## **Banner 9 Student Timesheet Instructions**

• To complete your timesheet, log into myWCU and select "Submit Student Worker Timesheet" from "Other Requests & Tasks" menu on the left hand side of your screen.

my <b>WCU</b>				?
Search Menu				© Feedback 0 Holds
VINFORMATION TECHNOLOGY				
V MYROLES				
▲ OTHER REQUESTS & TASKS	Announcements			Quick Links
Add Cash to CatCard	There were no announcements found.	III Announcements		Health Services Patient Portal
Enroll or Waive Health Insurance	View	in Announcements		Diversity Catalog
Find a Cat-Tran	My To-Do List			
Route/Schedule using NextBus	No undergrad	uate application found.		What's Happening
Find a Job or Internship		please visit ApplyYourself or contact the Graduate School in he status of your application.		
Join a Student Organization		ne statub or jour approxison.		View Upcoming Events
Obtain Student Worker W2 Tax Form	CatCard			Browse, search and save events to your calenda
Register a Bicycle	🖃 View Balances and Manage Your CatCard	Student Records & Accounts		
Renew Vehicle Registration	M See your current meal plan and Cat Cash balances	Student Profile	tion \$ Accounts	There's no public calendar named "campus-dining-bours-
Report a Student Conduct Incident	Here of the temperature of tempera	Academic Standing Add/Drop/Withd Advisors Withdrawal Co Degree Evaluation Class Schedul	unts Direct Deposit	Unread Messages
Request a Vending Machine Refund	+ Instantly add Declining Balance or Cat Cash using a debit or credit card		ruiton rayment riam	✓ You Have 2315 Unread Messages
Request Official Enrollment	\$ Request funds from a friend or parent			2315 Office 365
Certification	Lock or unlock a misplaced CatCard	My Schedule	My Grades	2010 01120.005
Search the Faculty/Staff Directory	Cownload GET app for Apple iOS Devices	Enrolled courses display the first day of classes.	•	
Search the Student Directory	Download GET app for Android Devices			
Submit a Complaint/Concern		My Tasks	* * -	
Submit Student Worker	My CatCard	Could not retrieve tasks from Blackboard.		Representation IT Support? Chat Now with Madison!
		> COMPLETED	38 Madaacday, July 20th, 2022	

- The first time you log into your timesheet, you may be directed to the Employee Profile page.
- Future logins will take you directly to your timesheet.

• If directed to the Employee Profile page, select "Enter Time". If not, proceed to the next screenshot.

<b>WCU - Banner - DEV2</b> User Acceptance Testing				* (1)
Employee Dashboard				
Employee Dashboard				
		Leave Balances as of 06/29/2022		
My Profile		Adverse Weather Leave in hours	Vacation in hours	Sick in hours
MyTeam		Community Service Leave in hours	Bonus Leave in hours	Special Annual Leave Bonus 2 in hours
				Full Leave Balance Information
Pay Information				♥
Latest Pay Stub: 05/31/2022	All Pay Stubs			Enter Time
Benefits				Enter Leave Report
Taxes				Approve Time
Job Summary				Approve Leave Report
Employee Summary				Approve Leave Request
				Electronic Personnel Action Forms (EPAF)
				Salary Planner
				Campus Directory
				Employee Menu

- The next page will allow you to select the timesheet period you wish to report time for.
- Select "Start Timesheet" to access your timesheet

<b>WCU - Banner -</b> User Acceptance Test	DEV2				*	٩
Employee Dashboard • Times	neet					
Timesheet						
Approvals Timesheet	Leave Report					
						Pay Period 🗸
Pay Period	Hours/Units	Submitted On	Status			
Non-Work Study Student Emp., S009	99-00, W, TS1695, Time Sheet Organization	n, Rate: \$10.000000		K		C Prior Periods
06/20/2022 - 07/03/2022			Not Started	Start Timesheet		

- The new Banner 9 Time and Leave module lists the timesheet reporting period horizontally by month.
- You will notice a purple line under the days included in the time reporting period.
- Use the < and > signs to move from week to week in the timesheet.
- Timesheet now show the hourly pay rate for the job you are reporting time for.

