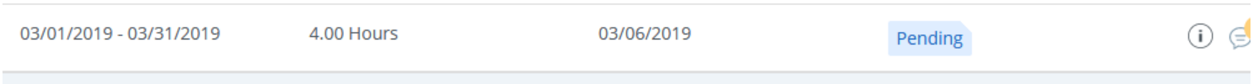
If you are done and ready to submit hit the "Submit" button. If you still need to make changes hit the "Cancel" button to go back to the timesheet to make corrections.

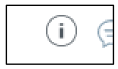
Once you hit the submit button you will see a message similar to this:

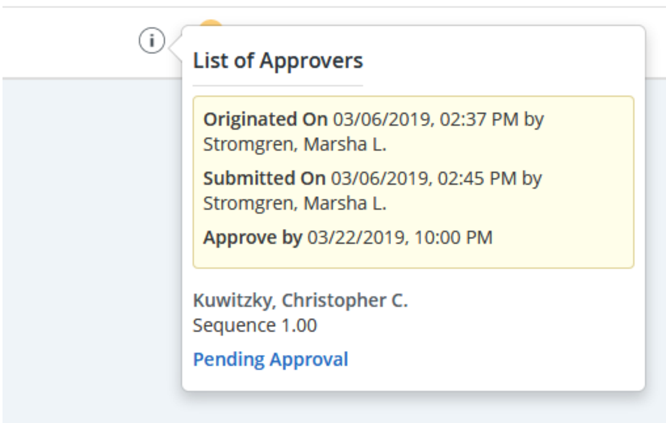


It will now be pending for your supervisor to approve.

Once you submit and are back on the original "Timesheet" screen listing each pay period you will see that it now says "Pending":

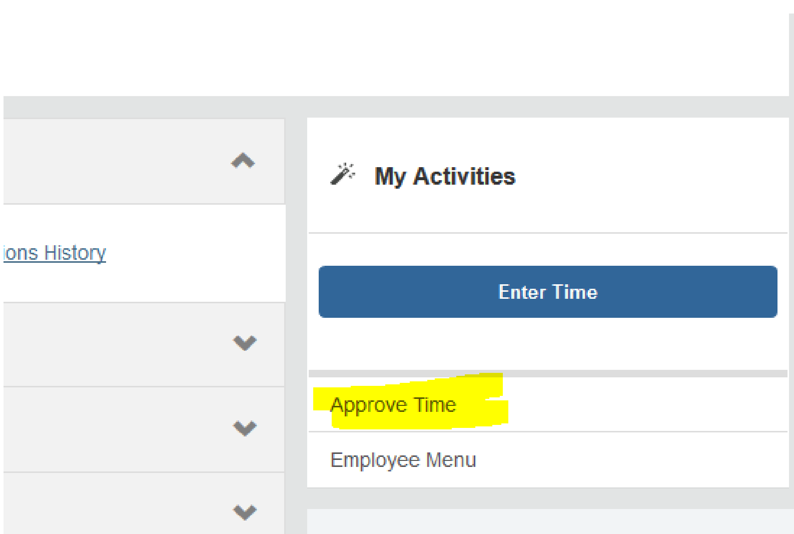


You can also click on the info button  to see dates and times that you originated, submitted, and when approved or if it is pending approval as well as when the approval needs to be completed by.

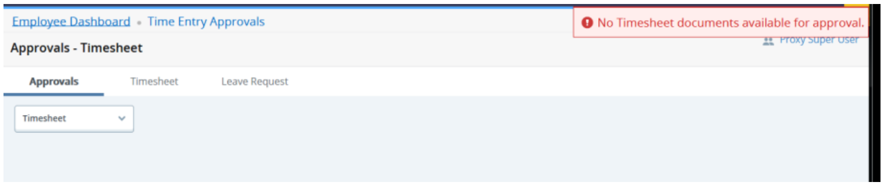


Approving your staff's timesheets in Banner 9 Self Service:

