



THE CITADEL

FINANCIAL SERVICES

**Banner Web Time Entry for
Hourly Employees**

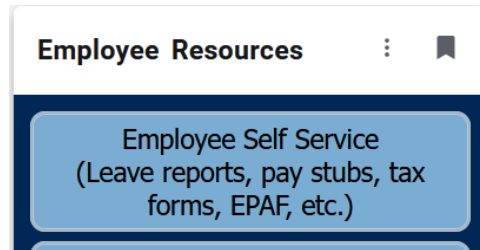
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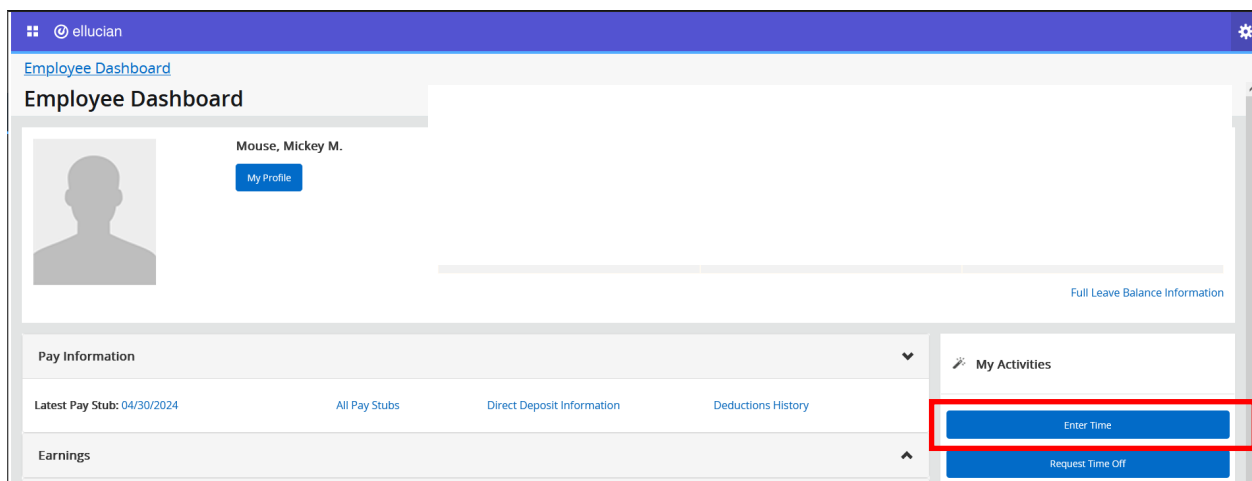


Accessing Banner Web Time Entry

1. Log onto my.citadel.edu, locate the **Employee Resources** box, and then select **Employee Self Service**.



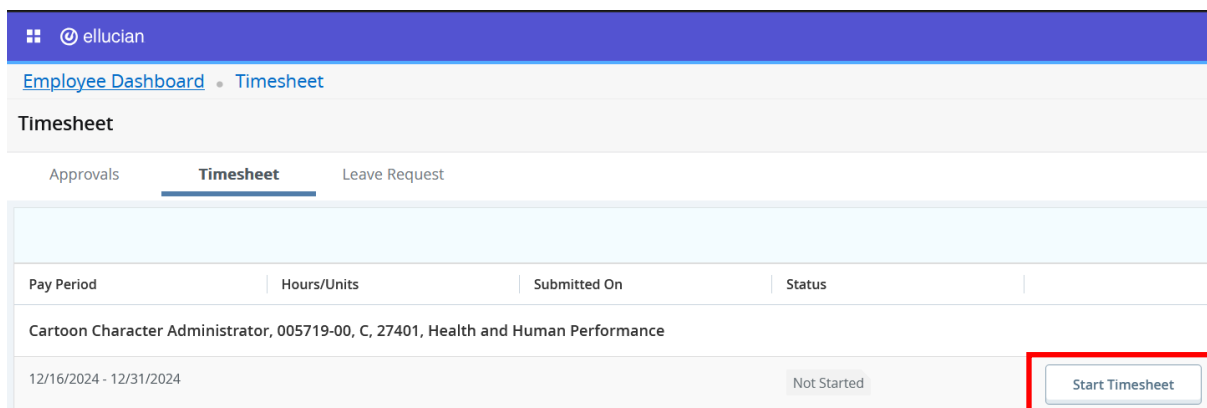
2. Login with the usual Citadel credentials (username@nation.citadel.edu). Once on the Employee Dashboard select the **Enter Time** button.



Clocking In and Out

After accessing Banner Web Entry employees will be able to access current and prior timesheet periods.

1. If a timesheet has not been started, select **Start Timesheet**.





- If a timesheet has already been started, select **In Progress**.

