

Time Entry Manual for Banner Self Service: Employee

What's new?

- All Non-Exempt employees will now use Banner9 Self Service for clocking and leave submission.
- There will not be physical time clocks to swipe your ID card. You must use the computer or your phone to clock in and out.
- Banner9 Self Service does not include a mobile app. You may choose to bookmark the Banner9 Self Service login screen on your smartphone if you would like to clock in and out from your phone. Instructions are on the last page of this guide.
- Payroll Services will not have the ability to adjust hours submitted after the timesheet closes each week. Employees should verify that all time is correct before submission on Monday.
- Employees have the ability to correct their own time manually if needed.

What's staying the same?

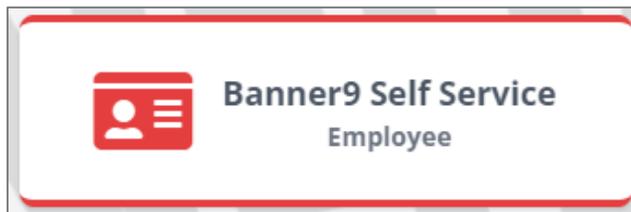
The procedures for time clocking will stay the same. Here are answers to some FAQs:

- Time sheets are still due weekly. Submit every Monday by 7 PM.
- Banner9 Self Service still sometimes requires you to clear cookies/cache in order to log in.
- Banner Time Entry will round time 7 minutes before and 7 minutes after clocked time.
- The holiday schedule is already accounted for in the system. Fitness, Authorized Leave, and holidays will all still follow the same procedures.

Clocking In and Out

Log in to Banner9 Self Service – Employee through my.AState or by using the direct link below.

<https://employeeessb-trng.ec.astate.edu:8102/EmployeeSelfService?mepCode=JBORO>



Once you log in you will click the **Enter Time** button under My Activities.

Pay Information	▼	My Activities		
Latest Pay Stub: 04/15/2024	All Pay Stubs	Direct Deposit Information	Deductions History	Enter Time
Earnings	▲	Enter Leave Report		
Benefits	▲	Approve Time		
Taxes	▲	Approve Leave Report		
Job Summary	▲	Approve Leave Request		
Employee Summary	▲	Effort Certification		
		Labor Redistribution		
		Campus Directory		

All open pay periods will display under your job title*. To enter time for that pay period, click the **Start Timesheet** or **In Progress** button.

*Please note: Your job title and pay rate for timekeeping purposes will not match your normal job title and pay rate. Your rate will show \$0.00 on the timesheet screens. This is normal and does not affect your pay check.

Timesheet				
Approvals		<u>Timesheet</u>	Leave Report	
Pay Period ▼				
Pay Period	Hours/Units	Submitted On	Status	
Time entry no pay Non Police Officer, ZP0001-00, T, 312211, Winn L Asst Vice Chancellor Admin, Rate: null ⌚ Prior Periods				
08/26/2024 - 09/01/2024	16.00 Hours		In Progress	i

Timesheet				
Approvals		<u>Timesheet</u>	Leave Report	
Pay Period ▼				
Pay Period	Hours/Units	Submitted On	Status	
Time entry no pay Non Police Officer, ZP0001-00, T, 312211, Winn L Asst Vice Chancellor Admin, Rate: null				
07/22/2024 - 07/28/2024			Not Started	Start Timesheet

It will take you to the current day of the week and you will see the option to **Clock In**. The Earn code will default to Regular for clocking in and out. You will also see Earn Code options for reporting Leave - this will be discussed later in the guide.

The screenshot shows a timesheet for the period 08/26/2024 - 09/01/2024. The current day, Thursday, 08/29/2024, is highlighted in blue. Below the calendar is a section titled "Add Earn Code". A dropdown menu is open, showing the following options: Regular Earnings (selected), Vacation Pay, Sick Pay, Compensatory Time Taken, and Child Education Leave. To the right of the dropdown are two buttons: "Clock In" and "Clock Out". The "Hours" field is currently set to 0.00. Below these buttons is a dashed box labeled "Add More Time".

When you have Clocked In the screen will display the time you Clocked In and will now display a **Clock Out** button.