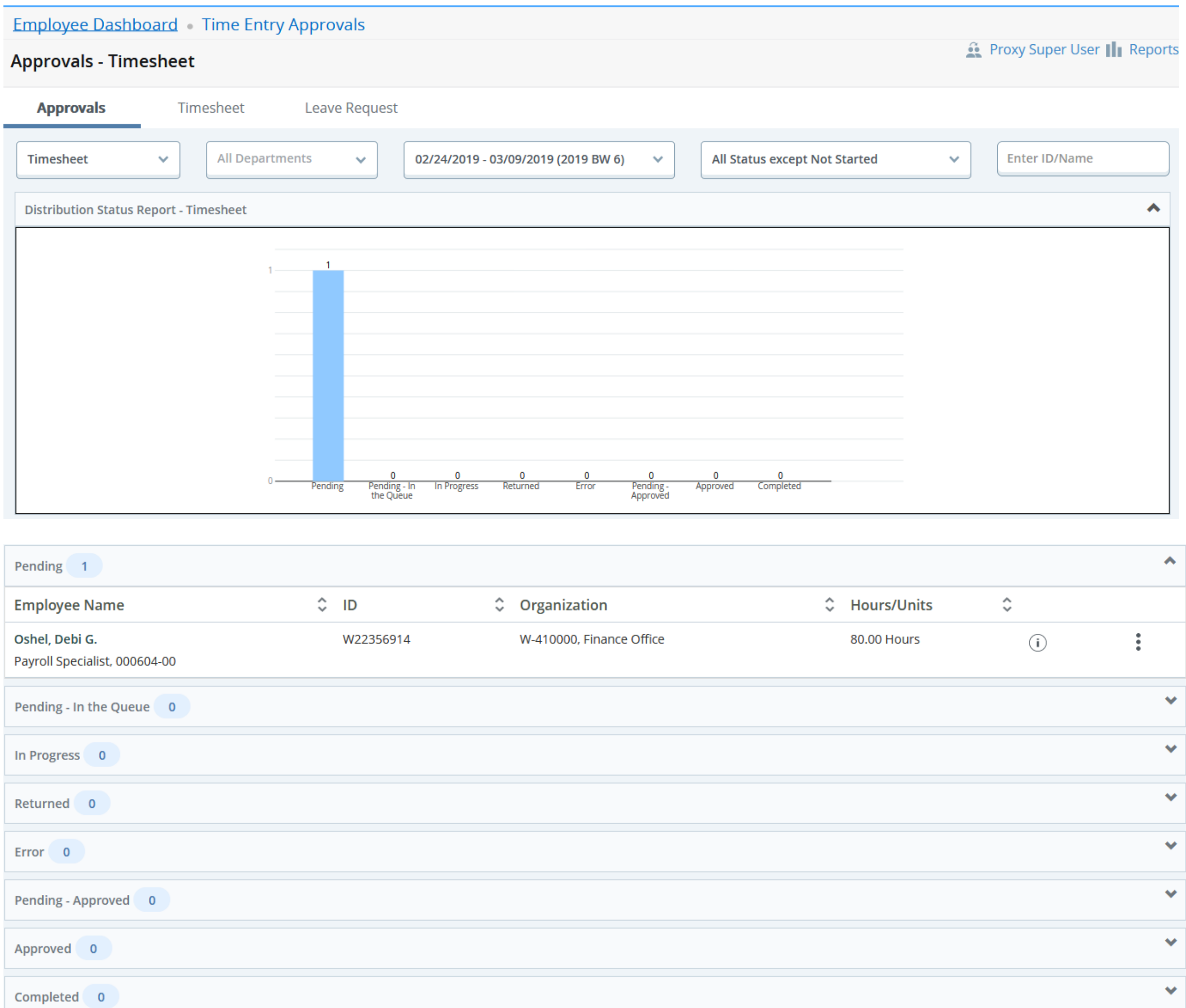
To approve time you will click on the "Approve Time" link on the right side of your Dashboard screen.



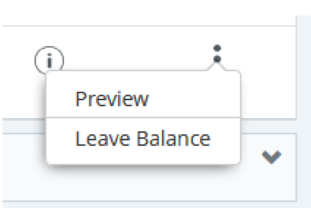
If no one in your staff has submitted a timesheet you will see a red message that says "No Timesheet documents available for approval".



