

Student Timesheet Entry Directions

**Your student time should be entered bi-weekly and should be paid in the time period you worked.

NOTE: Banner will not allow you to enter time into past pay periods

1. Proceed to the Banner Web Portal (www.jcu.edu/bannerweb)
2. Click on “Enter Secure Area”



[HELP](#) | [EXIT](#)

John Carroll University Banner Web

***** Important Change *****

Banner Web now uses the **JCU Single Sign-On Server** and **Campus Network ID** for access.

Students: Don't forget to setup your Proxy Access on the Main Menu



[Enter Secure Area](#)

Login here to view your personal information: Check your registration status and register for classes.

[Student Financial Services](#)

JCU Financial Services website with all information related to the cost, payments, and financial aid process to ensure your financial success at the University.

[Registration Utilities](#)

Course Catalog, Class Schedules and Seat Availability

[Proxy Access](#)

Access to student information for Parents and other proxy users.

[Login to EverFi Training \(AlcoholEdu, Haven\)](#)

Alcohol and Sexual Harassment training from EverFi. If you are not already logged in to JCU Sign-on, you will be prompted for your network id and password.


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3. Enter in Banner ID and Pin, then click “Login”



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User Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:



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4. Click on “Employee Services” or the “Employee” tab along the top of the screen

Welcome, [REDACTED], to the JCU Banner Self-Service System! Last web access on Jul 19, 2018 at 10:53 am

[Registration & Academic Services](#)
Residence Life, Register for classes and orientation. Check your grades, view your academic records, holds, and run your degree audit. **Apply for Undergraduate Graduation.**

[Student Financial Services](#)
View Account Statement and holds. Access your cost, financial aid and all payment related detail from your student account.

[Housing / Residence Life and Dining Plan Self Service](#)
Link to self service portal for Housing / Residence Life and Dining Plan. **Housing and Dining Plan application is found here**

[Employee Services](#)
Leave Reporting for administrators, benefits, paystubs, W4 data, change or view direct deposit information.

[Personal Information](#)
View address(es), phone number(s), name change information & social security number change information; View or update e-mail address(es) & emergency contact information; Change your PIN & security question; Student Directory

[Proxy Access Setup & Management](#)
Allow parents and others to view your student records.

[Parking Permit](#)
Obtain Parking Permit.

[Order Official Transcript](#)
Please use either Internet Explorer or Firefox to place your transcript order (**Not compatible with Google Chrome**).

[Login to EverFi Training \(AlcoholEdu, Haven\)](#)
Alcohol and Sexual Harassment training from EverFi. If you are not already logged in to JCU Sign-on, you will be prompted for your network id and password.

[Return to Homepage](#)

5. To access time sheet, click on "Time Sheet"

Employee Services

Any W-2 questions can be addressed by calling Payroll at ext. 4456.

[Leave Report](#)
Leave Reporting for Administrators

[Request Time Off](#)

[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
View your W-4 information.

[Time Off Current Balances and History](#)

[Benefit Summary](#)

[Time Sheet](#)

[Annual Performance Evaluation Menu](#)

[Student Summer Hire Menu](#)

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6. On the *Position Selection* screen select the corresponding "Title and Department" for the organization code you will be entering time for. Each job you hold on campus will be listed under a separate title.

- a. Under "Pay Period and Status" select the current pay period. If you have already started a timesheet for that particular job then the description will be listed as "In Progress". (If no time has been entered the description will state "Not Started" and if the timecard has been submitted the description will state "Completed")
- b. When selection is made, click "Time Sheet"

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Student TF, PSEC16-00 ██████████100	<input type="radio"/>	Dec 04, 2016 to Dec 17, 2016 Completed ▾
Student TF, PSEC17-01 ██████████ Internship Award, ██████████108	<input type="radio"/>	Apr 22, 2018 to May 05, 2018 Completed ▾
Student - Summer, SU3311-00 ██████████100	<input type="radio"/>	Aug 14, 2016 to Aug 27, 2016 Completed ▾
Student TF, PSEC15-00 ██████████100	<input checked="" type="radio"/>	Jul 15, 2018 to Jul 28, 2018 In Progress ▾
Student TF, PSEC16-02 ██████████ ██████████PAY	<input type="radio"/>	Jul 15, 2018 to Jul 28, 2018 Not Started ▾



[Time Sheet](#)

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- On the *Time Sheet* screen to enter hours for a particular day, select “Enter Hours” for each corresponding day. Please note, hours are to be entered on the day they are worked. Do NOT enter ALL your hours on one particular day in the pay period.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student TF -- PSEC15-00
Department and Number: ██████████100
Time Sheet Period: Jul 15, 2018 to Jul 28, 2018
Submit By Date: Jul 30, 2018 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

