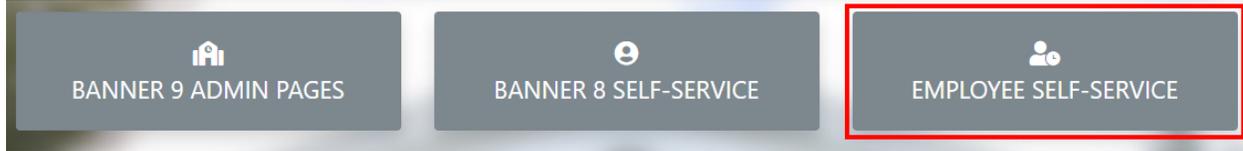
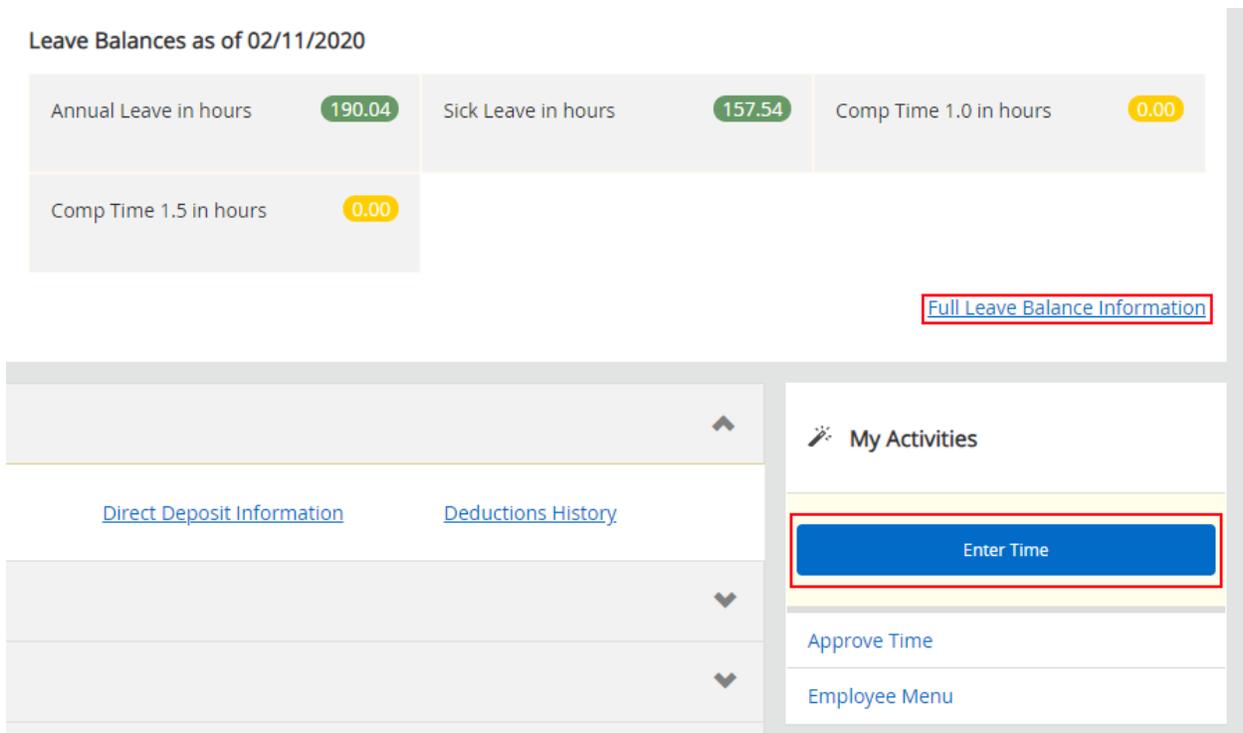


# Time Entry in Banner 9 Self-Service

You can access Banner 9 Self-Service by logging into my.nicholls.edu with your myNicholls ID and clicking on **Employee Self-Service**.



At the top of the page you will find the Employee Dashboard. You will see available leave balances on the dashboard and can view more detailed information by clicking on **Full Leave Balance Information**. Click on **Enter Time** in the **My Activities** box to begin entering your time.



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.

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status
01/11/2020 - 01/24/2020	8.00 Hours		In Progress

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status
01/11/2020 - 01/24/2020			Not Started

The purple line underneath the dates represent the days included in the pay period. You can change between weeks by clicking on the **left** or **right arrow** next to the dates.

