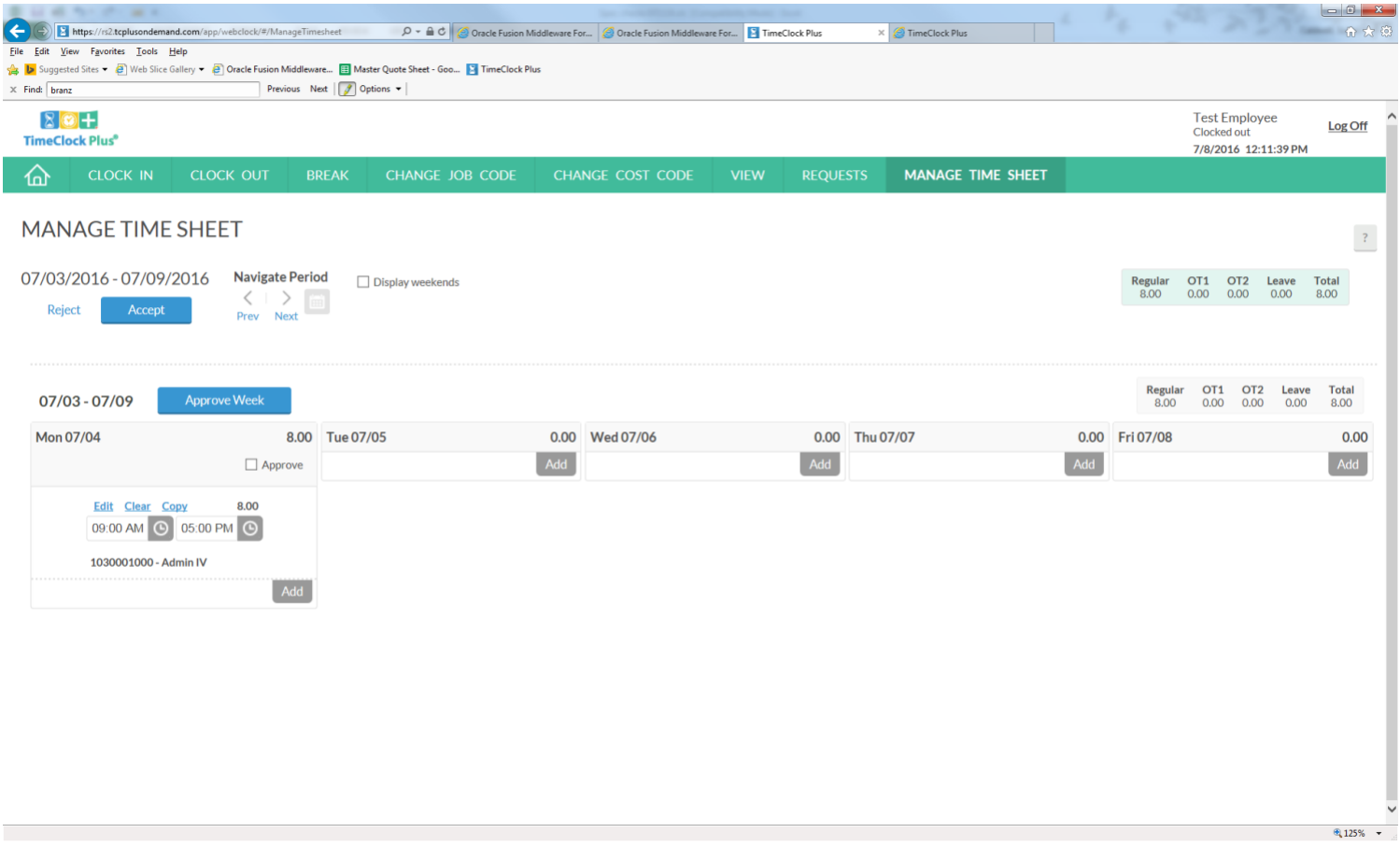
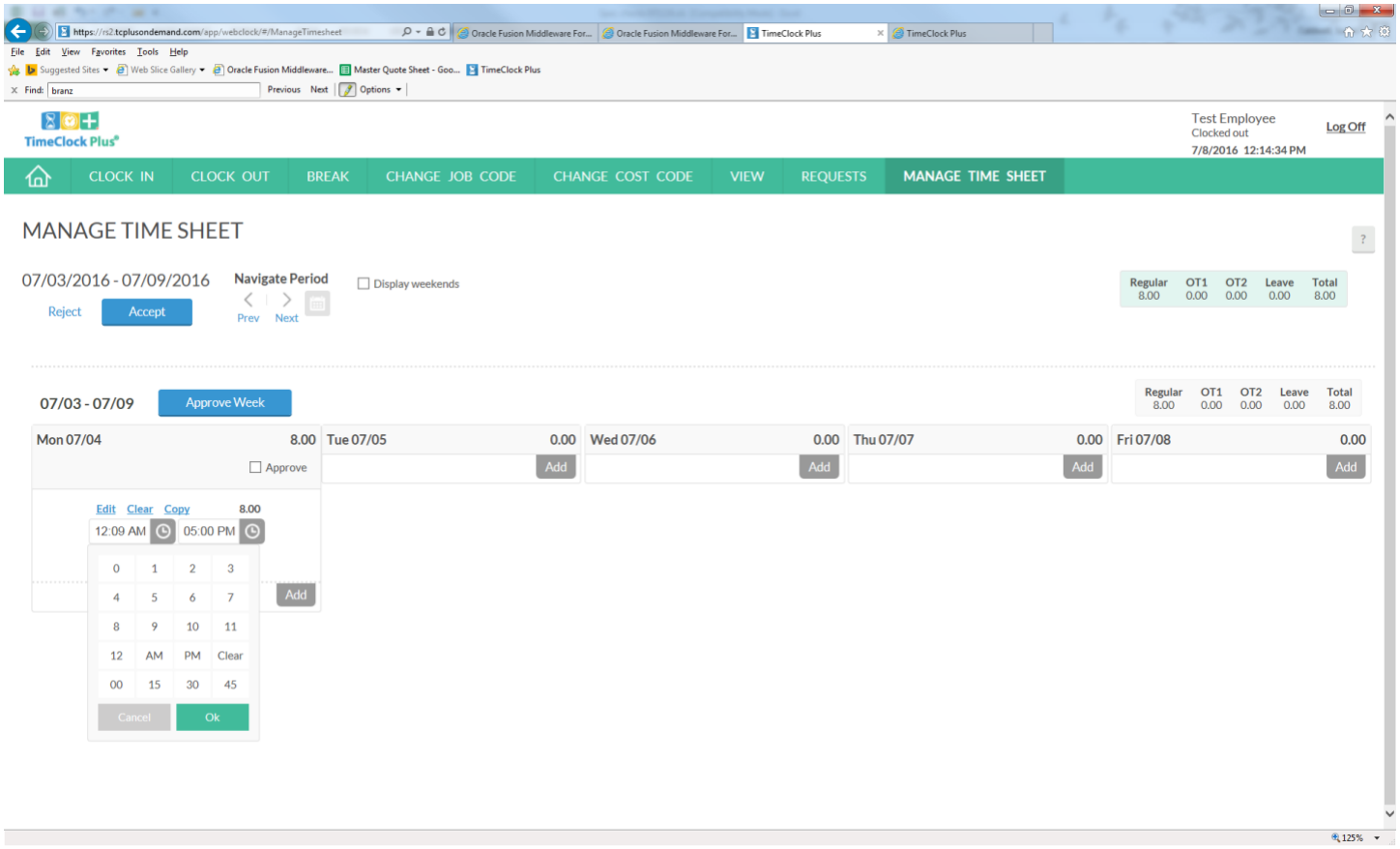
Time Clock Plus Employee Time Sheet Entry Instructions