The screenshot shows the timesheet interface after the user has clocked in. The "Clock In" button is now disabled, and the "Clock Out" button is active. The "Regular Earnings" entry is now displayed with a clock icon and the time "09:15 AM". Below this, the "Clock Time: 09:13 AM" is shown. The "Total: 0.00 Hours" field is visible at the bottom right. At the bottom of the screen, there are three buttons: "Exit Page", "Cancel", and "Save".

When you are ready to clock out, log back in to Self Service and follow the steps above to reach your timesheet again, where you will select **Clock Out**.

08/26/2024 - 09/01/2024 ⓘ 🗨 In Progress Submit By 09/03/2024, 12:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1

⊕ Add Earn Code

Regular Earnings 🕒 09:15 AM - _____ ✎ ⊖

Clock Time: 09:13 AM 🕒 **Clock Out**

Total: 0.00 Hours

[Exit Page](#) Cancel Save Preview

You will see a notification that your timesheet data successfully saved, and you can see the length of the “shift” you worked.

If you miss a Clock In or Clock Out, the time can be adjusted by clicking on the **Edit (pencil) icon**.

[Employee Dashboard](#) • [Timesheet](#) • [Time entry no pay Non Police Officer, ZP0001-00, T, 312211,](#) ✔ Timesheet data successfully saved.

Time entry no pay Non Police Officer, ZP0001-00, T, 312211, Winn L Asst Vice Chancellor Admin, Rate: \$0.000000 🔄 Restart Time 👤 Leave Balances

08/26/2024 - 09/01/2024 | 0.50 Hours ⓘ 🗨 In Progress Submit By 09/03/2024, 12:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29 0.50 Hours	30	31	1

⊕ Add Earn Code

Regular Earnings 🕒 09:15 AM - 09:45 AM | 0.50 Hours ✎ ⊖

Clock Time: 09:13 AM - 09:46 AM

🕒 **Clock In** | Shift 1: 0.50 Hours

Total: 0.50 Hours | [Account Distribution](#)

Time can be manually entered and requires a **comment**. Be sure to **Save** your entry.

The screenshot shows a time entry form with the following fields and elements:

- Earn Code:** A dropdown menu currently set to "Regular Earnings".
- In Time*:** A text input field containing "04:00 PM" with a clock icon to its right.
- Comment*:** A text input field containing "Forgot to clock ..." with a pencil icon to its right.
- Hours:** A text input field containing "0.00" with a minus icon to its right.
- Buttons:** A blue "Clock Out" button with a clock icon and a minus icon, and a dashed box containing a blue "+ Add More Time" button.
- Total:** A label at the bottom right indicating "Total: 0.00 Hours".

The screenshot shows a completed time entry record with the following details:

- Earn Code:** "Regular Earnings" with a clock icon.
- Time:** "01:00 PM - _____".
- Clock Time:** "03:57 PM -" with a clock icon.
- Clock Out:** A blue "Clock Out" button with a clock icon.
- Comment:** "Clock In Comment: Forgot to clock in after lunch".

The system will record the time you made the correction along with your comment.

Warning: Do not select "**Restart Time**" as all current Timesheet entries will be deleted, and the Timesheet will be set back to the beginning. All times will need to be manually re-entered with comments for each entry.

Requesting Leave Time

Select the appropriate day from the calendar at the top of the page.

Then select **Add Earn Code** and choose the appropriate code from the drop down list. (vacation, sick, compensatory time, etc.)

