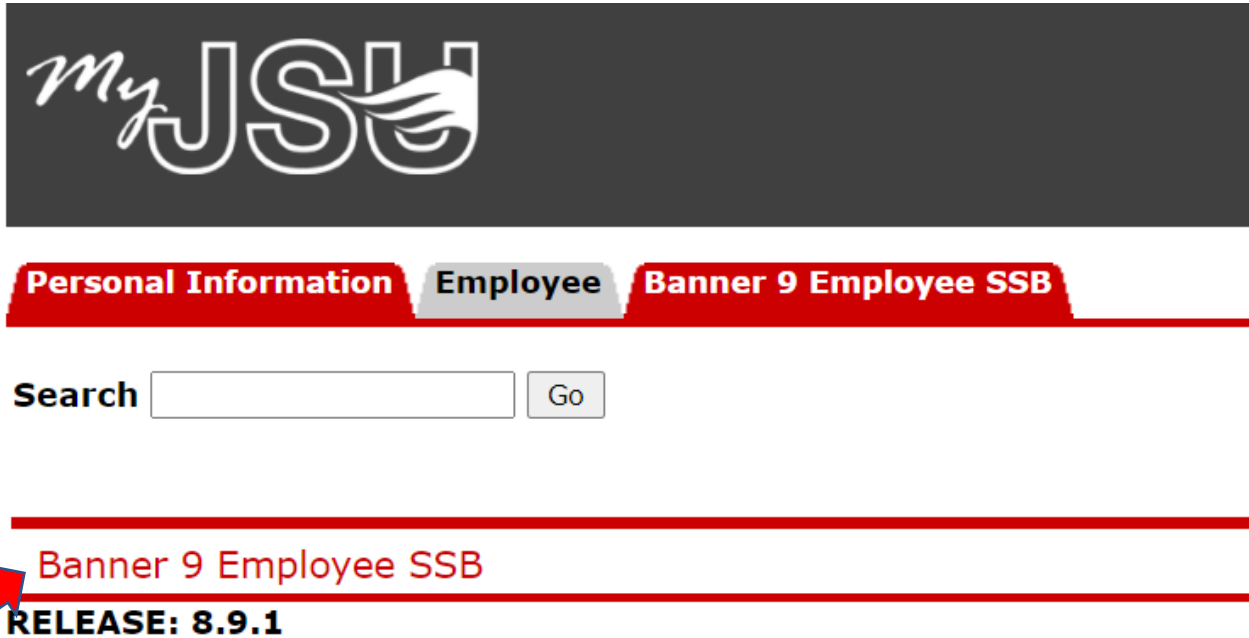


How to enter time in Banner 9 Employee Self-Service (SSB)

An employee must be logged into My JSU using the appropriate credentials. Time can be entered from anywhere, even from a mobile device. A non-exempt employee must be clocked in, in Banner, if they are conducting work for JSU.

To begin, select **Self Service Banner** from the home page in My JSU. Once in Self Service Banner, select **Banner 9 Employee SSB**.



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The Employee Dashboard will open, select **Enter Time**.

The timesheet should open with the current open pay period (as seen below). Select **In Progress** to open the pay period to clock in and clock out.

Pay Period	Hours/Units	Submitted On	Status
Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077			
05/12/2021 - 05/25/2021			In Progress

When working for JSU, select **Regular Earnings** and **Clock In**.

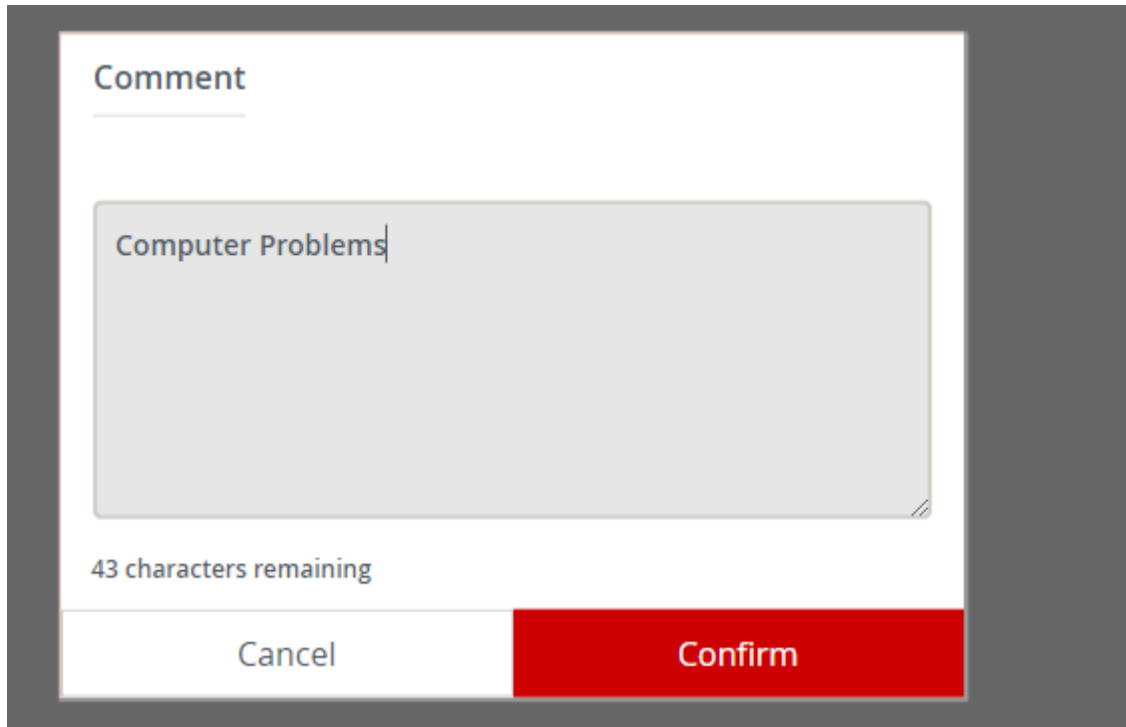
The screenshot shows the Banner Timesheet interface for a user named 'Test, Timeclock'. The header includes the JSU logo and navigation links for 'Employee Dashboard' and 'Timesheet'. The user's information is displayed as 'Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077'. The interface shows a calendar for the period 05/12/2021 to 05/25/2021, with Friday, May 21st, highlighted in orange. Below the calendar, there is a section for 'Add Earn Code' with a dropdown menu set to 'REGULAR EARNINGS'. The 'Clock In' button is highlighted with a red arrow, and the 'Clock Out' button is also visible. The 'Hours' field shows '0.00'.

Once clocked in, the clock in button will disappear and the clock out button will be the only available option (see below). To avoid receiving an error, seven minutes must have passed since clocking in.

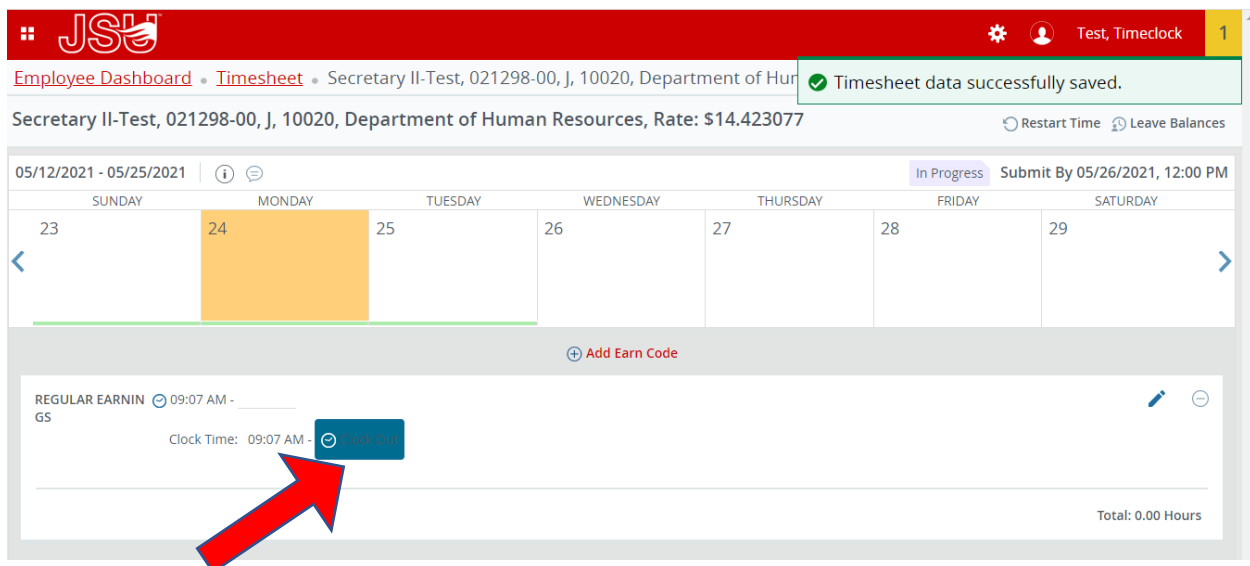
The screenshot shows the Banner Timesheet interface after the user has clocked in. The 'Clock In' button is no longer visible, and the 'Clock Out' button is the only available option. The 'Hours' field now shows '0.00'. A green notification banner at the top right states 'Timesheet data successfully saved.' Below the calendar, the 'Add Earn Code' section shows 'REGULAR EARNIN' and 'GS' with a clock time of '09:07 AM'. A 'Clock Out' button is visible. A red arrow points to a pencil icon in the top right corner of the time entry area, indicating that the time can be edited. The 'Total: 0.00 Hours' is displayed at the bottom right.

