

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 + WebClock
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.

07/03/2016 - 07/09/2016 Display weekends

Regular 8.00 OT1 0.00 OT2 0.00 Leave 0.00 Total 8.00

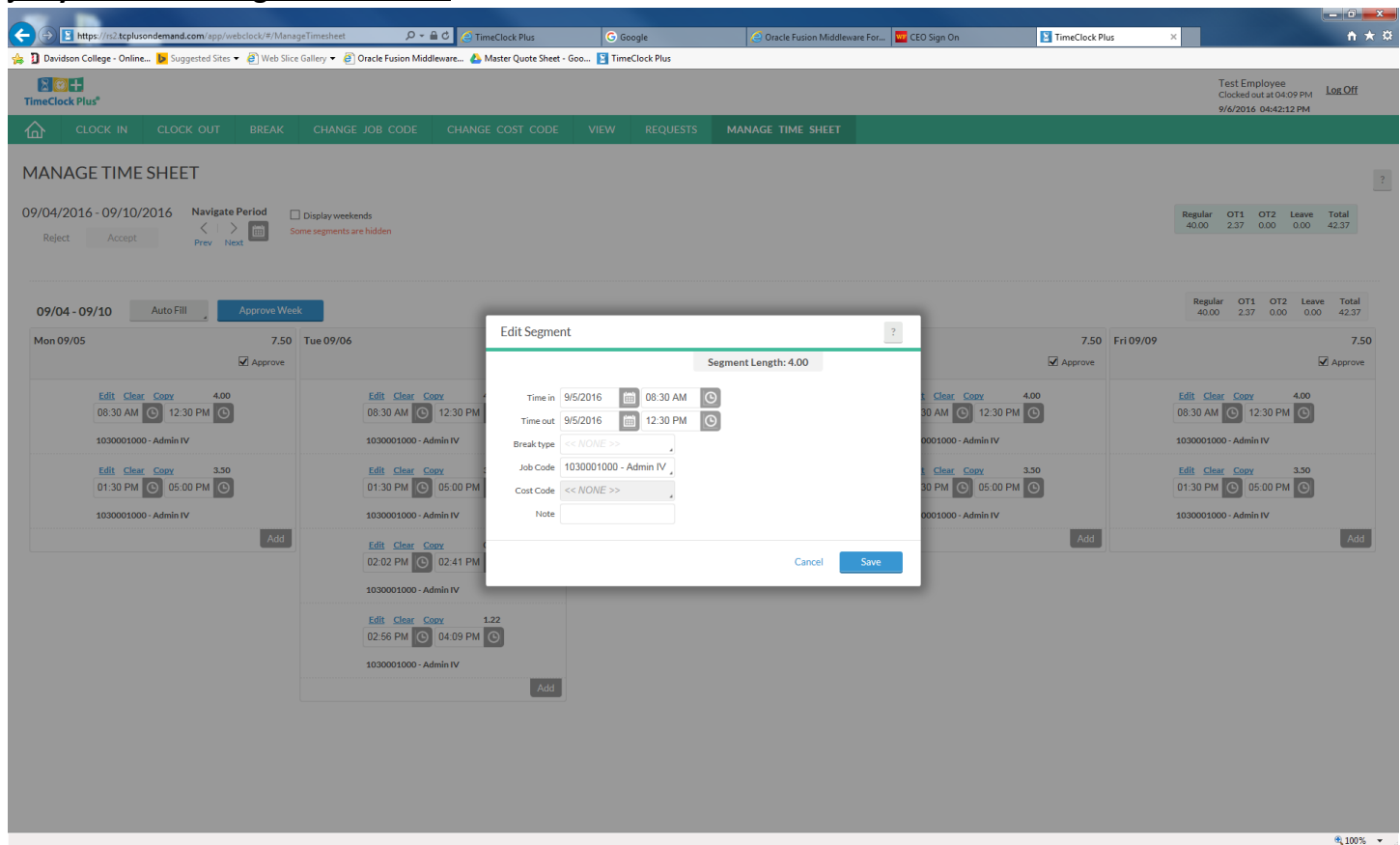
07/03 - 07/09 Approve Week

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

09:00 AM 05:00 PM 1030001000 - Admin IV 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.