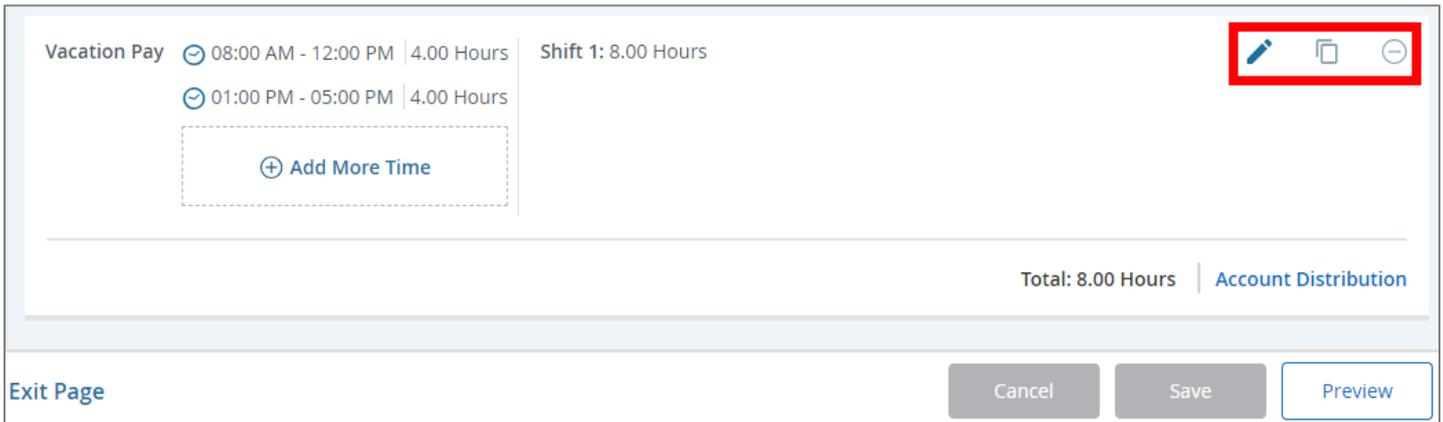
The screenshot shows a leave request interface. At the top, there is a date range '08/26/2024 - 09/01/2024' and a 'Submit By 09/03/2024, 12:00 PM' deadline. Below this is a calendar with days from Monday to Sunday. Thursday, August 29th, is highlighted in blue. Below the calendar is a section for 'Regular Earnings' with a clock icon and a 'Clock Out' button. A red box highlights the '+ Add Earn Code' button. A dropdown menu is open, showing options: 'Regular Earnings', 'Vacation Pay', 'Sick Pay', and 'Compensatory Time Taken'. A red arrow points from the 'Add Earn Code' button to the dropdown menu. At the bottom right, there are 'Cancel', 'Save', and 'Preview' buttons.

Enter the leave time requested manually* or by clicking on the **clock icon** to bring up a time entry tool. Click **Set** to save the time.

The screenshot shows a time entry tool. It has fields for 'Earn Code' (set to 'Vacation Pay'), 'Start Time*' (09:45 AM), 'End Time*' (hh:mm a), 'Shift' (1), and 'Hours' (0.00). A time selection grid is open, showing a 3x3 grid of times: 10:15 AM, 11:30 AM, 12:45 PM. The '30' in '11:30 AM' is highlighted with a blue box. Below the grid are 'CANCEL' and 'SET' buttons. At the bottom right, there are 'Cancel', 'Save', and 'Preview' buttons.

*Note: If you enter time manually, you have to format it as shown. For example, you must enter 8am as 08:00 AM or it will not save the time.

Select **Save** at the bottom of the screen, and you will see your scheduled leave request. You can **Edit** (pencil), **Copy** (two squares), or **Delete** the leave request by clicking on the corresponding button.

