

Student Employee Time Sheet Reporting

Time In and Out Procedure

- Students working in departments using Kronos time reporting should seek instructions from their supervisors to determine if hours are to be punched into a Kronos clock or entered via MyCentral.
- Employees should enter their time daily - at the beginning and end of each shift.
- The US Department of Education mandates students should not be working at any point during their scheduled class periods. If a student does work during that time, the date and reason must be clearly stated in the comment section of the time sheet.
- Retro (RTS) hours may be reported in total on the Retro Pay Student line in a day where no previous hours have been entered. The detailed daily account for missed hours should be included in the comment section.

To access your Banner Time Sheet:

Go to MyCentral

Select the employee tab

Select the Time Sheet button

Select the pay period from the drop down menu

Click the Time Sheet button

This will bring up the time sheet with all the days in the pay period

(Click the Next button to see the additional days in the pay period)

Click the Enter Hours link for the day you wish to enter time

Time Sheet

Title and Number:

SU Payroll -- S99819-00

Department and Number:

Payroll -- 503000

Time Sheet Period:

Dec 01, 2013 to Dec 15, 2013

Submit By Date:

Dec 16, 2013 by 11:59 PM


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Dec 01, 2013	Monday Dec 02, 2013	Tuesday Dec 03, 2013	Wednesday Dec 04, 2013
Regular No FICA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Pay Student	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

After clicking the Enter Hours button for a particular day, the time sheet reporting table will appear.

Click [Enter Hours](#) for any day to bring up this table:

Search Go

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Thursday, Dec 05, 2013

Earnings Code: Regular No FICA

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0

Enter the time in and time out for each shift worked on that particular day.

The times must be entered in a 0:00 format and only 15 minute intervals are acceptable.

Click the save button after the hours have been entered and the total hours worked will be calculated.

Tips to remember:

- Hours must be entered in a 0:00 format.
- Hours must be reported in 15 minute intervals (1:00, 1:15, 1:30, 1:45).
- You must indicate whether the hours are AM or PM.
- Retro hours are entered with the total hours missed on one line and the daily detail recorded in the comments section.
- No hours should be reported during scheduled class periods. If hours are reported, they must be accompanied by a detailed explanation in the comment section.

Submit the Time Sheet for approval at the end of the pay period

After all hours have been entered hit the Submit for Approval button.

You will be prompted to certify your time sheet by entering your MyCentral password.

Enter the password and then hit submit.