THE CITADEL

FINANCIAL SERVICES

Banner Web Time Entry for
Non-Exempt Employees
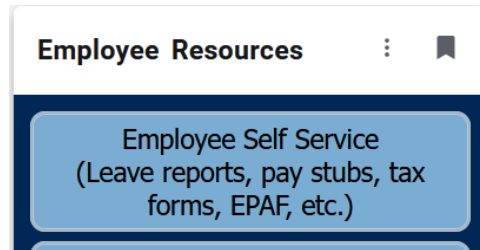
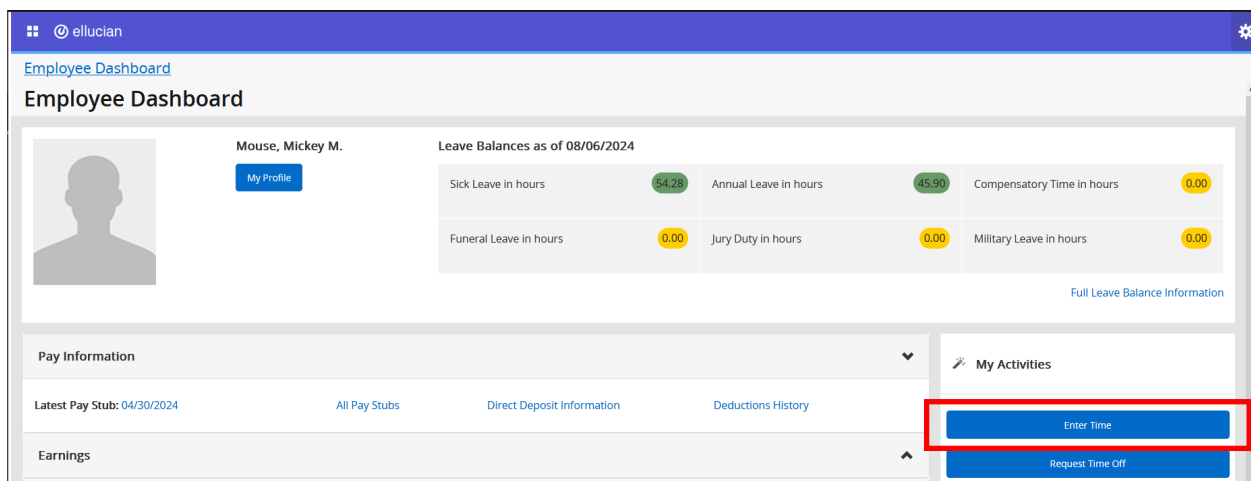THE CITADEL
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Accessing Banner Web Time Entry

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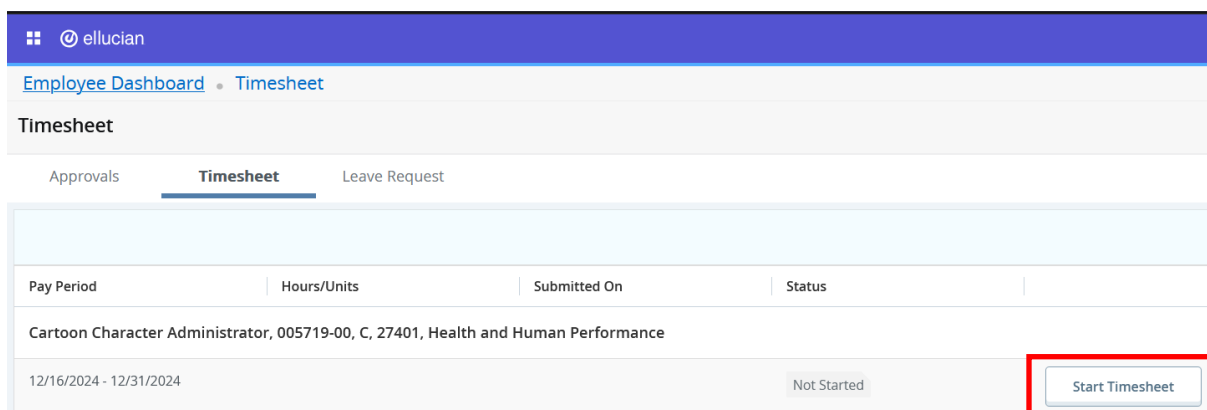

2. Login with the usual Citadel credentials (username@nation.citadel.edu). Once on the Employee Dashboard select the **Enter Time** button.

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.**

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

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

3. 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*.

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

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

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 out the office 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. Under **Earn Code** select **Semi-Monthly Earnings** to enter hours worked.

4. 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.

5. 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*.

6. 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

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- 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

Entering Time Off/Leave

Time off is also entered in Banner Web Time Entry on the timesheets. The following types of leave are available to enter:

- Sick
- Sick Leave Family
- Annual
- Military
- Court
- Funeral
- Leave Without Pay
- Inclement Weather
- Administrative Closure
- Paid Parental Leave – 2 weeks
- Paid Parental Leave – 6 Weeks

How to Enter Leave

1. Access Banner Web Time Entry and select the desired timesheet. Once in the timesheet, select the day to enter the leave type on.
2. Under **Earn Code** click on the dropdown to select the leave type. The scroll bar may need to be used to select other leave types.
3. Enter a **Start Time** and **End Time** in order to reach the required hours (Example: 08:00 am and 03:30 pm, to get 7.5 hours).
4. Select **Save** once fully entered. Both a Start Time and End Time need to be entered. The entry will not save without both of these entered.
5. To add leave to a day that already has regular working hours select **Add Earn Code** and select a different leave type from the dropdown menu.

