

Time Entry Manual for Banner Self Service: Employee (Hourly)

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.

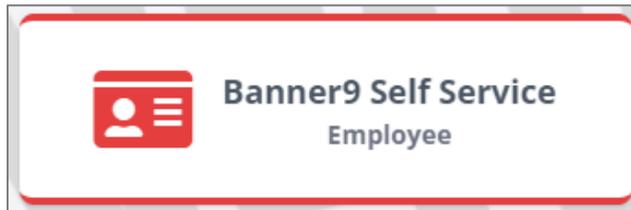
What's staying the same?

- 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.

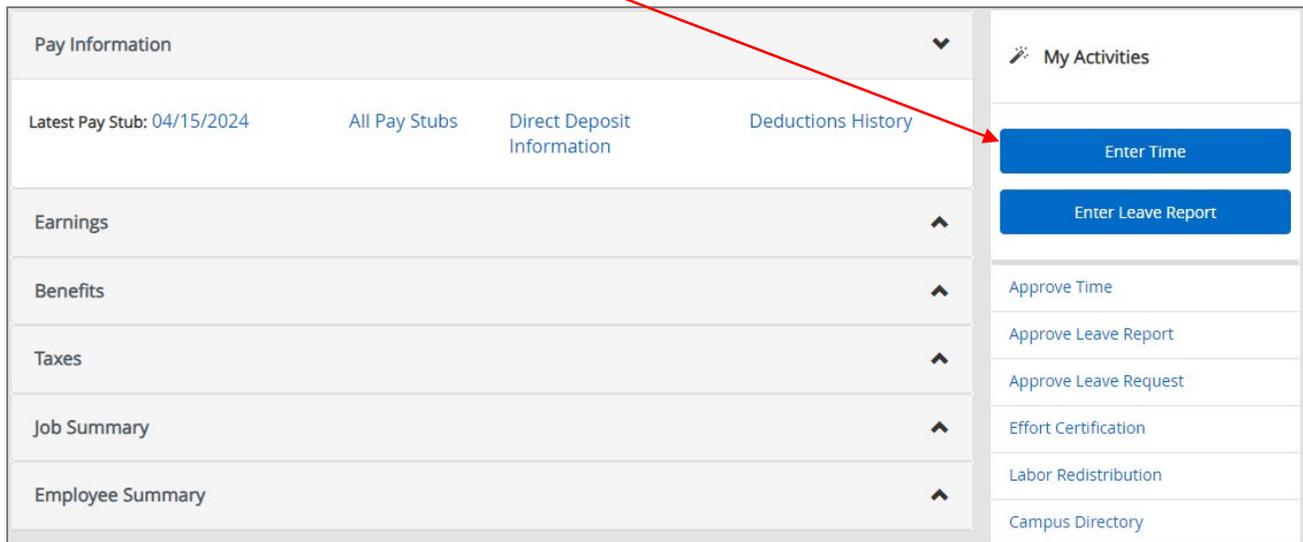
Clocking In and Out

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

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



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



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.

Timesheet				
Approvals		Timesheet		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		Timesheet		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.

08/26/2024 - 09/01/2024 i 🗨 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](#)

Earn Code

- Regular Earnings
- Regular Earnings**
- Vacation Pay
- Sick Pay
- Compensatory Time Taken
- Child Education Leave

⌚ Clock In ⌚ Clock Out Hours: 0.00

[⊕ 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 a timesheet interface for the period 08/26/2024 - 09/01/2024. The interface includes a calendar grid with days from Monday to Sunday. Thursday, the 29th, is highlighted in blue. Below the calendar is a section for 'Regular Earnings' with a clock icon and a minus sign. The clock time is set to 09:15 AM. Below this, the 'Clock Time' is set to 09:13 AM, and a blue 'Clock Out' button is visible. At the bottom right, the total hours are shown as 0.00. The interface also includes an 'Exit Page' link, 'Cancel', 'Save', and 'Preview' buttons.

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

Regular Earnings 09:15 AM -

Clock Time: 09:13 AM - **Clock Out**

Total: 0.00 Hours

[Exit Page](#) Cancel Save Preview

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**.

This screenshot is identical to the one above, but the 'Clock Out' button is highlighted with a red rectangular border to emphasize it.

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

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 A 🔄 Restart Time 🗑️ Leave Balances
admin, Rate: \$0.000000

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

Shift 1: 0.50 Hours ✎ ⓘ

⌚ Clock In

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

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

Earn Code: Regular Earnings | In Time*: 04:00 PM ⓘ | Comment*: Forgot to clock ... ✎ | ⌚ Clock Out | Hours: 0.00 ⓘ

⊕ Add More Time

Total: 0.00 Hours

Regular Earnings ⓘ 01:00 PM - _____

Clock Time: 03:57 PM - ⌚ Clock Out

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.

Submitting Your Timesheet

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

Reminder: Our work week is Monday to Sunday, and timesheets 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 pay period.