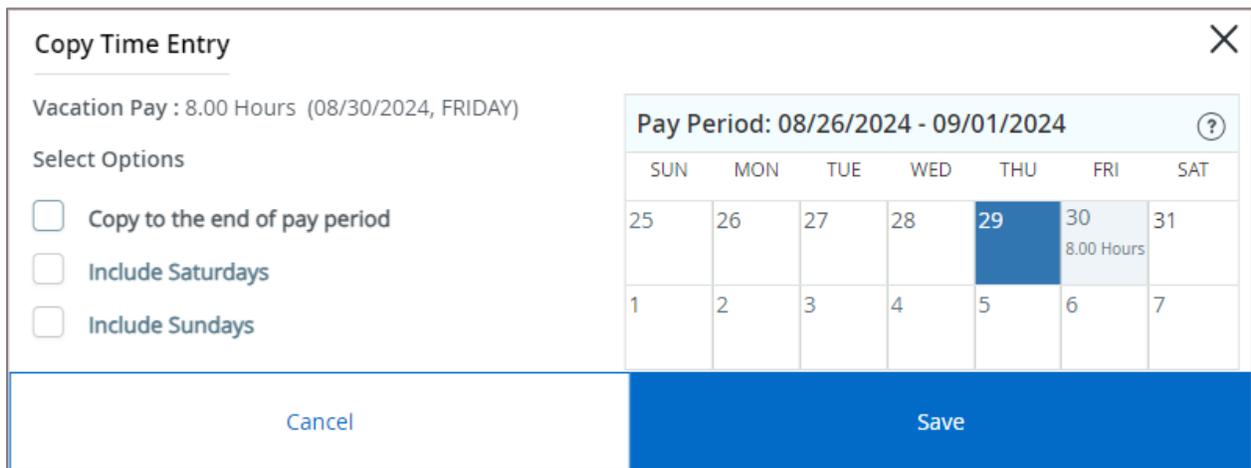


The screenshot shows a leave request form with the following details:

- Vacation Pay: 08:00 AM - 12:00 PM | 4.00 Hours
- Shift 1: 8.00 Hours
- 01:00 PM - 05:00 PM | 4.00 Hours
- Buttons: Edit (pencil), Copy (two squares), Delete (minus sign) - highlighted with a red box.
- Bottom right: Total: 8.00 Hours | Account Distribution
- Bottom left: Exit Page
- Bottom right: Cancel, Save, Preview buttons.

The **Copy** function is useful for copying the same time entry from one day to multiple days.

For example, you've entered 8 hours on the 30th to show a requested vacation day, but you also want to request the 29th. Instead of manually entering the time again, you can go to the 30th and click the **Copy** button to bring up the Copy interface shown below. Simply select the additional day by clicking (now highlighted) and click on **Save**.



The 'Copy Time Entry' dialog box shows the following information:

- Copy Time Entry
- Vacation Pay : 8.00 Hours (08/30/2024, FRIDAY)
- Pay Period: 08/26/2024 - 09/01/2024
- Select Options:
 - Copy to the end of pay period
 - Include Saturdays
 - Include Sundays
- Calendar grid showing dates from 25 to 31. The 29th is highlighted in blue, and the 30th is highlighted in light blue with '8.00 Hours' below it.
- Buttons: Cancel, Save

If you plan to submit leave for an entire work day, it is recommended to exclude your normal lunch hour from the leave request. (See example below)

You can add another row for time entry by clicking on **Add More Time**. Click on the **Delete** button (the minus sign inside of a circle) to delete a row. When you are finished entering time for that earn code, click on **Save** at the bottom of the screen.

The screenshot shows a user interface for entering time. At the top, there is a button labeled '+ Add Earn Code'. Below this is a table with the following columns: Earn Code, Start Time*, End Time*, Shift, and Hours. The first row contains 'Vacation Pay', '08:00 AM', '12:00 PM', '1', and '4.00'. The second row contains '01:00 PM', '05:00 PM', '1', and '4.00'. A red box highlights the minus sign in a circle at the end of the second row. Below the table is a button labeled '+ Add More Time', also highlighted with a red box.

Earn Code	Start Time*	End Time*	Shift	Hours
Vacation Pay	08:00 AM	12:00 PM	1	4.00
	01:00 PM	05:00 PM	1	4.00

+ Add More Time

Submitting Your Timesheet

At the end of each week, timesheets will need to be submitted.

Reminder: Our work week is Monday to Sunday. Your timesheet should be submitted every Monday by 7:00 PM.

Select **Preview** at the bottom of the time entry page—this will display all time clocked within the week and/or leave within the pay period.

Cancel	Save	Preview
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Time Entry Detail

Date	Earn Code	Shift	Total
08/29/2024	REG, Regular Earnings	1	4.00 Hours
08/29/2024	VAC, Vacation Pay	1	8.00 Hours
08/30/2024	VAC, Vacation Pay	1	8.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/29/2024	REG, Regular Earnings	1	4.00	01:00 PM	03:57 PM	Forgot to clock in after lunch	05:00 PM	05:00 PM	
08/29/2024	VAC, Vacation Pay	1	4.00	08:00 AM			12:00 PM		
08/29/2024	VAC, Vacation Pay	1	4.00	01:00 PM			05:00 PM		
08/30/2024	VAC, Vacation Pay	1	4.00	08:00 AM			12:00 PM		
08/30/2024	VAC, Vacation Pay	1	4.00	01:00 PM			05:00 PM		

Summary

Earn Code	Shift	Week 1	Total
REG, Regular Earnings	1	4.00	4.00 Hours
VAC, Vacation Pay	1	16.00	16.00 Hours
Total Hours		20.00	

After verifying that the displayed information is correct, select the **check box** beside “I certify that...” and click **Submit**.

