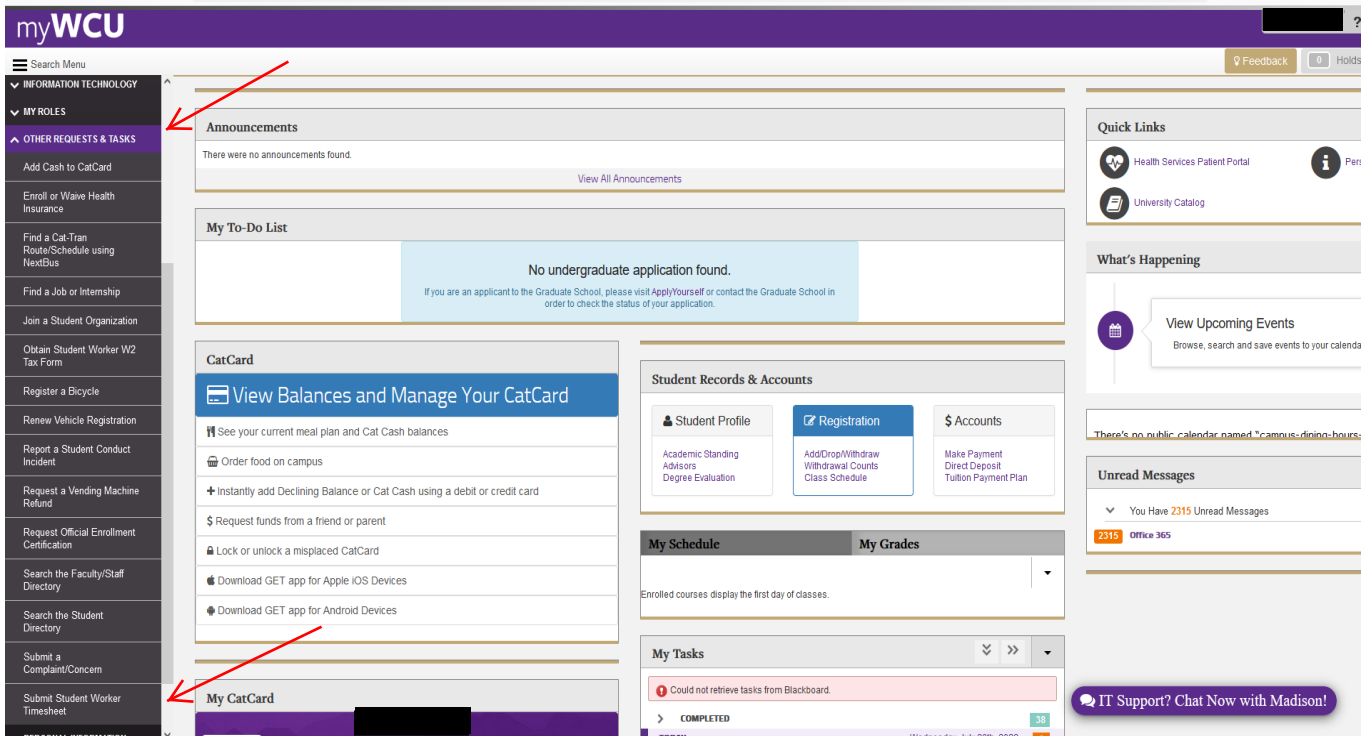# Banner 9 Student Timesheet Instructions

- **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.**

- **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.**

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

- **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.**

- **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.**

- **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.**

- **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.**

- **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 Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: $10.000000 • Preview

Timesheet Detail Summary

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization , Rate: $10.000000
Pay Period: 06/20/2022 - 07/03/2022 | 10.00 Hours | In Progress | Submit By 07/04/2022, 05:00 PM

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
Total Hours			10.00		

Routing and Status

Name	Action	Date & Time
▓▓▓▓▓▓	Originated	06/29/2022, 11:09 AM
▓▓▓▓▓▓	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

| 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.**

WCU - Banner - DEV2
User Acceptance Testing

Employee Dashboard • Timesheet • Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: $10.000000 • Preview

Timesheet Detail Summary

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization , Rate: $10.000000
Pay Period: 06/20/2022 - 07/03/2022 | 10.00 Hours | Pending | Submitted On 06/29/2022, 11:35 AM

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
Total Hours			10.00		

Routing and Status

Name	Action	Date & Time
▓▓▓▓▓▓	Originated	06/29/2022, 11:09 AM
▓▓▓▓▓▓	Submitted	06/29/2022, 11:35 AM
▓▓▓▓▓▓	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.**

- **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".**