

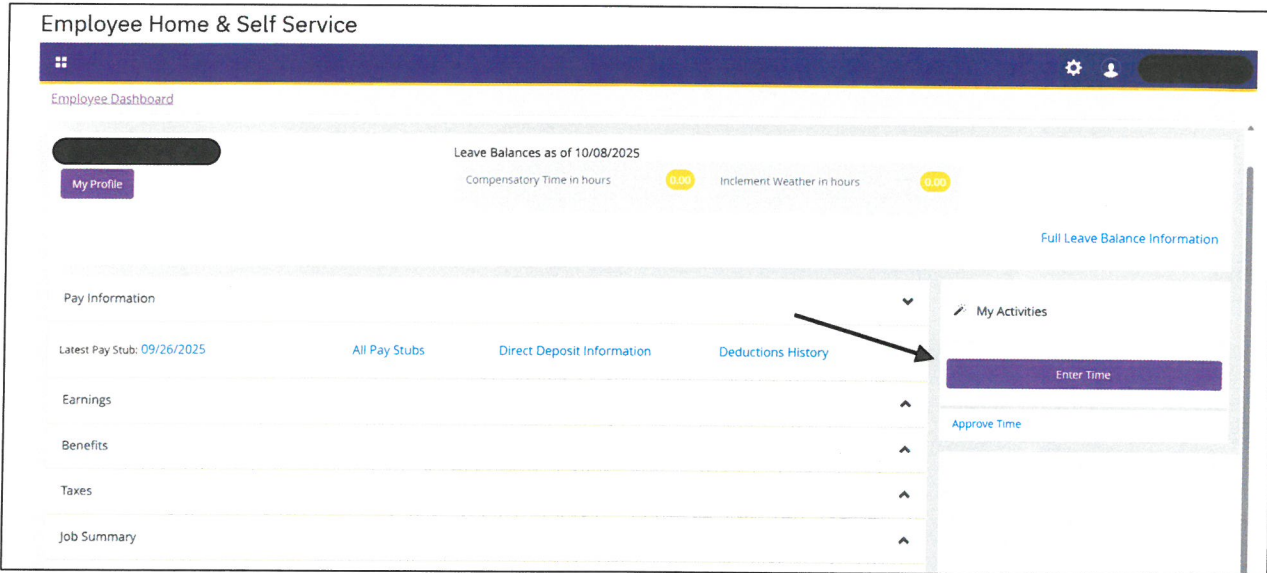


Banner 9 Self-Service Web Time Entry Guide

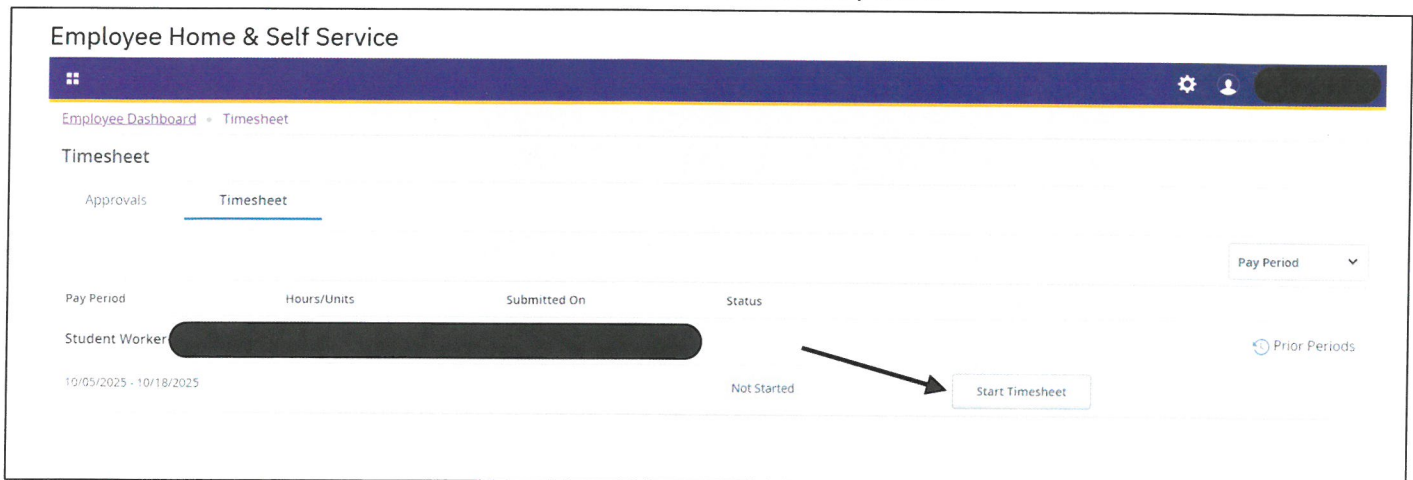
This guide provides step-by-step instructions for entering time in Banner 9 Self-Service (SSB9). It also includes key reminders and best practices to ensure accurate reporting and timely approval.

1. Starting Your Timesheet

- Log in to Banner 9 Self-Service and select the Employee Dashboard.
- Click 'Enter Time' under My Activities.



- Select the appropriate job and pay period.
- Click 'Start Timesheet' to open the calendar view for the selected period.





