



# Web Time Entry Instructions

# REMINDERS

- You are to clock in/out each time you work (failure to do so could result in you being asked to stop working)
- The pay period runs from the 16<sup>th</sup> of the first month to the 15<sup>th</sup> of the second month (i.e August 16<sup>th</sup> – September 15<sup>th</sup>)
- On the 15<sup>th</sup> of the month, you should submit your time sheet for approval after you have worked your last shift on that day. (Time sheets do not have to be submitted for approval each day)
- Students are paid on the last working day of the month
- Pay stubs are available in BannerWeb under the Employee Tab, click Pay Information.
- For any difficulties clocking in/out immediately contact Tiara Jones at [workstudy@presby.edu](mailto:workstudy@presby.edu)

Go to BannerWeb by going to <https://login.presby.edu>

Click on the Banner 9 app to access BannerWeb:



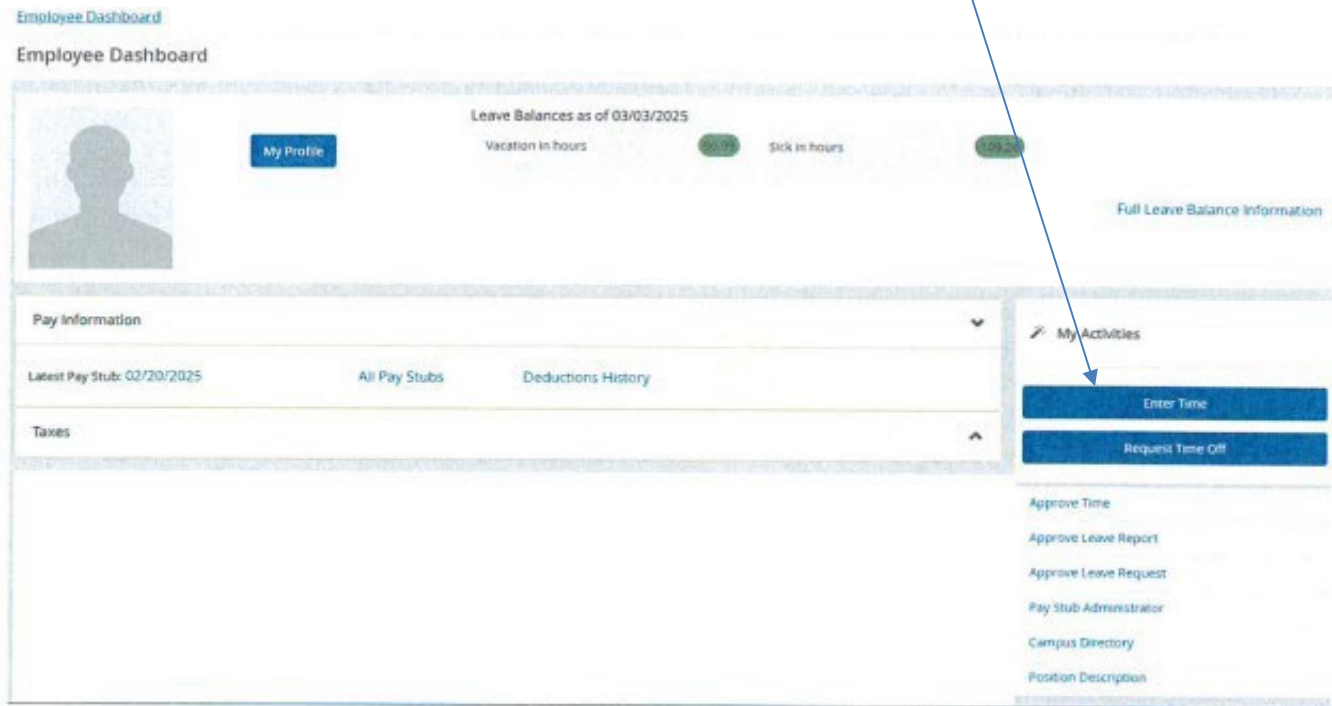
Once you select the Banner 9 app, your “Personal Information Screen” comes up. Use the “waffle” menu (top left) to navigate:



Click on the waffle, then go to: Banner -> Employee Self Service, “Time Sheet”

The top left of your screen states “Employee Dashboard – Timesheet”.

From the Employee Dashboard, Select the **“Enter Time”** Button on Right



Select the current **“Time Sheet”**

|                                                                             |             |              |             |                 |
|-----------------------------------------------------------------------------|-------------|--------------|-------------|-----------------|
| Employee Dashboard • Timesheet                                              |             |              |             |                 |
| Timesheet                                                                   |             |              |             |                 |
| Timesheet                                                                   |             |              |             |                 |
|                                                                             |             |              |             | Pay Period ▼    |
| Pay Period                                                                  | Hours/Units | Submitted On | Status      |                 |
| Federal Work Study, STF000-00, 2, 401, Admissions                           |             |              |             | ⌚ Prior Periods |
| 08/16/2025 - 09/15/2025                                                     | 20.00 Hours |              | In Progress | i               |
| Federal Work Study, STF000-01, 2, 3306, Student Activities-Springs Camp Ctr |             |              |             | ⌚ Prior Periods |
| 08/16/2025 - 09/15/2025                                                     | 8.75 Hours  |              | In Progress | i               |

# Entering Time/Clocking In and Out

To Clock In, click the “Clock In” button.

Human Resources, BO4001-00, 2, 270S, Human Resources - Salary

Restart TimeLeave Balances

02/10/2025 - 02/23/202519.05 Hours / 7.50 Units

In ProgressSubmit By 02/25/2025, 05:00 PM

| MONDAY           | TUESDAY          | WEDNESDAY        | THURSDAY | FRIDAY           | SATURDAY | SUNDAY |
|------------------|------------------|------------------|----------|------------------|----------|--------|
| 10<br>7.75 Hours | 11<br>7.50 Hours | 12<br>7.50 Hours | 13       | 14<br>7.50 Units | 15       | 16     |

Add Earn Code

Regular Pay

08:15 AM - 12:03 PM | 3.80 Hours

Clock Time: 08:14 AM - 12:03 PM

Clock In Comment: clocked in

Clock In

Total: 3.80 Hours

Account Distribution

Exit Page

CancelSavePreview

To Clock Out, click the “Clock Out” button.

Employee Dashboard • Timesheet • Federal Work Study, STF000-00, 2, 401, Admissions

Federal Work Study, STF000-00, 2, 401, Admissions

Restart TimeLeave Balances

08/16/2025 - 09/15/202520.00 Hours

In ProgressSubmit By 09/19/2025, 12:00 AM

| SATURDAY | SUNDAY | MONDAY | TUESDAY         | WEDNESDAY | THURSDAY | FRIDAY |
|----------|--------|--------|-----------------|-----------|----------|--------|
| 30       | 31     | 1      | 2<br>1.50 Hours | 3         | 4        | 5      |

Add Earn Code

Regular Pay

08:30 AM -

Clock Time: 08:34 AM - Clock Out

Total: 0.00 Hours

There is no “Save” button required. It automatically saves your time entry.

## Submit Time At End Of Pay Period (15<sup>th</sup> of each month)

From Employee Dashboard - Timesheet, select the timesheet for the correct pay period. Then select “Preview” tab bottom right corner.

[Employee Dashboard](#) • [Timesheet](#) • Human Resources, BO4001-00, 2, 270S, Human Resources - Salary

Human Resources, BO4001-00, 2, 270S, Human Resources - Salary Restart Time Leave Balances

02/10/2025 - 02/23/2025 44.32 Hours / 7.50 Units In Progress Submit By 02/25/2025, 05:00 PM

| MONDAY           | TUESDAY          | WEDNESDAY        | THURSDAY         | FRIDAY           | SATURDAY         | SUNDAY           |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 17<br>4.50 Hours | 18<br>8.78 Hours | 19<br>7.92 Hours | 20<br>7.72 Hours | 21<br>7.72 Hours | 22<br>7.72 Hours | 23<br>7.72 Hours |

[Add Earn Code](#)

Earn Code: Regular Pay Clock In Clock Out Hours: 0.00 Add More Time

[Exit Page](#) Cancel Save Preview

Here you can review your time entered on your timesheet.

[Employee Dashboard](#) • [Timesheet](#) • [Human Resources, BO4001-00, 2, 270S, Human Resources - Salary](#) • [Preview](#)

Timesheet Detail Summary

Human Resources, BO4001-00, 2, 270S, Human Resources - Salary

Pay Period: 02/10/2025 - 02/23/2025 59.74 Hours / 15.50 Units In Progress Submit By 02/25/2025, 05:00 PM

Time Entry Detail

| Date       | Earn Code        | Shift | Total      |
|------------|------------------|-------|------------|
| 02/10/2025 | REG, Regular Pay | 1     | 7.75 Hours |
| 02/11/2025 | REG, Regular Pay | 1     | 7.50 Hours |
| 02/12/2025 | REG, Regular Pay | 1     | 7.87 Hours |
| 02/13/2025 | LVN, Vacation    | 1     | 7.00 Units |
| 02/14/2025 | LVN, Vacation    | 1     | 7.50 Units |
| 02/17/2025 | REG, Regular Pay | 1     | 4.50 Hours |
| 02/17/2025 | LVN, Vacation    | 1     | 1.00 Units |
| 02/18/2025 | REG, Regular Pay | 1     | 8.78 Hours |
| 02/19/2025 | REG, Regular Pay | 1     | 7.92 Hours |
| 02/20/2025 | REG, Regular Pay | 1     | 7.72 Hours |
| 02/21/2025 | REG, Regular Pay | 1     | 7.70 Hours |

Time Information

| Date       | Earn Code        | Shift | Hours/Units | Time In  | System In | Comment In | Time Out | System Out | Comment Out |
|------------|------------------|-------|-------------|----------|-----------|------------|----------|------------|-------------|
| 02/10/2025 | REG, Regular Pay | 1     | 3.75        | 08:15 AM | 08:12 AM  |            | 12:00 PM | 12:00 PM   |             |
| 02/10/2025 | REG, Regular Pay | 1     | 4.00        | 01:00 PM | 12:53 PM  |            | 05:00 PM | 05:00 PM   |             |

Return Submit

If everything is correct, you can select, “Submit” button bottom right corner.

[Employee Dashboard](#) • [Timesheet](#) • Federal Work Study, STF000-00, 2, 401, Admissions

### Federal Work Study, STF000-00, 2, 401, Admissions

[Restart Time](#) [Leave Balances](#)

08/16/2025 - 09/15/2025 20.00 Hours [In Progress](#) [Submit By 09/19/2025, 12:00 AM](#)

| SATURDAY | SUNDAY | MONDAY | TUESDAY         | WEDNESDAY | THURSDAY | FRIDAY |
|----------|--------|--------|-----------------|-----------|----------|--------|
| 30       | 31     | 1      | 2<br>1.50 Hours | 3         | 4        | 5      |

[Add Earn Code](#)

Regular Pay [08:30 AM -](#)

Clock Time: 08:34 AM - [Clock Out](#)

Total: 0.00 Hours

Warning. Never click "Restart". It will reset your timesheet to 0 hours for the whole time period

# STOP

**The following method of Entering Time on Page 9 should only be used on rare occurrences if you forget to clock in or out or you did not have access.**

**ALL OTHER CLOCK IN/OUTS SHOULD BE DONE USING  
PAGE 5 INSTRUCTIONS**



# Manual Time Entry

You should only use this method if you forget to Clock In, to go back and enter that time. Login to Time Sheet and click on the calendar day.

Click “Add More Time” Enter an In Time and Enter an Out Time

Leave a comment explaining, for example “forgot to clock in”.

**Click SAVE!**

[Employee Dashboard](#) • [Timesheet](#) • [Federal Work Study, STF000-00, 2, 401, Admissions](#)

Federal Work Study, STF000-00, 2, 401, Admissions

[Restart Time](#) [Leave Balances](#)

08/16/2025 - 09/15/2025 20.00 Hours [i](#) [💬](#) In Progress **Submit By 09/19/2025, 12:00 AM**

| SATURDAY | SUNDAY | MONDAY | TUESDAY         | WEDNESDAY | THURSDAY | FRIDAY |
|----------|--------|--------|-----------------|-----------|----------|--------|
| 30       | 31     | 1      | 2<br>1.50 Hours | 3         | 4        | 5      |

[⊕ Add Earn Code](#)

Earn Code

Regular Pay

In Time\*

08:30 AM

🕒

Comment\*

✎

⌚ Clock Out

Hours

0.00

⊖

⊕ Add More Time