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit

The timesheet should change from **In Progress** to **Pending** when completed successfully. If you need to adjust your time entry after clicking **Submit**, you can click on **Recall Timesheet** at the bottom right to return your timesheet.

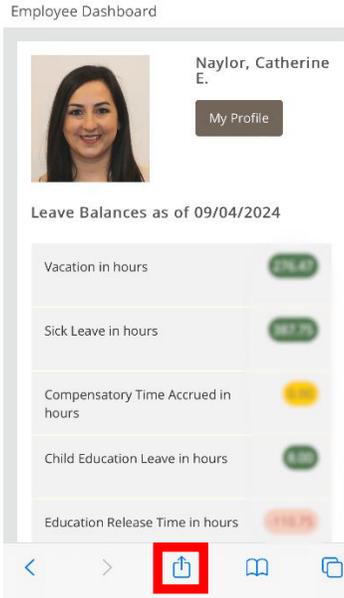
Recall Timesheet Preview

Bookmarking on a Mobile Device

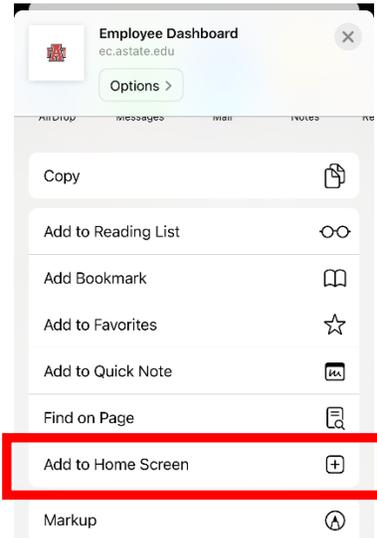
ios/iPhone:

- Navigate to the webpage: Open Safari and type my.AState.edu, then log in.
- Click on the Banner9 Self Service: Employee icon, then log in.

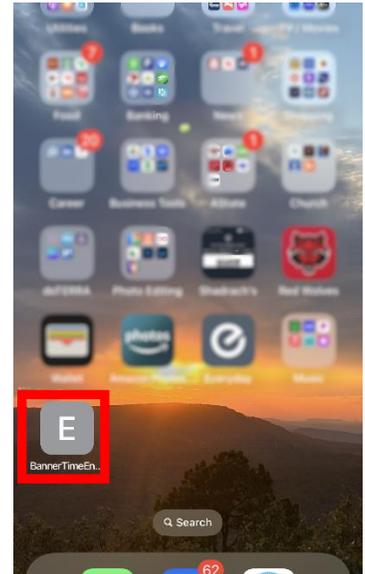
Click the Share icon



Select Add to Home Screen



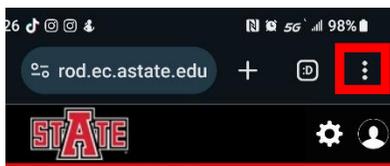
Now Banner Time Entry is saved to your Home Screen



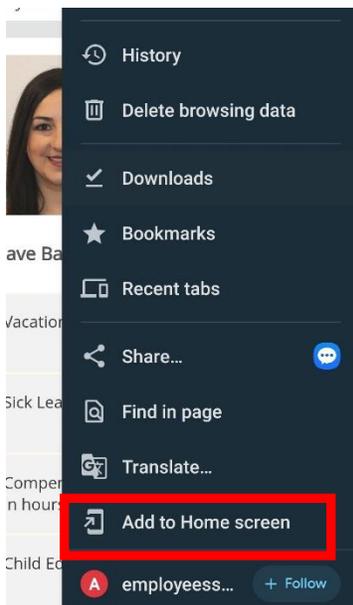
Android:

- Navigate to the webpage: Open Chrome and type my.AState.edu, then log in.
- Click on the Banner9 Self Service: Employee icon, then log in.

Click the 3 dots on the right



Select Add to Home Screen



Name your new App and click Add