Use **Add Earn Code** to add time off to a day that already has working hours

Using the Copy Function

When entering multiple days of leave, the copy function can be used.

1. Once the first leave entry has been entered and saved, select the *copy symbol* on the right-hand side.

2. Multiple days on the calendar can be selected. To deselect a day just click on it again. Select **Save** once finished.

Inclement Weather and Administrative Closures

During emergencies such as hurricanes, when states of emergency are issued by the state and employees are ordered to shelter in place, the earn code *Inclement Weather* can be entered.

During other occasions, such as Citadel events, when employees are sent home early, the earn code *Administrative Closure* can be entered.

These earn codes are entered in the same manner as entering leave (please refer to Entering Time Off/Leave). During these occasions if you are working, please clock in as usual and work together with your department and timekeeper to have the correct hours entered to reach 37.5 hours by the end of the week.

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.

These are the items to check at the end of each period:

- Check for any missing punches
- Each week (Sunday to Saturday) needs to have a minimum of 37.5 hours
- Leave or time off needs to be entered if the weekly hourly total is not at 37.5 hours

1. To preview a timesheet, select the In Progress timesheet then select Preview in the bottom right hand corner.
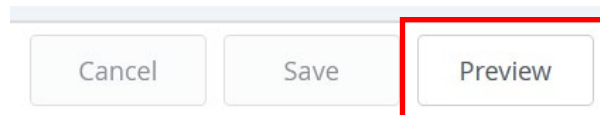
2. Once on the Preview screen the timesheet will be summarized by **Time Entry Detail**, **Time information**, and **Summary**

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

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

Timesheet Detail Summary

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance
Pay Period: 11/16/2024 - 11/30/2024   75.75 Hours   In Progress   Submit By 11/30/2024, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
11/18/2024	010, Semi-Monthly Earnings	1	8.00 Hours
11/19/2024	010, Semi-Monthly Earnings	1	7.50 Hours
11/20/2024	010, Semi-Monthly Earnings	1	7.50 Hours
11/21/2024	010, Semi-Monthly Earnings	1	7.75 Hours
11/22/2024	010, Semi-Monthly Earnings	1	7.50 Hours
11/25/2024	170, Annual Leave	1	7.50 Hours
11/26/2024	170, Annual Leave	1	7.50 Hours
11/27/2024	170, Annual Leave	1	7.50 Hours
11/28/2024	150, Holiday Pay	1	7.50 Hours
11/29/2024	150, Holiday Pay	1	7.50 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
11/18/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM			12:00 PM		
11/18/2024	010, Semi-Monthly Earnings	1	4.50	01:00 PM					
11/19/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM			12:00 PM		
11/19/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/20/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM			12:00 PM		
11/20/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/21/2024	010, Semi-Monthly Earnings	1	3.75	08:30 AM			12:15 PM		
11/21/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/22/2024	010, Semi-Monthly Earnings	1	3.50	08:30 AM		Forgot to clock	12:00 PM		Forgot to clock
11/22/2024	010, Semi-Monthly Earnings	1	4.00	01:00 PM			05:00 PM		
11/25/2024	170, Annual Leave	1	7.50	08:00 AM			03:30 PM		
11/26/2024	170, Annual Leave	1	7.50	08:00 AM			03:30 PM		
11/27/2024	170, Annual Leave	1	7.50	08:00 AM			03:30 PM		

Missing punch needs corrected

Comments can be viewed

Summary will list the total hours for the pay period. This is where employees can make sure they have a minimum of 37.5 hours per week

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
010, Semi-Monthly Earnings	1		38.25		38.25 Hours
170, Annual Leave	1			22.50	22.50 Hours
150, Holiday Pay	1			15.00	15.00 Hours
Total Hours			38.25	37.50	

Total hours for the week

Hours per week, per earn code

Total hours per week

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3. 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.
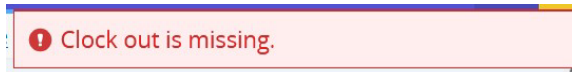
Return   Submit

1. Needs to be checked prior to submitting

2. Once certified select submit

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

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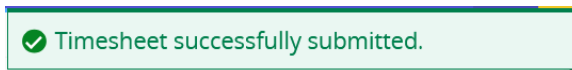
If there are missing punches a message, *Clock out missing* will appear in the top right-hand corner.

❗ Clock out is missing.

5. 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 | ⓘ |

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

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

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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.

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

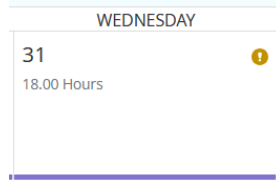🗐 Only time off entries can be copied to other days. Select this symbol to copy leave to another day

💬¹ Select the comment icon to read or leave comments for a timesheet

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⚠ 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:

WEDNESDAY	
31	⚠
18.00 Hours	

Screenshot 2:

:: ⊘ ellucian

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

Timesheet Messages 1 ⌄

↻ Restart Time

⏱ Leave Balances

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

Leave Balances will display the balances of all leave types

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For any questions please email payroll@citadel.edu