Employee Dashboard • Timesheet • IT Systems Administration - 01/25/20, 01/26, 01/27, 01/28, 01/29, 01/30, 01/31, 02/01, 02/02, 02/03, 02/04, 02/05, 02/06, 02/07, 02/08, 02/09, 02/10, 02/11, 02/12, 02/13, 02/14, 02/15, 02/16, 02/17, 02/18, 02/19, 02/20, 02/21, 02/22, 02/23, 02/24, 02/25, 02/26, 02/27, 02/28, 02/29, 03/01, 03/02, 03/03, 03/04, 03/05, 03/06, 03/07, 03/08, 03/09, 03/10, 03/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 03/20, 03/21, 03/22, 03/23, 03/24, 03/25, 03/26, 03/27, 03/28, 03/29, 03/30, 03/31, 04/01, 04/02, 04/03, 04/04, 04/05, 04/06, 04/07, 04/08, 04/09, 04/10, 04/11, 04/12, 04/13, 04/14, 04/15, 04/16, 04/17, 04/18, 04/19, 04/20, 04/21, 04/22, 04/23, 04/24, 04/25, 04/26, 04/27, 04/28, 04/29, 04/30, 05/01, 05/02, 05/03, 05/04, 05/05, 05/06, 05/07, 05/08, 05/09, 05/10, 05/11, 05/12, 05/13, 05/14, 05/15, 05/16, 05/17, 05/18, 05/19, 05/20, 05/21, 05/22, 05/23, 05/24, 05/25, 05/26, 05/27, 05/28, 05/29, 05/30, 05/31, 06/01, 06/02, 06/03, 06/04, 06/05, 06/06, 06/07, 06/08, 06/09, 06/10, 06/11, 06/12, 06/13, 06/14, 06/15, 06/16, 06/17, 06/18, 06/19, 06/20, 06/21, 06/22, 06/23, 06/24, 06/25, 06/26, 06/27, 06/28, 06/29, 06/30, 07/01, 07/02, 07/03, 07/04, 07/05, 07/06, 07/07, 07/08, 07/09, 07/10, 07/11, 07/12, 07/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 07/20, 07/21, 07/22, 07/23, 07/24, 07/25, 07/26, 07/27, 07/28, 07/29, 07/30, 07/31, 08/01, 08/02, 08/03, 08/04, 08/05, 08/06, 08/07, 08/08, 08/09, 08/10, 08/11, 08/12, 08/13, 08/14, 08/15, 08/16, 08/17, 08/18, 08/19, 08/20, 08/21, 08/22, 08/23, 08/24, 08/25, 08/26, 08/27, 08/28, 08/29, 08/30, 08/31, 09/01, 09/02, 09/03, 09/04, 09/05, 09/06, 09/07, 09/08, 09/09, 09/10, 09/11, 09/12, 09/13, 09/14, 09/15, 09/16, 09/17, 09/18, 09/19, 09/20, 09/21, 09/22, 09/23, 09/24, 09/25, 09/26, 09/27, 09/28, 09/29, 09/30, 10/01, 10/02, 10/03, 10/04, 10/05, 10/06, 10/07, 10/08, 10/09, 10/10, 10/11, 10/12, 10/13, 10/14, 10/15, 10/16, 10/17, 10/18, 10/19, 10/20, 10/21, 10/22, 10/23, 10/24, 10/25, 10/26, 10/27, 10/28, 10/29, 10/30, 10/31, 11/01, 11/02, 11/03, 11/04, 11/05, 11/06, 11/07, 11/08, 11/09, 11/10, 11/11, 11/12, 11/13, 11/14, 11/15, 11/16, 11/17, 11/18, 11/19, 11/20, 11/21, 11/22, 11/23, 11/24, 11/25, 11/26, 11/27, 11/28, 11/29, 11/30, 12/01, 12/02, 12/03, 12/04, 12/05, 12/06, 12/07, 12/08, 12/09, 12/10, 12/11, 12/12, 12/13, 12/14, 12/15, 12/16, 12/17, 12/18, 12/19, 12/20, 12/21, 12/22, 12/23, 12/24, 12/25, 12/26, 12/27, 12/28, 12/29, 12/30, 12/31

