Time Clock Plus Student Employee Time Sheet Entry Instructions
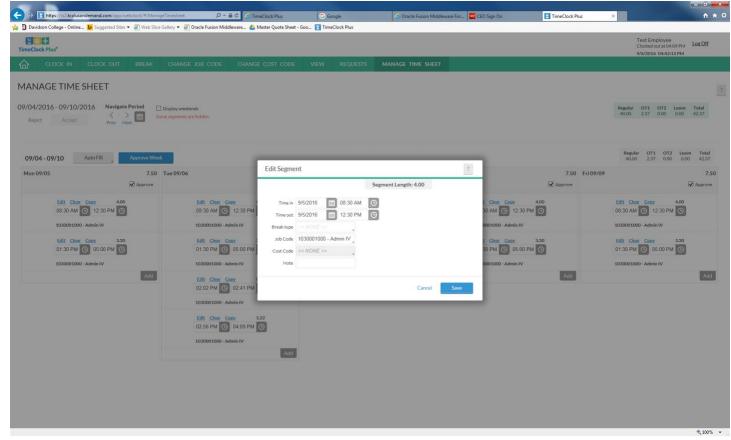
1. Log into Banner self Service with your Credentials, 800…. Number and Pin.
2. Go to Employee Services.
3. Choose Enter Time – TimeClock +
4. For Badge Number enter your 800…. Number.
5. Click Log On to Dashboard
6. Click Manage Time sheet
7. Days of the week will populate, choose the day you worked and click Add.

8. 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. Once you have entered your hours, **if you have more than one job, click on edit hours. When the edit segment screen pops up, click on the dropdown box by Job Code and choose the**

job you are entering the hours for.

9. If you work more than once during the same day, just click Add for the second time period and follow the instructions above. 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 segment separately.

10. Once you have entered one week, click **Approve week, and then Accept** (This saves what you have entered). 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.