The screenshot displays the TimeClock Plus interface for managing a timesheet. The main area shows a grid of time segments for the week of 09/04-09/10. A modal window titled "Edit Segment" is open, allowing the user to edit a segment. The modal contains the following fields:

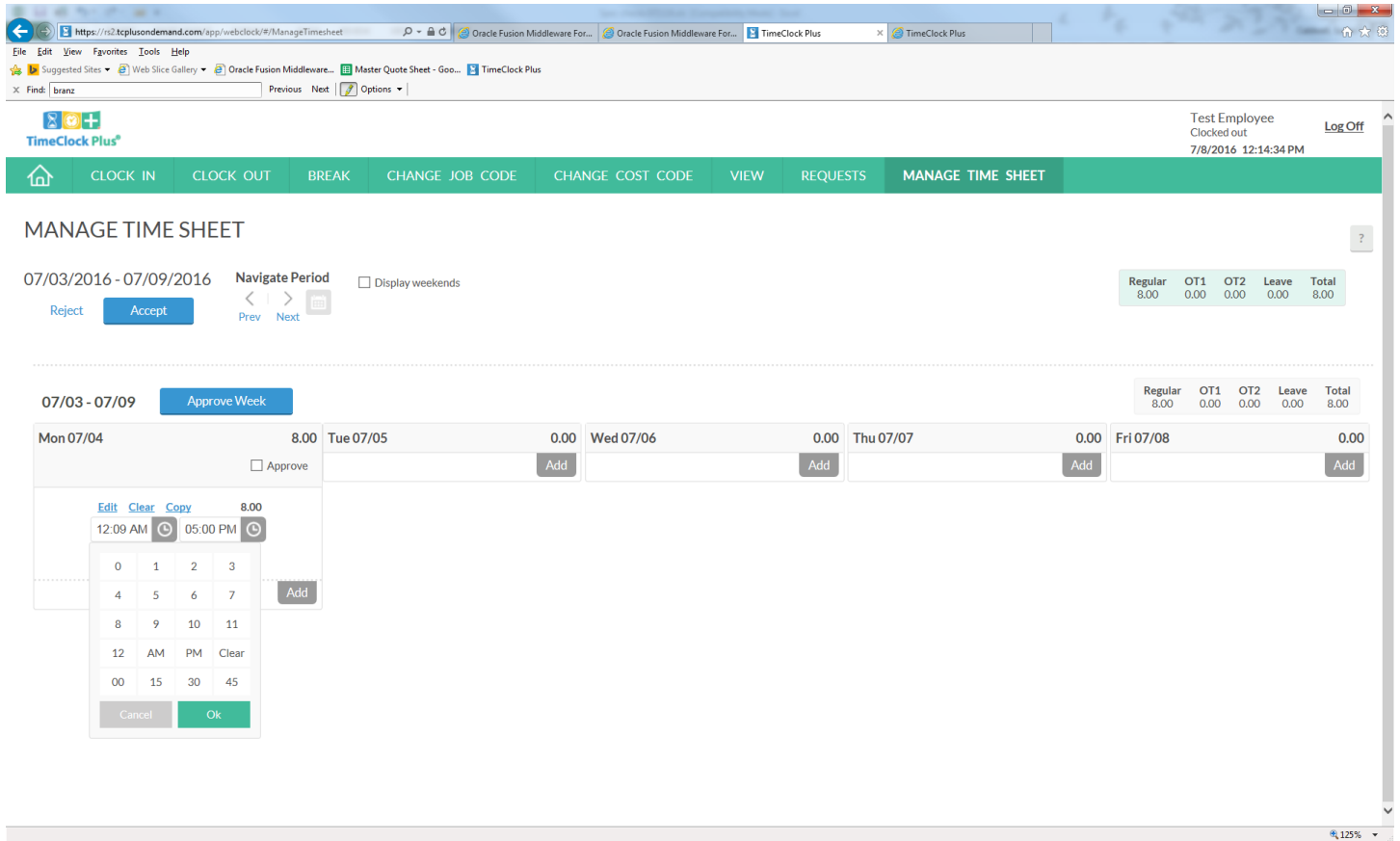
- Segment Length: 4.00
- Time in: 9/5/2016 08:30 AM
- Time out: 9/5/2016 12:30 PM
- Break type: << NONE >>
- Job Code: 1030001000 - Admin IV
- Cost Code: << NONE >>
- Note: (empty text area)

The background 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 summary table at the top right shows the following data:

Regular	OT1	OT2	Leave	Total
40.00	2.37	0.00	0.00	42.37

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.