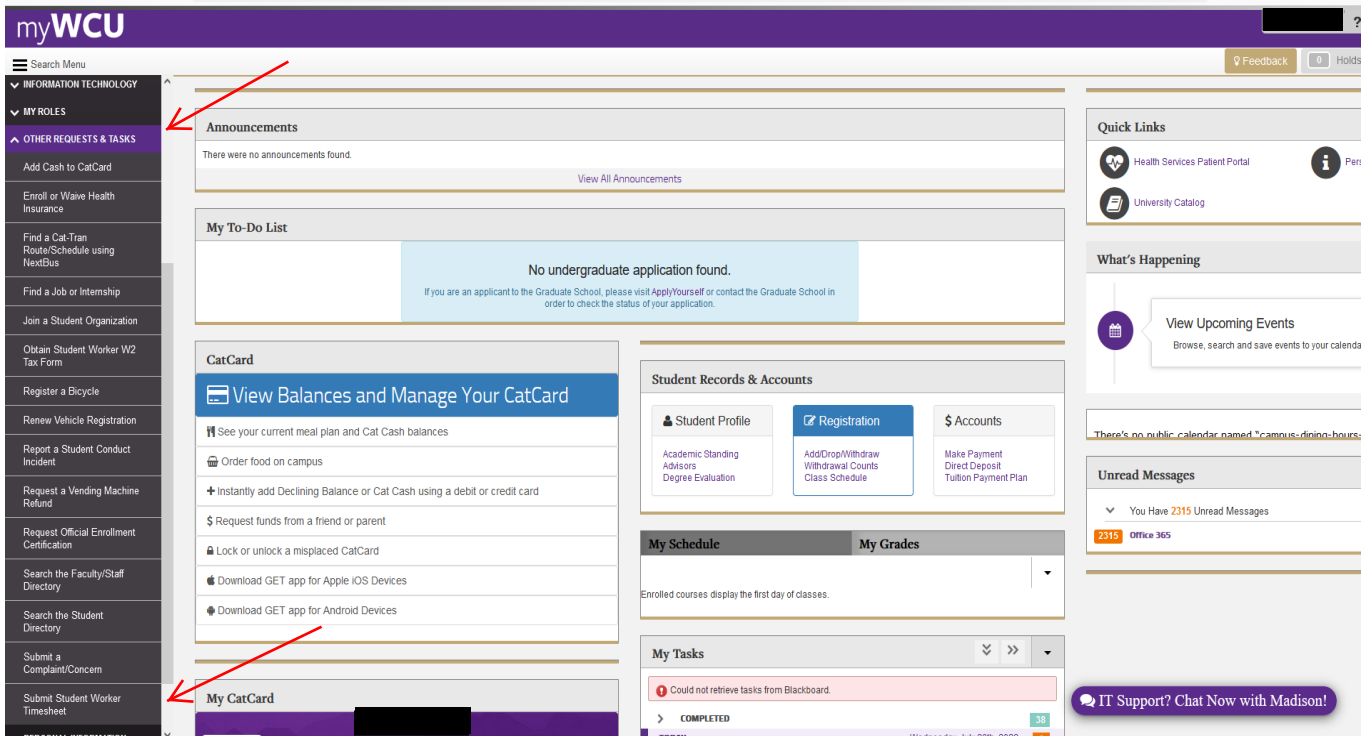


Banner 9 Student Timesheet Instructions

- 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.

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User Acceptance Testing

Employee Dashboard

Employee Dashboard

Leave Balances as of 06/29/2022

Adverse Weather Leave in hours	Vacation in hours	Sick in hours
Community Service Leave in hours	Bonus Leave in hours	Special Annual Leave Bonus 2 in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 05/31/2022 All Pay Stubs

Benefits

Taxes

Job Summary

Employee Summary

My Activities

- Enter Time
- Enter Leave Report
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Salary Planner
- Campus Directory
- Employee Menu

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

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User Acceptance Testing

Employee Dashboard > Timesheet

Timesheet

Approvals Timesheet Leave Report

Pay Period

Pay Period	Hours/Units	Submitted On	Status
Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000			
06/20/2022 - 07/03/2022			Not Started

Start Timesheet

Prior Periods

- 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.

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User Acceptance Testing

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

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000

06/20/2022 - 07/03/2022 | 5.00 Hours | In Progress | Submit By 07/04/2022, 05:00 PM

Regular Student | 5.00 Hours | Total: 5.00 Hours | Account Distribution

Exit Page | Cancel | Save | Preview

- 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.

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User Acceptance Testing

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

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000

06/20/2022 - 07/03/2022 | 10.00 Hours

Regular Student | 5.00 Hours | Total: 10.00 Hours | Account Distribution

Copy Time Entry
Regular Student : 5.00 Hours (06/29/2022, WEDNESDAY)

Select Options

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

Pay Period: 06/20/2022 - 07/03/2022

SUN	MON	TUE	WED	THU	FRI	SAT
19	20	21	22	23	24	25
26	27	28	29 5.00 Hours	30 5.00 Hours	1	2
3	4	5	6	7	8	9

Cancel | Save

Exit Page | Cancel | Save | Preview

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

- 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.

User Acceptance Testing

[Employee Dashboard](#) • [Timesheet](#) • Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000 Restart Time Leave Balances


06/20/2022 - 07/03/2022 | 10.00 Hours 1 In Progress Submit By 07/04/2022, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 5.00 Hours	30 5.00 Hours	1	2

[Add Earn Code](#)

Regular Student 5.00 Hours Total: 5.00 Hours [Account Distribution](#)

[Exit Page](#) Cancel Save Preview



- 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
[Redacted]	Originated	06/29/2022, 11:09 AM
[Redacted]	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.

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 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
[Redacted]	Originated	06/29/2022, 11:09 AM
[Redacted]	Submitted	06/29/2022, 11:35 AM
[Redacted]	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.

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User Acceptance Testing

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

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000

06/20/2022 - 07/03/2022 | 10.00 Hours | Pending | Submitted On 06/29/2022, 11:35 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 5.00 Hours	30 5.00 Hours	1	2

Regular Student | 5.00 Hours

Total: 5.00 Hours | Account Distribution

Exit Page | Recall Timesheet | Cancel | Save | Preview

- 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".

WCU - Banner - DEV2
User Acceptance Testing

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

Non-Work Study Student Emp., S00999-00, W, TS1695, Time Sheet Organization, Rate: \$10.000000

06/20/2022 - 07/03/2022 | 10.00 Hours | Pending | Submitted On 06/29/2022, 11:35 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 5.00 Hours	30 5.00 Hours	1	2

Regular Student | 5.00 Hours

Total: 5.00 Hours | Account Distribution

Exit Page | Recall Timesheet | Cancel | Save | Preview

WCU - Banner - DEV2
User Acceptance Testing

Employee Dashboard • Timesheet

Approvals | Timesheet

Pay Period

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

Prior Periods