[Position Selection](#) | [Comments](#) | [Preview](#) | [Submit for Approval](#) | [Restart](#) | [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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- After selecting the correct day, you will be able to enter the number of hours worked. Time will be entered in *quarter hours*:
 - 15 minutes equals .25
 - 30 minutes equals .50
 - 45 minutes equals .75
 e.g., 5 hours and 25 minutes worked = 5.50

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number:

Student TF -- PSEC15-00

Department and Number:

100

Time Sheet Period:

Jul 15, 2018 to Jul 28, 2018

Submit By Date:

Jul 30, 2018 by 10:00 AM

Earning: Regular
 Date: Jul 16, 2018
 Shift: 1
 Hours:



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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a. Then click "Save" to save your entry

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number:

Student TF -- PSEC15-00

Department and Number:

100

Time Sheet Period:

Jul 15, 2018 to Jul 28, 2018

Submit By Date:

Jul 30, 2018 by 10:00 AM

Earning: Regular
 Date: Jul 16, 2018
 Shift: 1
 Hours:



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	3		Enter Hours	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			3		0	3	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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- Student time entry should be completed by **Friday at 5 p.m.** of the pay period that is ending. See STUDENT PAYROLL SCHEDULE for specific dates. Banner will close at 5 p.m. and you will not be able to enter time after that. To submit timesheet for approval by supervisor, on the *Time Sheet* screen select "Submit for Approval". Once this step is done, you will be unable to go back and change any time entered, unless the supervisor "sends back for corrections". The supervisor will be able to do this until the 5 p.m. Friday cut-off time. When the supervisor "sends back for

corrections” you will be able to make your changes and then “Submit for Approval” again. Supervisors will be able to make changes/corrections to the student hours until the Banner cut-off time of 10 a.m. on the Monday after the pay period has ended. Any changes needed after that or after the supervisor has “approved” will need to be completed by the Payroll department. Please contact Theresa Bakula or Tammy Wisz.

Academic Financial Services Employee

Search Go SITE MAP | HELP | EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Student TF -- PSEC15-00
Department and Number: ██████████ 100
Time Sheet Period: Jul 15, 2018 to Jul 28, 2018
Submit By Date: Jul 30, 2018 by 10:00 AM

Earning: Regular
Date: Jul 17, 2018
Shift: 1
Hours: 2.75

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	7.75		Enter Hours	5	2.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			7.75		0	5	2.75	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: ██████████
Approved By: ██████████
Waiting for Approval From: ██████████
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- a. After clicking “Submit for Approval” the following screen will appear. Read the statement and enter in your pin, then click “Submit”

Academic Financial Services Employee

Search Go SITE MAP | HELP | EXIT

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.

In submitting this form, I acknowledge that accrued vacation balances on my leave report represent vacation time available to me during the calendar year as an on-going employee. I understand that if I leave John Carroll University, I will only be paid the unused portion of what I have accrued during the calendar year through my termination date. Unused mission, personal, and sick leave are not paid out at termination.

Please see the [Vacation Policy for Staff](#) to calculate the number of hours you accrue each month.

PIN:

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- b. Once you certify that the time entered represents a true and accurate record of your time, you will be brought to the following screen.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Your time sheet was submitted successfully.

Time Sheet

Title and Number: Student TF -- PSEC15-00
Department and Number: [REDACTED] -- [REDACTED] 100
Time Sheet Period: Jul 15, 2018 to Jul 28, 2018
Submit By Date: Jul 30, 2018 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018	
Regular	1	0	10.5		Enter Hours		5	2.75	Enter Hours	Enter Hours	2.75	Enter Hours
Total Hours:			10.5		0	5	2.75	0	0	2.75	0	
Total Units:				0	0	0	0	0	0	0	0	

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jul 25, 2018
Approved By:
Waiting for Approval From: [REDACTED]



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Other Features:

- If the same amount of time is worked each day, the "Copy" feature may be used. To access the "Copy" feature, click on "Copy" on the *Time Sheet* screen.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student TF -- PSEC15-00
Department and Number: [REDACTED] 100
Time Sheet Period: Jul 15, 2018 to Jul 28, 2018
Submit By Date: Jul 30, 2018 by 10:00 AM

Earning: Regular
Date: Jul 17, 2018
Shift: 1
Hours: 2.75

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	7.75		Enter Hours		5	2.75	Enter Hours	Enter Hours	Enter Hours
Total Hours:			7.75		0	5	2.75	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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- On the *Copy* screen select the days that should be copied by putting a check mark in the corresponding box. Once all the days are selected click "Copy" to save your selection and "Time Sheet" to return the *Time Sheet* screen.