12/01/2024 - 12/15/2024 7.50 Hours **In Progress** ⓘ

- To clock in, select the **Clock In** button. Once clocked in a message in the top right-hand corner will appear saying, *Timesheet data successfully saved.*

Employee Dashboard • Timesheet • Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance Restart Time Leave Balances

08/01/2024 - 08/15/2024 7.50 Hours ⓘ ⓘ **In Progress** Submit By 12/31/2024, 11:59 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

+ Add Earn Code

Earn Code: Semi-Monthly Earnings **Clock In** Clock Out Hours: 0.00

+ Add More Time

Exit Page Cancel Save Preview

- To clock out, access the timesheet as usual and click on the **Clock Out** button. Once clocked out a message in the top right-hand corner will appear saying *Timesheet data successfully saved.*

Employee Dashboard • Timesheet • Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance Restart Time Leave Balances

08/01/2024 - 08/15/2024 15.00 Hours ⓘ ⓘ **In Progress** Submit By 12/31/2024, 11:59 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|---------|-----------|----------|--------|----------|
| 4 | 5 7.50 Hours | 6 | 7 | 8 | 9 | 10 |

+ Add Earn Code

Semi-Monthly Earnings ⓘ 03:15 PM - **Clock Out**

Clock Time: 03:14 PM

Total: 0.00 Hours

- To clock out and back in for lunch repeat steps 2 to 4.



Hourly Employees with More Than One Job

- For employees with more than one job, there will be separate timesheets for each position.
- **Make sure to clock in under the correct position number/job**
- If there are times overlapping on each timesheet, the system will note that as an error that will need to be fixed.



| Student Tour Guide, CS0360-00, C, 20401, Admissions | | Prior Periods |
|---|-------------|-----------------|
| 12/16/2024 - 12/31/2024 | Not Started | Start Timesheet |
| 12/01/2024 - 12/15/2024 | Not Started | Start Timesheet |

| ellucian | | Settings |
|---|-------------|-----------------|
| Employee Dashboard • Timesheet | | |
| Timesheet | | |
| Timesheet | | Leave Request |
| | | Pay Period |
| Pay Period | Hours/Units | Submitted On |
| Security Specialist II, CS0073-00, C, 60001, Commandant of Cadets | | |
| | | Prior Periods |
| 12/16/2024 - 12/31/2024 | Not Started | Start Timesheet |
| 12/01/2024 - 12/15/2024 | Not Started | Start Timesheet |

Manual Entries of Time (Missing Punches)

Manual entries of time should only be used when:

- Time is not recorded at the start of work or at the end of work
- If the timesheet was not available on the first day of employment
- If an employee will be on vacation on Timesheet Submittal Day

Manual entries of time are done due to unforeseen circumstances. Employees are expected to clock in on arrival to work and clock out on departure from work. This will eliminate the need to add a comment for every time entered.

Missed punches can be entered using the following steps:



1. To enter a missed punch, access the timesheet and navigate to the day of the missed punch. The arrows on either end of the week can be used to select different weeks in a pay period.
2. Click on the day that a punch in/out is needed.
3. Add in the **In Time** and then add a comment explaining the reason for the missing punch. Then add in an **Out Time** and add a comment here too.
4. Click on **Save** once the in time, out time, and comments are all filled in. Once saved a message in the top right-hand corner will appear saying *Timesheet data successfully saved*.
5. Select **Add More Time** if additional time entries are needed.

Use these arrows to navigate to a different week.

More entries can be added by selecting Add More Time

Please Note:

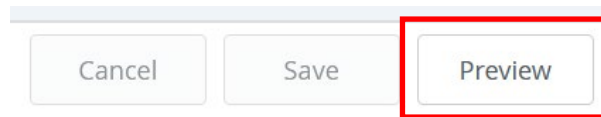
- A comment is required for missed punches. The entry time will not save without a comment.
- Banner Web Time Entry will allow entries to be saved without a **clock out** and a **comment**. Please make sure both are entered before selecting save.
- Time can be entered by selecting the clock symbol and scrolling to the correct hour and minute
- Time can also be entered by typing, for example, 08:30 -> *space bar* -> am -> *Tab* -> add comment -> *Tab* -> 12:00 -> *space bar* -> pm -> *Tab* -> add comment



Previewing and Submitting timesheets for Approval

Important: Employees are required to submit their timesheets for approval at the end of a pay period. Timesheets need to be **submitted on the last day of the pay period, the 15th or 30th/31st of every month.** It is the employee's responsibility to make sure their timesheets are accurate.

1. To preview a timesheet, select the In Progress timesheet then select Preview in the bottom right hand corner.



2. Once on the Preview screen the timesheet will be summarized by **Time Entry Detail**, **Time information**, and **Summary**. Please continue to the next page to view these...



Time Entry Detail will list every day that hours have been entered on.

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[Employee Dashboard](#) • [Timesheet](#) • [353701 Hourly Temp, HT0799-00, C, 27001, School of Science and Mathematics](#) • [Preview](#)

Timesheet Detail Summary

353701 Hourly Temp, HT0799-00, C, 27001, School of Science and Mathematics

Pay Period: 07/16/2024 - 07/31/2024 26.00 Hours In Progress Submit By 12/31/2024, 11:59 PM

Time Entry Detail

| Date | Earn Code | Shift | Total |
|------------|-----------------------------|-------|------------|
| 07/16/2024 | 020, Temporary Hourly Wages | 1 | 2.00 Hours |
| 07/17/2024 | 020, Temporary Hourly Wages | 1 | 4.00 Hours |
| 07/19/2024 | 020, Temporary Hourly Wages | 1 | 3.00 Hours |
| 07/22/2024 | 020, Temporary Hourly Wages | 1 | 4.00 Hours |
| 07/24/2024 | 020, Temporary Hourly Wages | 1 | 5.00 Hours |
| 07/25/2024 | 020, Temporary Hourly Wages | 1 | 3.00 Hours |
| 07/29/2024 | 020, Temporary Hourly Wages | 1 | 5.00 Hours |

Time Information will list all the time entries for the pay period. This is where missing punches and manual entry comments can be viewed.