01/25/2020 - 02/07/2020 | In Progress | Submit By 02/11/2020, 06:30 PM

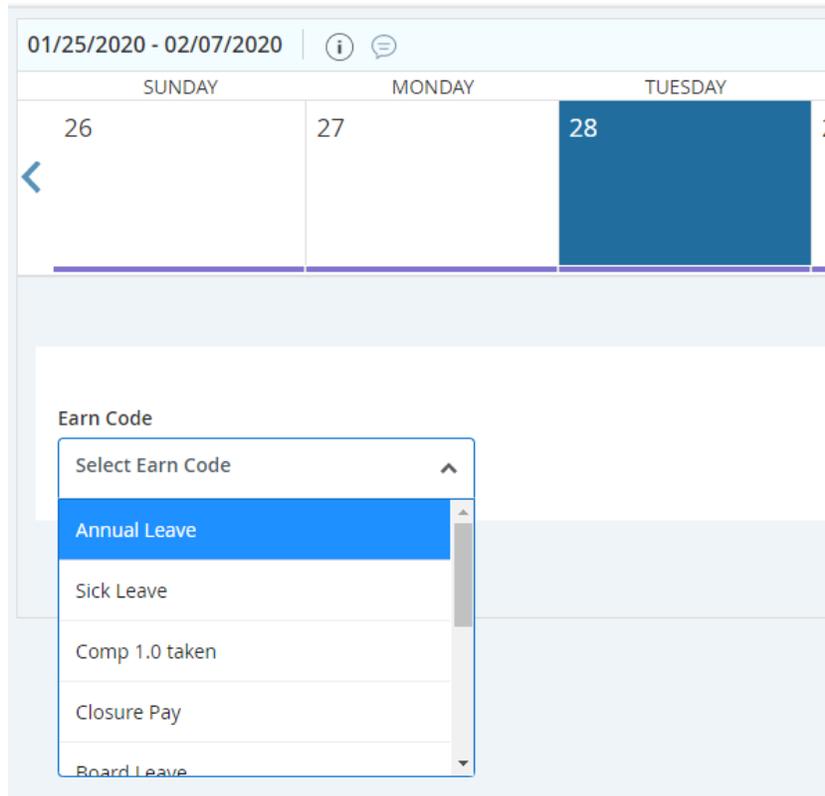
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

← Add Earn Code

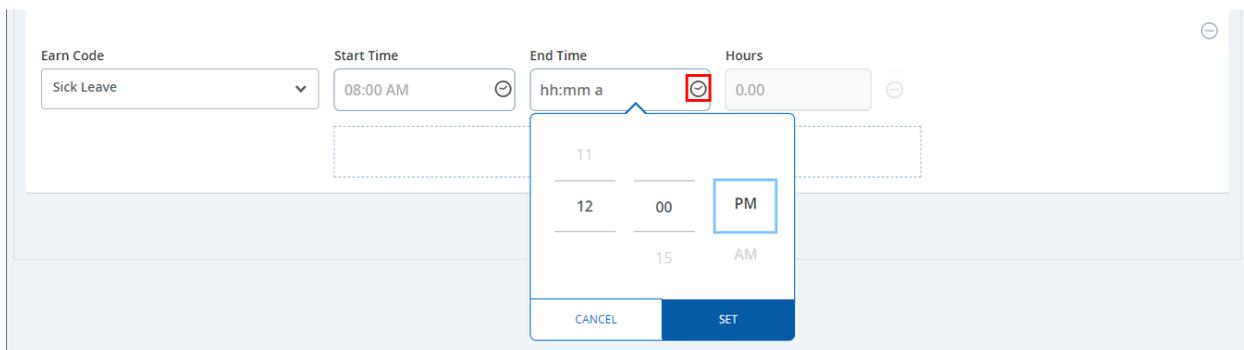
Earn Code

Select Earn Code

Click on the day you want to record time for and select an option from the **Earn Code** drop-down list.



You can enter time manually or by clicking on the **clock icon** to bring up a time entry tool. Click on **Set** to save the time.



**\*Note\*** If you want to 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.

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 right.

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

Earn Code	Start Time	End Time	Hours
Sick Leave	08:00 AM	12:00 PM	4.00
	12:30 PM	04:30 PM	4.00

Below the table is a button labeled "Add More Time". At the bottom right of the form are buttons for "Cancel", "Save", and "Preview".

You can add another earn code, for example Annual Leave, for the same day by clicking on **Add Earn Code** and choosing the corresponding **Earn Code** from the drop-down list in the new earn code box.