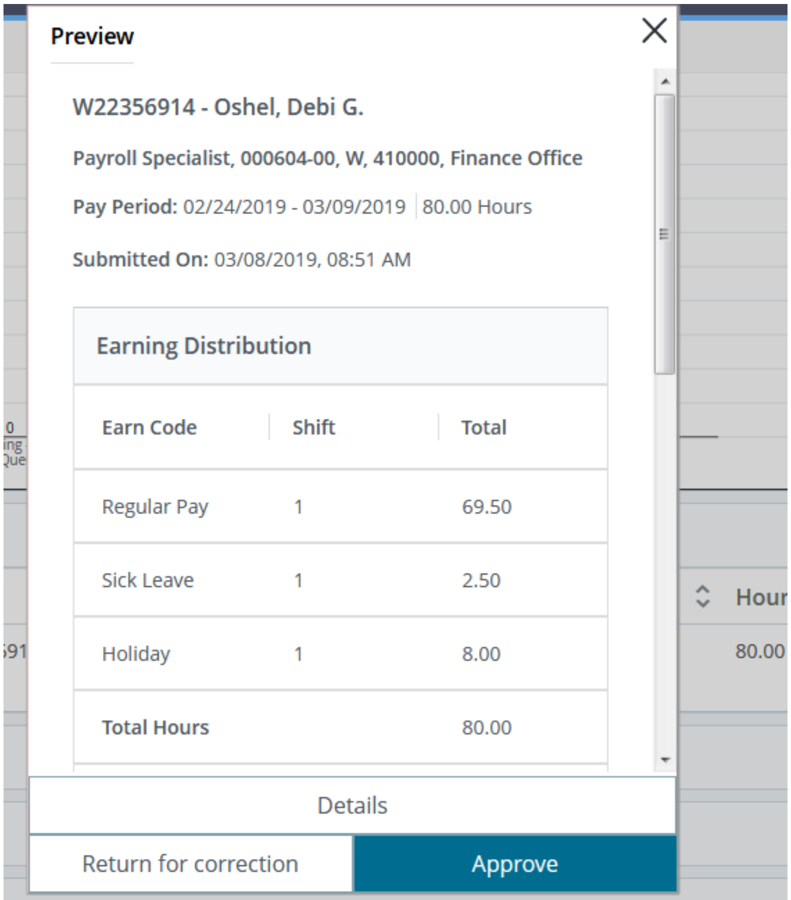
If your staff has submitted timesheets you will see some selection boxes and a Distribution Report that will show you how many are in each status (Pending, In Progress, Approved, Complete, etc.) and each name below that:



You will go to each person you need to approve and click on the action menu for each one to Preview the time submitted and/or look at leave balances:

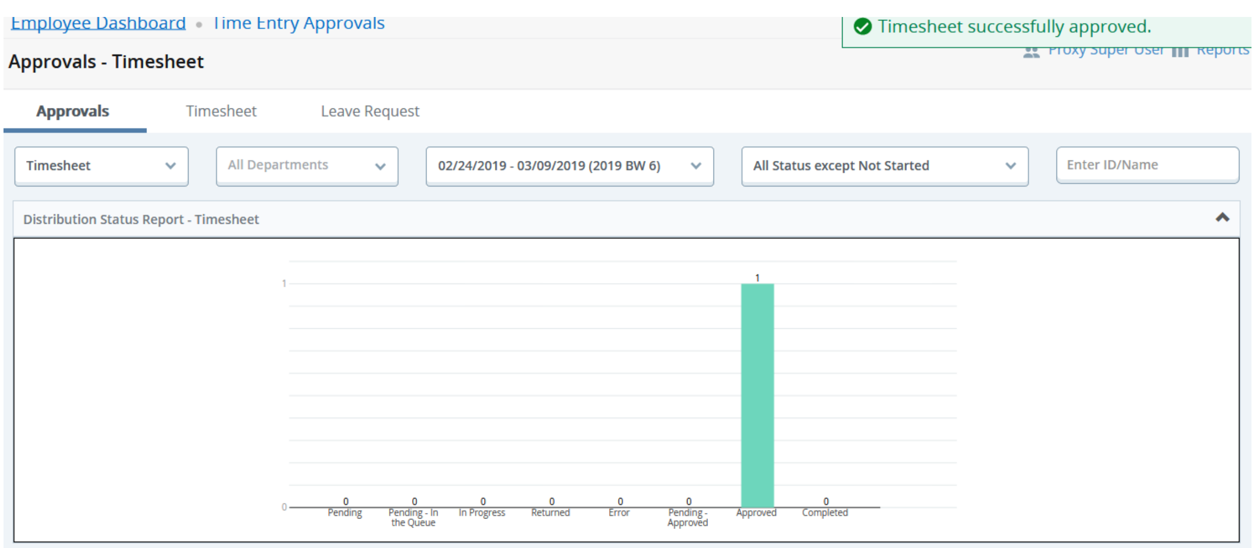


When you select the preview you will see the staff's information with a breakdown of each type of leave submitted and at the bottom your choices are "return for correction" or "Approve".