Time Information

| Date | Earn Code | Shift | Hours/Units | Time In | System In | Comment In | Time Out | System Out | Comment Out |
|------------|-----------------------------|-------|-------------|----------|-----------|--------------------|----------|------------|---------------------|
| 07/16/2024 | 020, Temporary Hourly Wages | 1 | 2.00 | 08:00 AM | | | 10:00 AM | | |
| 07/17/2024 | 020, Temporary Hourly Wages | 1 | 4.00 | 08:00 AM | | Forgot to punch in | 12:00 PM | | Forgot to punch out |
| 07/19/2024 | 020, Temporary Hourly Wages | 1 | 3.00 | 08:00 AM | | | 11:00 AM | | |
| 07/22/2024 | 020, Temporary Hourly Wages | 1 | 4.00 | 08:00 AM | | | 12:00 PM | | |
| 07/24/2024 | 020, Temporary Hourly Wages | 1 | 5.00 | 08:00 AM | | | | | |
| 07/25/2024 | 020, Temporary Hourly Wages | 1 | 3.00 | 08:00 AM | | | 11:00 AM | | |
| 07/29/2024 | 020, Temporary Hourly Wages | 1 | 5.00 | 08:00 AM | | | 01:00 PM | | |

Comments can be viewed

Missing punch needs corrected

Summary will list the total hours for the pay period.

Summary

| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Total |
|-----------------------------|-------|--------|--------|--------|-------------|
| 020, Temporary Hourly Wages | 1 | 9.00 | 12.00 | 5.00 | 26.00 Hours |
| Total Hours | | 9.00 | 12.00 | 5.00 | |

Hours for each week

Total hours for the week



- Once the timesheet is reviewed it can be submitted by **checking the certification box**, which certifies that the employee is about to submit a true and accurate record of their time. After certifying select **Submit**.

Comment (Optional):

Add Comment

2000 characters remaining

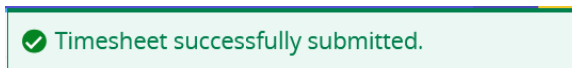
I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit

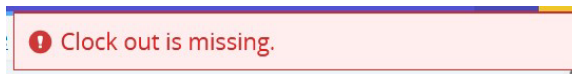
1. Needs to be checked prior to submitting

2. Once certified select submit

- Once Submitted a message, *Timesheet successfully submitted* will appear in the top right-hand corner.



If there are missing punches a message, *Clock out missing* will appear in the top right-hand corner.



- On the timesheet summary page, the timesheet status will show as *Pending*. This means it is awaiting approval from the timekeeper.

| | | | | |
|-------------------------|-------------|------------|---------|---|
| 11/16/2024 - 11/30/2024 | 75.75 Hours | 08/07/2024 | Pending | i |
|-------------------------|-------------|------------|---------|---|

- Once approved by the timekeeper the status will change to *Completed*.

| | | | | |
|-------------------------|-------------|------------|-----------|---|
| 11/16/2024 - 11/30/2024 | 75.75 Hours | 08/07/2024 | Completed | i |
|-------------------------|-------------|------------|-----------|---|



Leaving Comments for a Timesheet

Comments for a timesheet can be entered and viewed using the following steps:

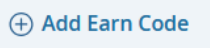




1. Click on the speech bubble icon situated above the days of the week.
2. A pop-up comment box will appear. Add a comment, then press save.

11/16/2024 - 11/30/2024 | 75.75 Hours

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|------------------|------------------|------------------|
| 17 | 18 8.00 Hours | 19 7.50 Hours | 20 7.50 Hours |

Banner Web Time Entry Symbols Library

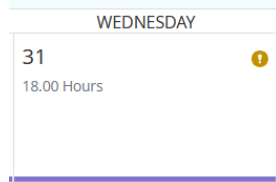
Below is a list of symbols in Banner Web Time Entry

- 
+ Add Earn Code Select to add in an earn code such as Semi-Monthly Earnings or various leave types
- 
> Select to Navigate through the weeks
- 
 Select to edit any saved time entry
- 
- Select to delete any time entry
- 
 Select the comment icon to read or leave comments for a timesheet



A correction needs to be made on the timesheet. This will display on the Timesheet list screen and on the day the error is found in the timesheet. Once the day with the error is selected (screenshot 1), the error message will display at the top of the timesheet (screenshot 2).

Screenshot 1:



Screenshot 2:



Restart time will clear all entries on a timesheet. Only ever select this if you want to delete all time entries.



For any questions please email payroll@citadel.edu