

Student Procedures for Banner Web Time Entry

- **Your timesheet is a legal document, so it is extremely important that you enter the hours worked on the days they are worked.**
- **Student employees must submit their hours for approval no later than Noon the Thursday following the pay period end date.** *The approval date may be accelerated around the holidays or as deemed necessary.*
- Hours not entered into Banner by the submission due date **must** be submitted on a paper time sheet, approved by the supervisor and turned into the Office of Human Resources. **Paper time sheets may not be processed until the following pay period.**
- Access the Banner Web via Rose-Hulman's main web page at <http://rose-hulman.edu> and select the Quick Links option title Banner Web (lower right corner of page)
- Enter your Kerberos username and password
- Click on Employee and then click on Timesheet
- If you have more than one position, select the appropriate position by clicking on the radio button beside position number
- Select the appropriate Pay Period (*Prior to entering hours for a pay period, the status will be listed as Not Started*)
- Select the appropriate **earning** type from the pull down menu option, i.e. regular pay, overtime, etc.
- Select the **appropriate date and day** from the drop down menu.
- **Enter the number of hours** worked that day in the hours or units field in 15 minute increments. Hours must be entered into the Banner system as follows: 15 minutes= .25, 30 minutes= .50, 45 minutes= .75, 1 hour= 1.00. An error message will display if increments other than these are entered.
- Overtime is earned only when the employee works more than 40 hours a week within the Institute designated work week
- Once you have the earnings code and hours entered for that day, click on Save
- If the same number of hours were worked for several days in a row, the copy feature can be used instead of manually entering the hours day by day.

Time Sheet

Title and Number:	SRC- Work Opp. – 006072-00 (\$6.00)
Time Sheet Period:	Jan 09, 2005 to Jan 22, 2005
Submit By Date:	Jan 27, 2005 by 12:00 P.M.
Earning:	Regular Pay
Date:	Jan 09, 2005 Sunday
Hours:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Account Distribution"/>	

- Select the days you want to copy to, Click **Copy**, Click the Time Sheet button or Previous Menu to return back to the time sheet
- If all hours on the timesheet need to be deleted, click on the Restart button; click on the Submit button if you want to restart the time sheet. Click Cancel if you do not wish to restart the time sheet. After restarting your timesheet, follow instructions above for entering hours
- Preview the total hours or units that you entered to be sure they are correct and that they were entered on the correct day. If they are, click on the Submit for Approval button and if not, enter the correct hours and click on the Submit for Approval button.