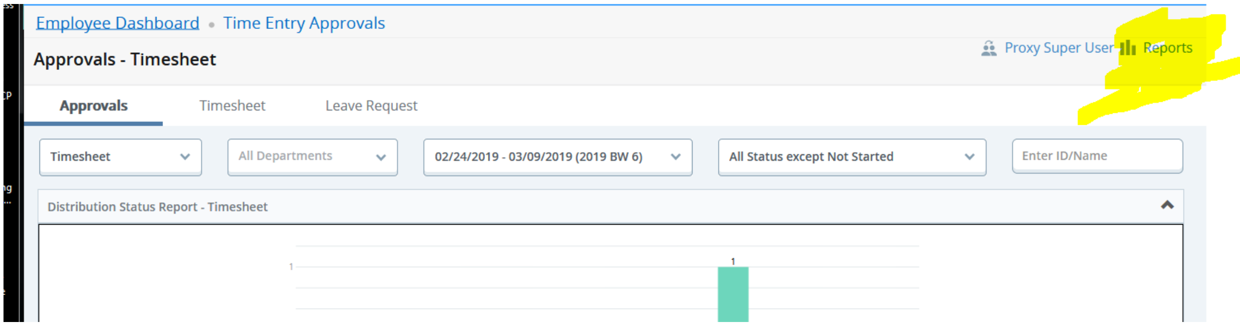


If you do not agree with the hours submitted you will "Return for Correction" or if you agree click "Approve". You will do this for each employee. If they are absent and you need to change anything for them you can click on the "Details" button to open the timesheet and make corrections/changes. After making changes you will click "preview" then "Approve" if you agree.

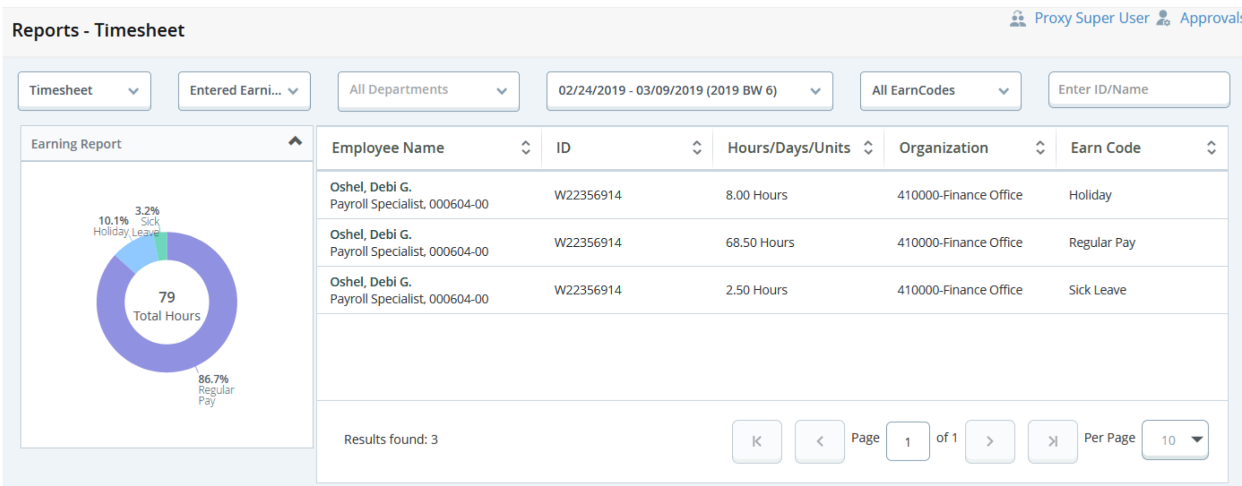
Once you have approved you will see that staff members move over to the Approved column.



You also have a “Reports” option now to view that will show you more information about your staff and the SL/PL they have used. Top right corner.



When you click the Reports you will see a break down for that pay period for hours reported like below:



To get back you can click the Approvals button that now shows up where the Reports button was, or click back on your menu ribbon to go back to Time Entry Approvals or clear back to your Dashboard: