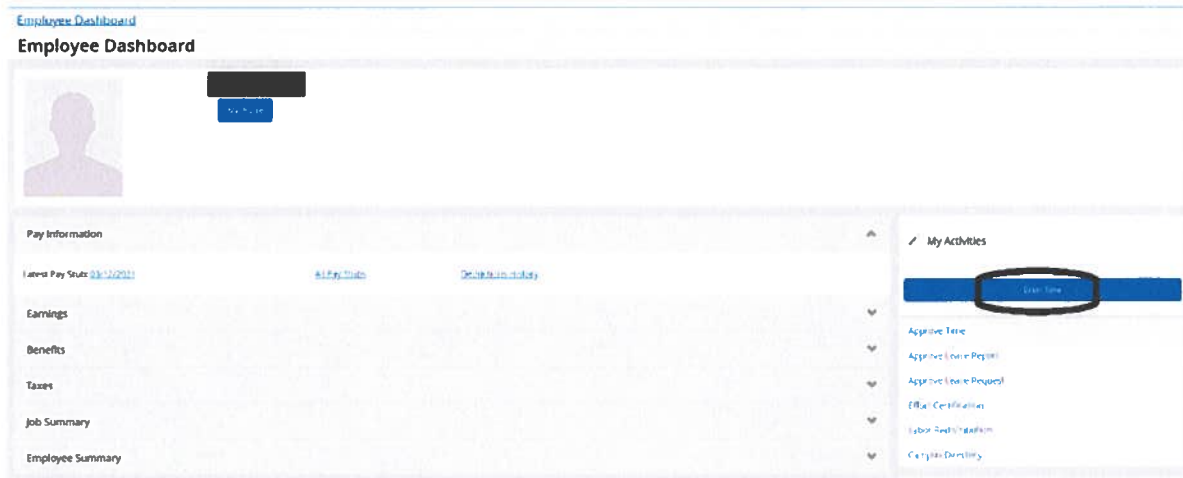


Student Time Entry Instructions

At the 'Welcome to Banner @ JCU' screen click on 'Students' and then on the drop down menu click on 'Student Dashboard'. The following screen will appear. Click on 'Enter Time'.

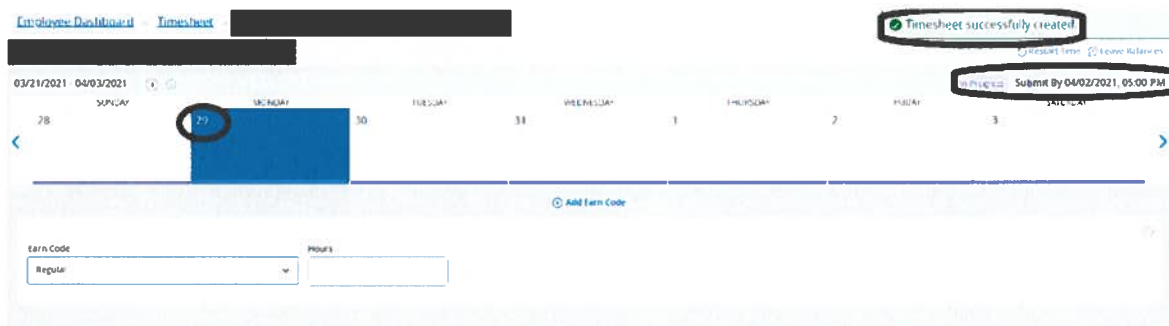


Click 'Start Timesheet' on the job you will be entering time for. Each job you hold on campus will be listed under a separate title.



Click on the date to enter hours.

The status of your timecard and its due date/time are displayed on the top right corner.



e.g., 5 hours and 25 minutes worked = 5.50

Employee Dashboard - Timesheet

Timesheet data successfully saved. [Resign Time](#) [Leave Balances](#)

03/21/2021 - 04/03/2021 3.75 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

78 29 10 1 2 1

0.00 Hrs. 1.75 Hrs. 0.00 Hrs. 0.00 Hrs. 0.00 Hrs. 0.00 Hrs.

Add Item Code

Regular 7:25 Hrs. Add Item Code

Total: 1.75 hours Account Distribution

Exit Page Privacy

Review your hours and if correct, click 'Submit'. Once this step is done you will be unable to go back and change any time.

Preview

X

Pay Period: 03/21/2021 - 04/03/2021 3.75 Hours

Submit By: 04/02/2021, 05:00 PM

Earning Distribution

Earn Code	Shift	Total
Regular	1	3.75
Total Hours		3.75
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	
Week 2	3.75

Cancel

Submit

The following screen will appear:

The screenshot displays the Banner Employee Dashboard Timesheet interface. At the top, a navigation bar includes 'Employee Dashboard' and 'Timesheet'. A prominent message box states 'The timesheet has been successfully submitted' with a green checkmark icon. Below this, the submission date and time are shown as 'Submitted On 03/29/2021, 10:25 AM'. The main area features a calendar for the period 03/21/2021 to 04/03/2021, with a total of 3.75 hours entered. The calendar shows dates 28, 29, 30, 31, 1, 2, and 3. The 29th is highlighted in blue, indicating the current date. Below the calendar, there is a section for 'Regular' time entry, showing a total of 2.50 hours. The bottom right corner displays 'Total: 2.50 Hours' and a link for 'Account Distribution'.

Student time entry should be completed by **5:00 pm Friday** of the pay period ending unless specified on the STUDENT PAYROLL SCHEDULE. Banner closes time entry at 5:00 pm and students will not be able to enter their time after that. Banner will reopen for the next pay period time entry on Tuesday morning after payroll has been processed.

Banner will not allow student time entry into past pay periods so it is important that hours be entered in the time period worked.