1. Log into Banner self Service with your Credentials, 800…. Number and Pin.
2. Go to Employee Services.
3. Choose Enter Time – TimeClock +
4. When the login screen appears, If you are using Internet Explorer, you may right click and create a shortcut to your desktop to avoid having to always login through Banner Self Service.
5. For Badge Number enter your 800…. Number.
6. Click Log On to Dashboard
7. Click Manage Time sheet
8. Days of the week will populate, choose the day you worked and click Add.



9. Click on the clock beside the hours for your start time and click on the hour and minutes for example if your start time is 8:30 am, you will click 8, 30, AM, OK. Your time will be entered for your start, do the same for your end time for your lunch break, then click Add for the second half of the day. Once you have entered one day, if you work the same hours all week, you may click Copy on the segment, a calendar will populate, click the days you wish to copy the hours to, then click Paste. You will have to copy the second

half of the day separately using the same method.



10. To change your hours for a certain day to Holiday, Vacation, Personal, Sick, etc. Click Edit on the hours you need to change. An Edit Segment Screen will populate. Click on the small arrow in the bottom right corner of the Job Code Field, a drop down box will appear, choose Holiday, Vacation, Sick, etc from this list. Click Save, your hours will then show as whatever code you chose. Your regular hours should show as your job title.
11. Once you have entered one week, click Approve week, and then accept. You may click on the Prev or Next arrows Beside the Accept button under Navigate Period to go to the next week. If your hours are the same for both weeks, click on the Auto fill button. Your hours will be copied from the previous week. You can make changes to any hours you have listed there by clicking on the clock to change the times, or click clear to remove them. Click edit to change the type of pay you are receiving, i.e. regular, vac, sick, etc.