The screenshot shows the time entry form with the following details:

- Buttons for "Add Earn Code", "Edit", "Copy", and "Delete" are visible at the top right.
- The table shows two rows of time entries for "Sick Leave":

Earn Code	Start Time	End Time	Hours
Sick Leave	08:00 AM	12:00 PM	4.00 Hours
Sick Leave	12:30 PM	04:30 PM	4.00 Hours
- A "Total: 8.00 Hours" and "Account Distribution" link are shown at the bottom right.
- A dropdown menu for "Earn Code" is open, showing options: "Select Earn Code", "Annual Leave", "Sick Leave", "Comp 1.0 taken", "Closure Pay", and "Board Leave".

You'll see the time entered for a day on the weekly calendar and more detailed info if that day is selected. You can **Edit** (pencil), **Copy** (two squares), or **Delete** the time entry by clicking on the corresponding button.

IT Systems Administration - WPS2742 & WPS Information Technology Asset Tools Restart Time Leave Balances

01/25/2020 - 02/07/2020 | 8.00 Hours In Progress Submit By 02/11/2020, 06:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28 8.00 Hours	29	30	31	1

+ Add Earn Code

Sick Leave

- 08:00 AM - 12:00 PM | 4.00 Hours
- 12:30 PM - 04:30 PM | 4.00 Hours

+ Add More Time

Total: 8.00 Hours | [Account Distribution](#)

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 28<sup>th</sup> to show you were out sick that day, but you were also out sick on the 29<sup>th</sup> and 6<sup>th</sup>. Instead of manually entering the time again for those two days, you can go to the 28<sup>th</sup> and click the **Copy** button to bring up the **Copy** interface shown below. Simply select the two days by clicking on them (now highlighted) and click on **Save**. The two days should now have the same time entry as the 28<sup>th</sup>.

**Copy Time Entry** ✕

Sick Leave : 8.00 Hours (01/28/2020, TUESDAY)

Select Options

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

Pay Period: 01/25/2020 - 02/07/2020 <span style="float: right;">?</span>						
SUN	MON	TUE	WED	THU	FRI	SAT
19	20	21	22	23	24	25
26	27	28 8.00 Hours	29	30	31	1
2	3	4	5	6	7	8

Cancel
Save

You can also restart/delete your time entry for the pay period or double check your current leave again by clicking on the corresponding option in the top right.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28 8.00 Hours	29 8.00 Hours	30	31	1

When you're ready to submit your time, click on **Preview** in the bottom right of your screen. A box will pop up with a general overview of your time entry for the pay period. Scroll down to the bottom to enter your comments. You should include the date, the earn code used, and a brief description for any recorded time. Click the **check box** next to the certification acknowledgement and click on **Submit**.

Preview

Total Units 0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	16.00
Week 3	8.00

Comment (Optional):

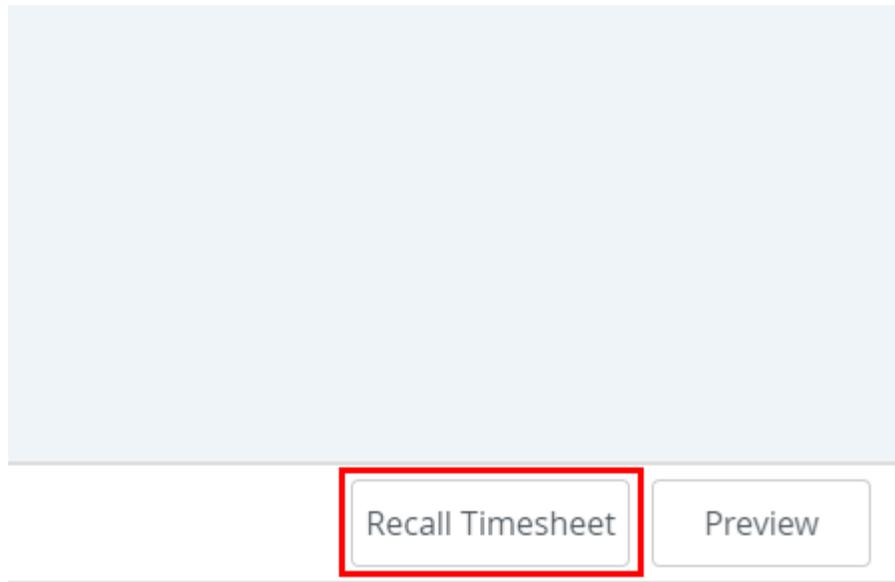
2/28: Sick Leave - stomach virus  
2/29: Sick Leave - stomach virus  
3/6: Sick Leave - doctor visit

1904 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.

Cancel Submit

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.



The timesheet should change from **In Progress** to **Pending** when completed successfully. When you're finished, click on the **Profile icon** in the top right and click on **Sign Out**.

