Web Time Entry Guidelines
Hourly Temporary and Hourly Student Employees

OPENING YOUR TIMESHEET

1. Log into **Banner Rams Online.**
2. **Enter Secure Area** using your Admin User Name and Password.
3. Click the **Employee** Tab.
4. Click the **Timesheet** Hyperlink.
5. Click the **My Choice** radio button associated with the Position Title and Department you want to enter time.
6. Next to the My Choice column/radio button pick the proper **Pay Period and Status** from the dropdown menu. Note: At times during pay periods you might see two Pay Periods within the dropdown menu.

ENTERING HOURS FOR ONE DAY

1. Click on the **Enter Hours** link under the date worked and in the row for the Earnings Code (ie: Regular Hourly). Do not change the shift field unless instructed otherwise.
2. Enter the time you began work in the **Time In field.**
3. Enter the time you ended work in the **Time Out field.**
4. **If you take a lunch break you must enter the time out and the time you came back.**

ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period. Note: This is not the recommended practice but is a feature found on the time entry screen.

1. Enter the time you began work in the **Time In field.**
2. Enter the time you ended work in the **Time Out field.**
3. **If you take a lunch break you must enter the time out and the time you came back.**
4. Click the **Copy** button.
5. Click in the "**Copy from date displayed to end of the pay period**" checkbox.
6. If your workweek includes Saturday and/or Sunday, click those checkboxes, too.
7. Click the **Copy** button.
8. Look for the verification message that says the hours have been successfully copied.
9. Click the **Timesheet** button. The hours have now been copied for all days in the pay period.

ENTERING HOURS FOR SPECIFIC DAYS

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Enter the time you began work in the **Time In field.**
2. Enter the time you ended work in the **Time Out field.**
3. Click the **Copy** button.

4. Click the **checkbox** for each day you want these hours copied to.
5. Click the **Copy** button.
6. Look for the verification message that says the hours were successfully copied.
7. Click the **Timesheet** button.
8. Look to see that the hours were copied to the dates you selected.

ADJUSTING YOUR HOURS

Changing hours you've entered for a particular day is no problem, as long as you haven't submitted the timesheet for approval.

1. Click the **Hours** link for the date that needs to be changed
2. Type the correct **Time In** and or **Time Out** hours
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR TIMESHEET

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

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

PRINTING YOUR TIMESHEET

1. Click the **Preview** button at the bottom of your timesheet.
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout.
5. Click the **OK** button to save you paper layout setting.
6. Click the **OK** button to print your timesheet.

SUBMITTING YOUR TIMESHEET

Check you hours to make sure the days, numbers, and earnings codes are all correct. Be sure that you have not changed the shift field unless instructed otherwise.

1. Click the **Submit for Approval** button at the bottom of your timesheet. Note: Once you click Submit for Approval your timesheet becomes view only and cannot be altered. If time permits you can email you supervisor asking them to Return (your timesheet) for Correction. At this point you can make changes then resubmit.