	User Acceptance Tr Employee Dashboard • Tim	esting esheet • Non-Work Study St	udent Emp., S00999-00, W, TS	1695, Time Sheet Organiza	tion, Rate: \$10.000000	Timesheet	successfully created.	
	Non-Work Study Student Em	np., S00999-00, W, TS1695, Ti	me Sheet Organization, Rate	e: \$10.000000	R		🖒 Restart Time 👔 Leave Balan	:es
	06/20/2022 - 07/03/2022   i 🥃	)					n Progress Submit By 07/04/2022, 05:00	РМ
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
7	26	27	28	29	30		2	>K
				🕀 Add Earn Code				
	Earn Code Regular Student	Hours	Θ				e	I

- Click in the date box to enter hours. Notice that the date box turns blue.
- The regular hours are shown in a separate box along with the hours you need to enter.
- Select the "Regular Student" earn code and enter your work hours in the box to the right.
- Be sure to select "Save" after you enter your hours.

" WCU - Banner - DEV2						* 🖭	
User Acceptance Testing <u>Employee Dashboard</u> • <u>Timesheet</u> • Non-Work Study Study	lent Emp., S00999-00, W, TS169	95, Time Sheet Organizatio	n, Rate: \$10.000000				
Non-Work Study Student Emp., S00999-00, W, TS1695, Tim	e Sheet Organization, Rate: \$	10.000000	1			🕤 Restart Time 👔	) Leave Balances
06/20/2022 - 07/03/2022 (i) 👳		K			In Progress	Submit By 07/04/	2022, 05:00 PM
SUNDAY MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY	
26 27 <b>&lt;</b>	28 2	29	30	1	2	_	>
		🕀 Add Earn Code					
Earn Code Hours Regular Student V 5	✓						Θ
Exit Page					Cancel	Save	Preview

- You will now see the hours you entered recorded in the date box you selected.
- This page also allows you to edit (pencil icon) the hours you have entered.
- You can also copy (paper icon) hours to multiple days.

	Banner -						*	٩	1
Employee Dash	iboard • <u>Time</u>	sheet , Non-Work Study St	udent Emp., S00999-00, W	/, TS1695, Time Sheet Org	ganization, Rate: \$10.000	0000	Timesheet data suc	cessfully saved.	
Non-Work Stud	ly Student Emp		🕤 Restart Time 👔	) Leave Balances					
06/20/2022 - 07/03	06/20/2022 - 07/03/2022   5.00 Hours () 👳								
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY		IRSDAY	FRIDAY	SATURDAY	
26		27	28	29 5.00 Hours	30	1	2		>
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Regular Student		ırs						1	
							Total: 5	00 Hours Accour	nt Distribution
Exit Page							Cancel	Save	Preview

- If you select copy, you will have the option to select "Copy to the end of pay period" or select each day individually.
- We highly recommend you select each day individually to ensure time entry accuracy.
- Be sure to select "Save" when copying is complete.

<b>WCU - Bann</b> User Acceptan									*	۹		1
Non-Work Study Studen	Timesheet         Non-Work Study Study           it Emp., \$00999-00, W, T\$1695, Tim           0.00 Hours         i)			0	ion, Rate: \$10	0.000000		hours, change	ries, including and Account es you have m copied.	Distributi	on override	
SUNDAY	MONDAY	TUESDAY	WE	ONESDAY		THURSDAY		FRIDAY		SATU	RDAY	
26	27	28	29 5.00 Hours		30 5.00 Hours		1		2			>
	Copy Time Entry								>	<		_
	Regular Student : 5.00 Hours (06/29/2022, WE	DNESDAY)	Pay Period: 0	6/20/2022 - 07/	03/2022				?			
Regular Student 🔗	Select Options		SUN	MON	TUE	WED	THU	FRI	SAT		1 6	
Regular Student 🔗	Copy to the end of pay period	_	19	20	21	22	23	24	25		· · · ·	
	Include Saturdays									lours	Account Distribu	tion
	Include Sundays		26	27	28	29 5.00 Hours	30 5.00 Hours	1	2			
			3	4	5	6		8	9			
		Cancel					Save					
										_		
Exit Page									Cancel	Save		
	· · · · · · · · ·											11:26 AM

- Once you have entered all hours for the time period, you will select "Preview".
- This allows you to preview all hours entered prior to submitting.
- You must select "Preview" in order to go to the "Submit" option.