When clocking in or out, Banner records the time as either :00, :15, :30, or :45 with a seven-minute rule. The seven-minute rule is, if clocking in between 8:00 am and 8:07 am, the clock in time will be 8:00, but a clock in time of 8:15 will result if clocking at or after 8:08 or up to 8:21 and so on.

To edit the time for any reason, select the **Pencil** (as show above). A reason for any adjustment to the time must be provided in the **Comments** section. Once complete, select **Confirm**. The edit adjustment and reason can be seen by the supervisor when approving time. Payroll will review edited time for frequency and appropriateness of the reason.



When ready to clock out, got back into the timesheet as detailed above and select the clock out button (see below).



If out on sick leave or annual leave, select the appropriate day on the calendar. Select the earn code for sick leave or annual leave and enter 8:00am as the start time and 4:00pm as the end time to have 8 hours used for an entire day of leave. If taking a partial day of sick leave or annual leave, record the amount of time needed to make the day total 8 hours.

Click on earn code to select the appropriate code for leave time (comp time used, sick leave pay, or annual leave pay).

The screenshot shows the JSD Timesheet interface for a Secretary II-Test employee. The calendar view shows Memorial Day on Monday, May 31st. The 'Add Earn Code' dropdown menu is open, listing options: SICK LEAVE PAY, REGULAR EARNINGS, COMP TIME USED, SICK LEAVE PAY, and ANNUAL LEAVE PAY. A red arrow points to the 'SICK LEAVE PAY' option. The interface includes a header with the JSD logo and user information, a navigation bar with 'Employee Dashboard' and 'Timesheet', and a main content area with a calendar and a form for adding time entries. The form includes fields for 'Earn Code', 'Clock Out', and 'Hours'.

Select add more time so you can enter a start and end time for the day you are taking leave.

The screenshot shows the JSD Timesheet interface with the 'Add More Time' button highlighted. The 'SICK LEAVE PAY' option is selected in the 'Earn Code' dropdown. The 'Add More Time' button is located below the 'Clock Out' and 'Hours' fields. A red arrow points to the 'Add More Time' button. The interface includes a header with the JSD logo and user information, a navigation bar with 'Employee Dashboard' and 'Timesheet', and a main content area with a calendar and a form for adding time entries. The form includes fields for 'Earn Code', 'Clock Out', and 'Hours'.

Click on the clock to select a start and end time. We suggest using 8:00 am and 4:00pm for start and end times respectively to be charged eight hours for a full day. Once time is selected hit set and then once the start and end time is complete hit save.

Employee Dashboard + Timesheet + Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077

Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077

05/26/2021 - 06/06/2021 | In Progress | Submit By 06/07/2021, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 <i>Memorial Day</i>	1	2	3	4	5

+ Add Earn Code

Earn Code: SICK LEAVE PAY

08:00 AM - 04:00 PM


Hours: 0.00

08:00 AM - 04:00 PM

Hours: 0.00

+ Add More Time

Exit Page | Cancel | Save | Preview



Employee Dashboard + Timesheet + Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077

Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077

05/26/2021 - 06/06/2021 | In Progress | Submit By 06/07/2021, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 <i>Memorial Day</i>	1	2	3	4	5

+ Add Earn Code

Earn Code: SICK LEAVE PAY

08:00 AM - 04:00 PM

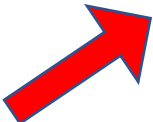
Hours: 8.00


08:00 AM - 04:00 PM



Hours: 8.00

+ Add More Time

Exit Page | Cancel | Save | Preview







Test, Timeclock

[Employee Dashboard](#) • [Timesheet](#) • Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077

Secretary II-Test, 021298-00, J, 10020, Department of Human Resources, Rate: \$14.423077

 ⌂ Restart Time ⌂ Leave Balances

Timesheet Messages 1

05/26/2021 - 06/06/2021 | 8.00 Hours ⓘ ⌂

 In Progress Submit By 06/07/2021, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 <i>Memorial Day</i>	1 8.00 Hours	2	3	4	5

+ Add Earn Code

Earn Code	Start Time	End Time	Hours
<input type="text" value="ANNUAL LEAVE PAY"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="text" value="8.00"/>
 + Add More Time 			

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

Any questions or concerns should be addressed to payroll via email payroll@jsu.edu.