Bi-Weekly 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.**
- **Employees paid bi-weekly must submit their hours for approval no later than Noon the Monday 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 timecard, approved by the supervisor and turned into the Office of Human Resources.
- Access the Banner Web via Rose-Hulman’s main web page at [http://rose-hulman.edu](http://rose-hulman.edu) and select the faculty and staff link on left, then under “Daily Tools”, select Banner Web.
- Enter your Kerberos username and password (same one you use for email)
- 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)**
- It may be necessary to select “See History” button if no time periods are displayed
- 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 is paid more than 40 hours a week within the Institute designated work week, Sunday thru Saturday.
- 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.

- 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.