Employee Dashboard • Times		dent Emp., S00999-00, W, TS1	695, Time Sheet Organization	n, Rate: \$10.000000		
Non-Work Study Student Emp.,	, S00999-00, W, TS1695, Tim	e Sheet Organization, Rate:	\$10.000000			🔿 Restart Time 👔 Leave Balances
06/20/2022 - 07/03/2022 10.00 Hou	rs (j) 🕬				In Pr	ogress Submit By 07/04/2022, 05:00 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<	27	28	29 5.00 Hours	30 5.00 Hours	1	2
			+ Add Earn Code			
Regular Student 🧿 5.00 Hour	s					ν 🗅 Θ
						Total: 5.00 Hours Account Distribution
Exit Page					Ca	ncel Save Preview

- In the first section you will be able to review hours you have entered for each day.
- The second section allows you to view the total number of hours broken down by week.
- The third section lists the routing and status of your timesheet.
- You can add comments as well.
- If all your hours are correct and your comments are entered, select "Submit" in the bottom right.

Employee Dashboard • Timesheet • Non-Work Study Student F	Emp., S00999-00, W, TS1	1695, Time Sheet Organization, Rate: \$10.000000 。	Preview	
Timesheet Detail Summary		The second s		
Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization Pay Period: 06/20/2022 - 07/03/2022 10.00 Hours In Progress Submit By 02				ē
Time Entry Detail				
Date Earn Code	Shift	Total		
06/29/2022 115, Regular Student	1	5.00 Hours		
06/30/2022 115, Regular Student	1	5.00 Hours		
Summary				
Earn Code Shift Week 1 Week 2	Week 3 Total			
115, Regular Student 1 10.00	10.00 Hours	K		
Total Hours 10.00				
Routing and Status				
Name Action	Date & Time			
Originated	06/29/2022, 11:09 AM	Z		
In the Queue				
Comment (Optional):				
Add Comment				
2000 characters remaining				V
			Return	Submit

- You have now successfully completed your timesheet.
- The timesheet will show "Pending" your supervisor's approval.
- Click "Return" to go back to the timesheet page.

<b>WCU - Banı</b> User Accepta	ner - DE	V2							* 2
Employee Dashboard	Timesheet	• Non-Work	<u>k Study Stude</u>	ent Emp., SO	0999-00, W, TS	1695, Time She	eet Organization, Rate: \$10.000000 • Prev	view	
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Non-Work Study Student Emp Pay Period: 06/20/2022 - 07/0			-						ē
Time Entry Detail									
Date	Earn Code				Shift	Total			
06/29/2022	115, Regular S	tudent			1	5.00 Hours			
06/30/2022	115, Regular S	tudent			1	5.00 Hours			
Summary									
Earn Code	Shift	Week 1	Week 2	Week 3	Total				
115, Regular Student	1		10.00		10.00 Hours				
Total Hours			10.00						
Routing and Status									
Name		Action		Date 8	Time				
		Originate	ed.	06/29/	2022, 11:09 AM				
		Submitte	d L	06/29/	2022, 11:35 AM				
Hatson, Donna Er		Pending /	Approval	-					
Comment (Optional):									
Add Comment									
2000 characters remaining									
									Return

- If you need to make changes to your timesheet prior to your supervisor approving, you can select "Recall Timesheet" and make your corrections. You must "Save" after your corrections.
- Be sure you "Preview" and "Submit" after making your changes.

# WCU - Ba	nner - DEV2 ptance Testing					* 🗵	
Employee Dashboard	d • <u>Timesheet</u> • Non-Work Study	Student Emp., S00999-00, W,	TS1695, Time Sheet Organizat	ion, Rate: \$10.000000			
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06/20/2022 - 07/03/2022	10.00 Hours 🕕 🦻					Pending Submitted On 06/29	/2022, 11:35 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
26	27	28	29 5.00 Hours	30 5.00 Hours	1	2	>
			① Add Earn Code				
Regular Student	⊙ 5.00 Hours					1	• • •
						Total: 5.00 Hours Accou	nt Distribution
					K		
Exit Page					Recall Timesheet	Cancel Save	Preview

- Once you have completed your timesheet, select "Exit Page".
- This will take you back to your timesheet period selection page.
- You will now see your timesheet in "Pending" status".
- From here you can log out or return to "Employee Dashboard".

<b>WCU - Banner -</b> User Acceptance Testi						🔅 💽 🛛 Watson, Donna L.
Employee Dashboard • Timesh	neet  Non-Work Study Stu	ident Emp., S00999-00, W, T	S1695, Time Sheet Organizati	on, Rate: \$10.000000		
Non-Work Study Student Emp.,	S00999-00, W, TS1695, Tin	ne Sheet Organization, Ra	te: \$10.000000			
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26	27	28	29 5.00 Hours	30 5.00 Hours	1 :	>
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Pay Period	Hours/Units	Submitted On	Status			
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06/20/2022 - 07/03/2022	10.00 Hours	06/29/2022	Pending	i		