2. Entering Work Hours

- Click on the calendar day to record hours.
- Enter the start and end times by clicking on the clock to select your start and end times.
- Time can be entered in 15-minute increments.
- If you work a split shift or take a lunch break, use multiple time segments by selecting add more time.
- Click 'Save' after entering each day's hours.
- Choose the Earn Code type from the drop-down menu for the applicable day or time.
- Save the entry once complete.

The screenshot shows the 'Employee Home & Self Service' interface. At the top, there is a navigation bar with 'Employee Dashboard' and 'Timesheet' tabs. Below this, the user is identified as a 'Student Worker'. The main area displays a calendar for the period 10/05/2025 to 10/18/2025. The current date, 10/11/2025 (Wednesday), is highlighted in blue. Below the calendar, there is a form to enter work hours. The form includes a dropdown menu for 'Earn Code' (currently set to 'Regular Pay'), input fields for 'Start Time*' and 'End Time*' (both showing 'hh:mm a'), and a field for 'Hours' (currently '0.00'). There are also buttons for 'Add Earn Code' and 'Add More Time'. At the bottom of the form, there are 'Cancel', 'Save', and 'Preview' buttons. The page also includes an 'Exit Page' link and a status 'In Progress' with a 'Submit By 10/20/2025, 10:00 AM' deadline.



Employee Home & Self Service

Employee Dashboard • Timesheet [Redacted]

Student Worker [Redacted] [Restart Time](#) [Leave Balances](#)

10/05/2025 - 10/18/2025 [i](#) [c](#) In Progress **Submit By 10/20/2025, 10:00 AM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	7	8	9	10	11	

[Add Earn Code](#)

Earn Code	Start Time*	End Time*	Hours
Regular Pay	08:00 AM	hh:mm a	0.00

05 00 AM

[CANCEL](#) [SET](#) [Cancel](#) [Save](#) [Preview](#)

Exit Page

Employee Dashboard • Timesheet [Redacted]

Student Worker [Redacted] [Restart Time](#) [Leave Balances](#)

10/05/2025 - 10/18/2025 **9.00 Hours** [i](#) [c](#) In Progress **Submit By 10/20/2025, 10:00 AM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 9.00 Hours	8	9	10	11	

[Add Earn Code](#)

Earn Code	Start Time*	End Time*	Hours
Regular Pay	08:00 AM	12:00 PM	4.00
	01:00 PM	03:00 PM	2.00

[Add More Time](#)

[Cancel](#) [Save](#) [Preview](#)

Exit Page



- Entries can be copied by using the copy button and selecting the days to copy to.

Employee Dashboard - Timesheet

10/05/2025 - 10/18/2025 15:00 Hours

Progress Submit by 10/20/2025, 10:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

5 6 8 9 10 11

9:00 Hours

➕ Add Earn Code

Regular Pay

- 08:00 AM - 12:00 PM 4.00 Hours
- 01:00 PM - 03:00 PM 2.00 Hours

➕ Add More Time

Total: 6.00 Hours Account Distribution

Earn Code

Select Earn Code

Exit Page Cancel Save Preview

Employee Dashboard - Timesheet

10/05/2025 - 10/18/2025 15:00 Hours

Progress Submit by 10/20/2025, 10:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

5 6 8 9

9:00 Hours

➕ Add Earn Code

Regular Pay

- 08:00 AM - 12:00 PM 4.00 Hours
- 01:00 PM - 03:00 PM 2.00 Hours

➕ Add More Time

Total: 6.00 Hours Account Distribution

Earn Code

Select Earn Code

Exit Page Cancel Save Preview

Copy Time Entry

Regular Pay: 6.00 Hours (10/07/2025, TUESDAY)

Pay Period: 10/05/2025 - 10/18/2025

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Cancel Save

All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.



3. Reviewing and Submitting Your Timesheet

- Review your entries for accuracy before submitting.
- Ensure all day and time entries are accounted for.
- Use the Comments section to clarify any irregularities or special circumstances.
- Click 'Preview' to see your total hours.
- When ready, click 'Submit'.

Timesheet Detail Summary

Student Worker: [Redacted]
Pay Period: 33.00 Hours In Progress Submit By 10/20/2025, 10:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
10/06/2025	REG, Regular Pay	1	9.00 Hours
10/07/2025	REG, Regular Pay	1	6.00 Hours
10/08/2025	REG, Regular Pay	1	6.00 Hours
10/09/2025	REG, Regular Pay	1	6.00 Hours
10/10/2025	REG, Regular Pay	1	6.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
10/06/2025	REG, Regular Pay	1	9.00	08:00 AM			05:00 PM		
10/07/2025	REG, Regular Pay	1	4.00	08:00 AM			12:00 PM		
10/07/2025	REG, Regular Pay	1	2.00	01:00 PM			03:00 PM		

Buttons: Return, Submit



4. Editing or Correcting Entries

- To correct an entry before submission, select the day and click 'Edit' or 'Delete.'
- Avoid using the 'Restart' feature unless necessary, it will erase all current entries.
- Once submitted, you must contact your supervisor to return the timesheet for correction.
- If changes need to be made after the timesheet has been submitted, have your supervisor or payroll return the time to you.
- If changes need to be made to your hours, use the edit button to correct your hours.
- If changes need to be made to the earn code, ie, add annual or sick leave, you will need to use the delete button and start over entering time for that day.

5. Best Practices

- Record hours daily to ensure accuracy.
- Submit timesheets by the designated deadline.
- Report lunch breaks and leave accurately.
- Verify sick and vacation balances regularly.