Copy

To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular, Shift 1
Date and Hours to Copy: Jul 17, 2018, 2.75 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Jul 22, 2018	Monday Jul 23, 2018	Tuesday Jul 24, 2018	Wednesday Jul 25, 2018	Thursday Jul 26, 2018	Friday Jul 27, 2018	Saturday Jul 28, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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- To change a timesheet corresponding to a different job or organization code, either completely exit Banner Web and start from step #1 or click "Position Selection" on the *Time Sheet* screen

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Student TF -- PSEC15-00
Department and Number: ██████████ 100
Time Sheet Period: Jul 15, 2018 to Jul 28, 2018
Submit By Date: Jul 30, 2018 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



Submitted for Approval By:
Approved By:
Waiting for Approval From:

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- The following insert is what your screen will look like, once selection is made to return to the *Time Sheet* screen click "Time Sheet".

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Day Period and Status
Student TF, PSEC16-00 ██████████ 1:00	<input type="radio"/>	Dec 04, 2016 to Dec 17, 2016 Completed ▼
Student TF, PSEC17-01 ██████████ Internship Award, ██████████ 1:08	<input type="radio"/>	Apr 22, 2018 to May 05, 2018 Completed ▼
Student - Summer, SU3311-00 ██████████ 1:00	<input type="radio"/>	Aug 14, 2016 to Aug 27, 2016 Completed ▼
Student TF, PSEC15-00 ██████████ 1:00	<input checked="" type="radio"/>	Jul 15, 2018 to Jul 28, 2018 In Progress ▼
Student TF, PSEC16-02 Student ██████████ ██████████ PAY	<input type="radio"/>	Jul 15, 2018 to Jul 28, 2018 Not Started ▼



[Time Sheet](#)

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- To preview entered hours for a particular time sheet, click "Preview" on the *Time Sheet* screen.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student TF -- PSEC15-00
Department and Number: ██████████ 1:00
Time Sheet Period: Jul 15, 2018 to Jul 28, 2018
Submit By Date: Jul 30, 2018 by 10:00 AM

Earning: Regular
Date: Jul 17, 2018
Shift: 1
Hours: 2.75

[Save](#) [Copy](#) [Account Distribution](#)

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	10.5		Enter Hours	5	2.75	Enter Hours	Enter Hours	2.75	Enter Hours
Total Hours:			10.5		0	5	2.75	0	0	2.75	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By: ██████████
Approved By: ██████████
Waiting for Approval From: ██████████
 RELEASE: 8.14



- The following insert is what your screen will look like. To return to the *Time Sheet* screen click "Previous Menu".

Search Go

Be sure to set your printer to landscape before printing the document.

Student TF, PSEC15-00

Controllers Office, 331100

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Jul 15, 2018	Monday, Jul 16, 2018	Tuesday, Jul 17, 2018	Wednesday, Jul 18, 2018	Thursday, Jul 19, 2018	Friday, Jul 20, 2018	Saturday, Jul 21, 2018	Sunday, Jul 22, 2018	Monday, Jul 23, 2018	Tuesday, Jul 24, 2018	Wednesday, Jul 25, 2018	Thursday, Jul 26, 2018	Friday, Jul 27, 2018	Saturday, Jul 28, 2018
Regular	1	10.5			5	2.75			2.75								
Total Hours:		10.5			5	2.75			2.75								
Total Units:			0														



[Previous Menu](#)

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- To delete saved hours, click "Restart" on the *Time Sheet* screen

Search Go

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number:

Student TF -- PSEC15-00

Department and Number:

██████████ 100

Time Sheet Period:

Jul 15, 2018 to Jul 28, 2018

Submit By Date:

Jul 30, 2018 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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- In order to successfully delete hours the following screen will appear. To delete hours, click "Submit"

Search Go

Restart Confirmation

Restarting will delete all changes that you have made to your time record. Do you want to Restart?




[Submit](#) [Cancel](#)

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- To navigate between weeks in a pay period, click "Next" to go to the following week or "Previous" to go to the previous week

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number:

Student TF -- PSEC15-00

Department and Number:

XXXXXXXXXX 100


Time Sheet Period:

Jul 15, 2018 to Jul 28, 2018

Submit By Date:

Jul 30, 2018 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 15, 2018	Monday Jul 16, 2018	Tuesday Jul 17, 2018	Wednesday Jul 18, 2018	Thursday Jul 19, 2018	Friday Jul 20, 2018	Saturday Jul 21, 2018
Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



Submitted for Approval By:

Approved By:

Waiting for Approval From:

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