Cancel	Save	Preview
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Time Entry Detail

Date	Earn Code	Shift	Total
08/26/2024	REG, Regular Earnings	1	8.00 Hours
08/27/2024	REG, Regular Earnings	1	8.00 Hours
08/28/2024	REG, Regular Earnings	1	8.00 Hours
08/29/2024	REG, Regular Earnings	1	8.00 Hours
08/30/2024	REG, Regular Earnings	1	8.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/26/2024	REG, Regular Earnings	1	5.00	08:00 AM	08:22 AM	In	01:00 PM	12:57 PM	
08/26/2024	REG, Regular Earnings	1	3.00	02:00 PM	02:02 PM		05:00 PM	04:58 PM	
08/27/2024	REG, Regular Earnings	1	4.50	08:00 AM	08:09 AM	IN	12:30 PM	12:32 PM	
08/27/2024	REG, Regular Earnings	1	3.50	01:30 PM	01:33 PM		05:00 PM	04:58 PM	
08/28/2024	REG, Regular Earnings	1	4.00	08:00 AM	09:04 AM	In	12:00 PM	11:58 AM	
08/28/2024	REG, Regular Earnings	1	4.00	01:00 PM	01:26 PM	back from lunch	05:00 PM	04:58 PM	
08/29/2024	REG, Regular Earnings	1	6.50	08:00 AM	08:38 AM	In	02:30 PM	02:36 PM	
08/29/2024	REG, Regular Earnings	1	1.50	03:30 PM	03:37 PM		05:00 PM	05:02 PM	
08/30/2024	REG, Regular Earnings	1	4.00	08:00 AM	08:03 AM		12:00 PM	11:59 AM	
08/30/2024	REG, Regular Earnings	1	4.00	01:00 PM	01:02 PM		05:00 PM	04:55 PM	

Summary

Earn Code	Shift	Week 1	Total
REG, Regular Earnings	1	40.00	40.00 Hours
Total Hours		40.00	

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.

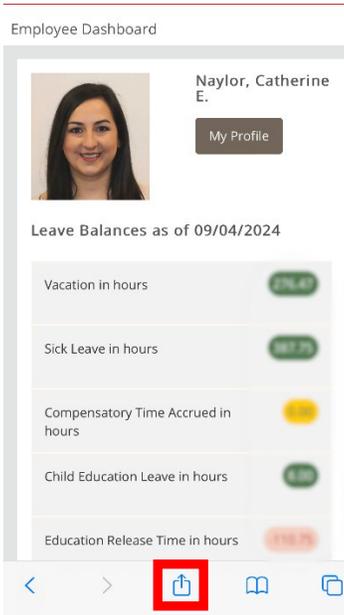
Recall Timesheet Preview

Bookmarking on a Mobile Device

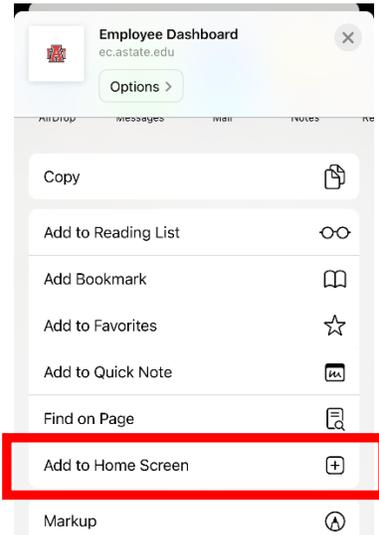
ios/iPhone:

- 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.

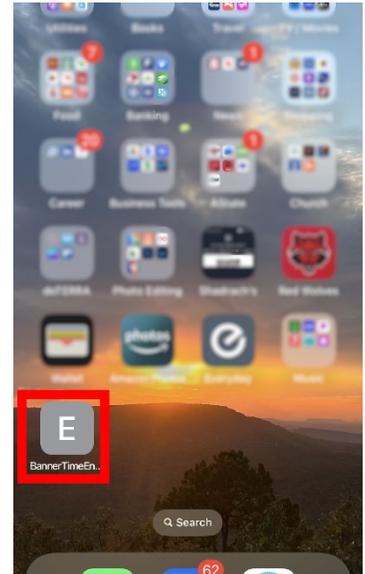
Click the Share icon



Select Add to Home Screen



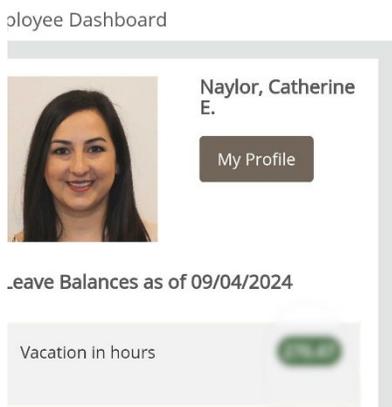
Now Banner Time Entry is saved to your Home Screen



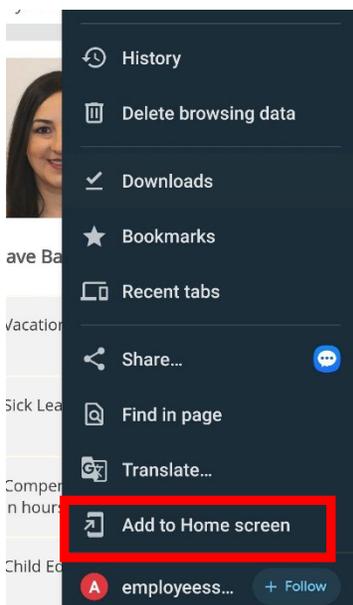
Android:

- 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

