

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.

TimeClock Plus

Test Employee
Clock out
7/8/2016 12:11:39 PM
Log Off

MANAGE TIME SHEET

07/03/2016 - 07/09/2016
Reject Accept

Navigate Period
Display weekends

Regular	OT1	OT2	Leave	Total
8.00	0.00	0.00	0.00	8.00

07/03 - 07/09 Approve Week

Mon 07/04	Tue 07/05	Wed 07/06	Thu 07/07	Fri 07/08
8.00 09:00 AM 05:00 PM 1030001000 - Admin IV	0.00	0.00	0.00	0.00

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.

The screenshot shows the TimeClock Plus web application interface. The main heading is "MANAGE TIME SHEET" for the period 09/04/2016 - 09/10/2016. The interface includes a navigation bar with options like "CLOCK IN", "CLOCK OUT", "BREAK", "CHANGE JOB CODE", "CHANGE COST CODE", "VIEW", "REQUESTS", and "MANAGE TIME SHEET". A modal window titled "Edit Segment" is open, displaying fields for "Time in" (9/5/2016 08:30 AM), "Time out" (9/5/2016 12:30 PM), "Break type" (<< NONE >>), "Job Code" (1030001000 - Admin IV), "Cost Code" (<< NONE >>), and a "Note" field. The background shows a grid of time segments for each day of the week, with columns for Regular, OT1, OT2, Leave, and Total hours. The "Approve Week" button is visible at the top of the grid.

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.

TimeClock Plus®

Test Employee
Clocking out
7/8/2016 12:14:34 PM [Log Off](#)

[Home](#) [CLOCK IN](#) [CLOCK OUT](#) [BREAK](#) [CHANGE JOB CODE](#) [CHANGE COST CODE](#) [VIEW](#) [REQUESTS](#) [MANAGE TIME SHEET](#)

MANAGE TIME SHEET

07/03/2016 - 07/09/2016 **Navigate Period** ☐ Display weekends

[Reject](#) [Accept](#) [Prev](#) [Next](#) [Auto Fill](#)

	Regular	OT1	OT2	Leave	Total
	8.00	0.00	0.00	0.00	8.00

07/03 - 07/09 [Approve Week](#)

Mon 07/04	Tue 07/05	Wed 07/06	Thu 07/07	Fri 07/08
8.00 <input type="checkbox"/> Approve	0.00	0.00	0.00	0.00
Add	Add	Add	Add	Add

[Edit](#) [Clear](#) [Copy](#) 8.00

12:09 AM 05:00 PM

0	1	2	3
4	5	6	7
8	9	10	11
12	AM	PM	Clear
00	15	30	45

[Cancel](#) [Ok](#) [Add](#)

- 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.