

Web Time Entry – Instructions for Students to Enter Hours

Instructions to access Banner Web Self Service:

1. Go to CSB/SJU homepage: <http://www.csbsju.edu>
2. Choose A-Z index
3. Choose B – Banner Web Self Service
4. Enter secure area
5. Enter Banner ID
6. Enter password

To access electronic time sheet:

1. Access “Employee”
2. Choose “Time Sheet”
3. Choose the time sheet that you want to record hours on
4. Click “Time Sheet”


To enter hours on electronic time sheet:

1. Click “Enter Hours” next to “Regular Earnings” on a day that you want to record hours
2. Enter the number of hours you worked that day and click “Save”
3. **Please Note:** Round your hours to the nearest quarter hour
 - Examples: 1 hour and 15 minutes = 1.25; $1\frac{1}{2}$ = 1.5; $1\frac{3}{4}$ = 1.75
 - Record 1 hour and 10 minutes as 1.25 and 1 hour and record 1 hours and 5 minutes as 1.
4. Click “Next” to progress through the weeks. **Do NOT** use the forward and back keys on internet explorer to navigate in web time entry.

To submit time sheet: **Must be submitted by “Submit By Date” at top of time sheet**

1. After you have entered all of your hours for the entire month click “Submit for Approval”
2. Read the statement and enter your PIN (Same as WSC).
3. The top of you timesheet should now say “Your time sheet was submitted successfully.”
4. Your time sheet is now waiting for approval from your supervisor; the bottom of your time sheet shows when you submitted it, who has approved it, and who has not yet approved it.

Time and Leave Reporting

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Athletics - CSB -- 810810-00

Department and Number: Athletics - CSB 1 -- W00246

Time Sheet Period: Mar 01, 2008 to Mar 31, 2008

Submit By Date: Apr 05, 2008 by 12:00 A.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Saturday Mar 01, 2008	Sunday Mar 02, 2008	Monday Mar 03, 2008	Tuesday Mar 04, 2008	Wednesday Mar 05, 2008	Thursday Mar 06, 2008	Friday Mar 07, 2008
Regular Earnings - Non Exempt	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By: