Web Time Entry Instructions

Table of Contents
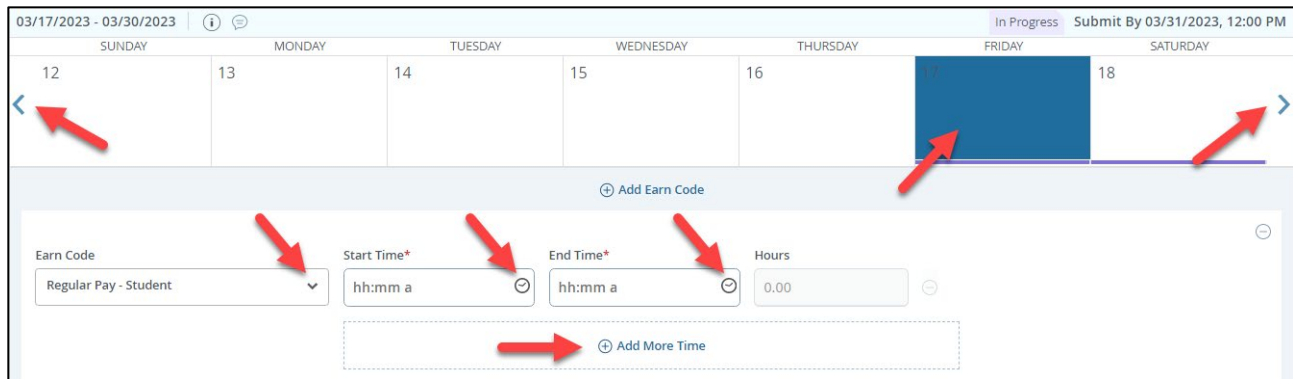
Entering Time

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Choose **Enter Time**.
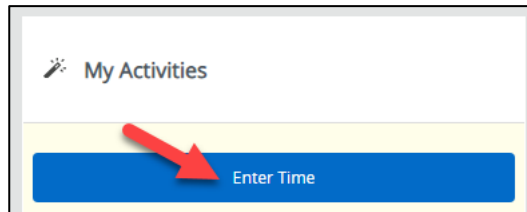
4. Choose the day to enter time, click **Start Timesheet**.

5. Using the section that appears under the day, add time by selecting an appropriate Earn Code.
   a. The arrows at the end of the week navigate the days within the pay period.
   b. **Regular Pay** is time worked. Enter **Start Time** and **End Time**, choose the correct AM/PM designation.
   c. Click **Save**.
   d. *Repeat this step as needed.*
6. Once timesheet is complete, select **Preview**, then **Submit**.

Web Time Entry Instructions

Copying Hours

1. When entering time, the **Copy** button is available to copy the entry on multiple days. Select **Save**.

Recalling a Timesheet

1. If updates are needed after the timesheet is submitted for approval, click **Recall Timesheet**. Work with supervisor on timing of approval.