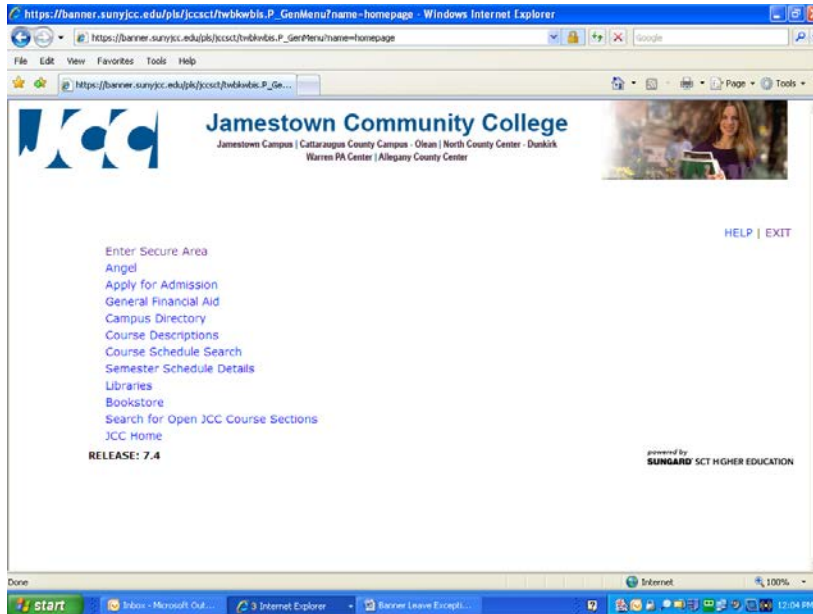




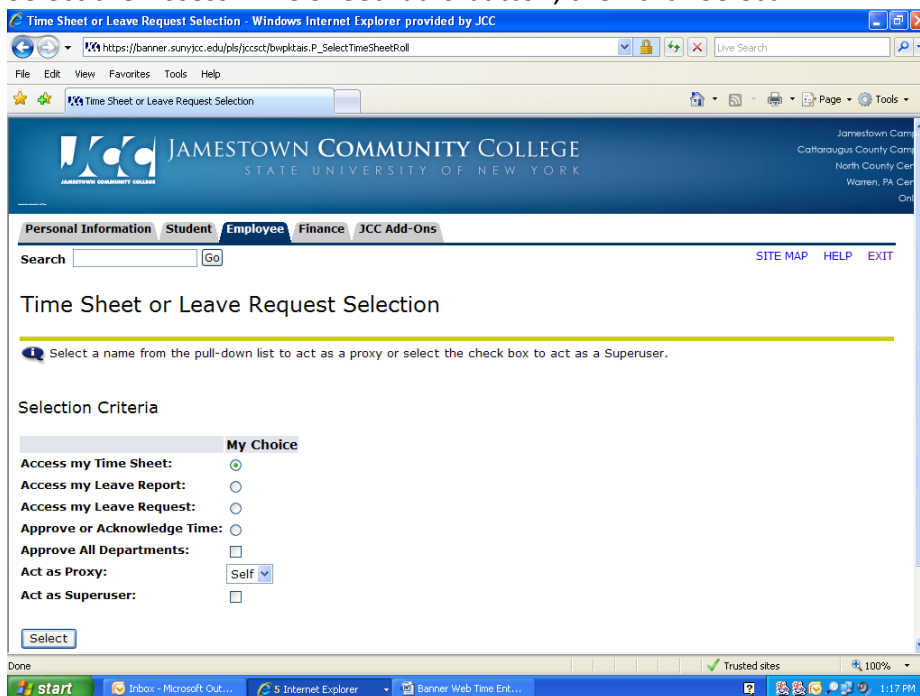
Student Worker Electronic Time Sheet Instructions (Banner Web Time Entry)

Before you finish work each day, you need to enter the hours you worked into your electronic time sheet in BANNER. (will be active link)

- 1) Open the internet and go to BANNER (banner.sunyjcc.edu).
- 2) Click on Enter Secure Area



- 3) Follow the instructions to login
- 4) Click on Employee
- 5) Click on Time Sheet
- 6) Select the Access Time Sheet radio button, then click Select.



- 7) Using the drop-down menu, select the proper pay period, then click Time Sheet.
- 8) You will see the current time period. To enter your time, click on the blue Enter Hours on the specific day/date you work in the row 'Regular Pay'

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: PT HR Specialist temporary -- C10260-00
Department and Number: Personnel -- 1714
Time Sheet Period: Jul 21, 2011 to Aug 03, 2011
Submit By Date: Aug 04, 2011 by 05:00 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Thursday Jul 21, 2011	Friday Jul 22, 2011	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011
Regular Pay-Super/Confid. PT	1	19.75	0	4	Enter Hours	Enter Hours	Enter Hours	7.75	4	4
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		19.75		4	0	0	0	7.75	4	4
Total Units:			0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

Submitted for Approval By: [Name]

- 9) Enter your time in and time out in the above fields. The format required is four numbers with a colon in the middle. (ex. 12:00). Click Save when you are finished.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Friday, Jul 22, 2011
Earnings Code: Regular Pay-Super/Confid. PT

Shift	Time In	Time Out	Total Hours
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

Buttons: Time Sheet, Previous Day, Next Day, Add New Line, Save, Copy, Delete

RELEASE: 8.3

- 10) For each daily entry, you must click Save after logging your time. Otherwise your changes will be lost.
- 11) After you have finished entering your time for the two week period, verify your time is entered correctly on the Time and Leave Reporting page.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
 Title and Number: PT HR Specialist temporary -- C10260-00
 Department and Number: Personnel -- 1714
 Time Sheet Period: Jul 21, 2011 to Aug 03, 2011
 Submit By Date: Aug 04, 2011 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours Units	Thursday Jul 21, 2011	Friday Jul 22, 2011	Saturday Jul 23, 2011	Sunday Jul 24, 2011	Monday Jul 25, 2011	Tuesday Jul 26, 2011	Wednesday Jul 27, 2011
Regular Pay-Super/Confid. PT	1	0	19.75	4	Enter Hours	Enter Hours	Enter Hours	7.75	4	4
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			19.75	4	0	0	0	7.75	4	4
Total Units:			0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

Submitted for Approval By:

- 12) Click on Submit for Approval. On the certification page, enter your pin number and click submit. Your time has now been submitted for approval by your supervisor.

Jamestown Community College
 STATE UNIVERSITY OF NEW YORK

Jamesstown Campus
 Chautauque County Campus
 North County Campus
 Warren, PA Campus

Personal Information | Student | Employee | JCC Add-Ons

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Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

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