

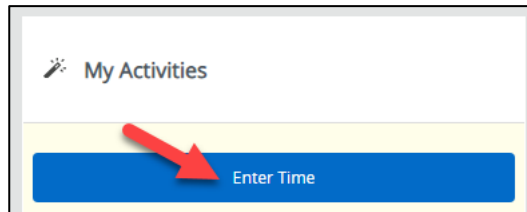
Web Time Entry Instructions

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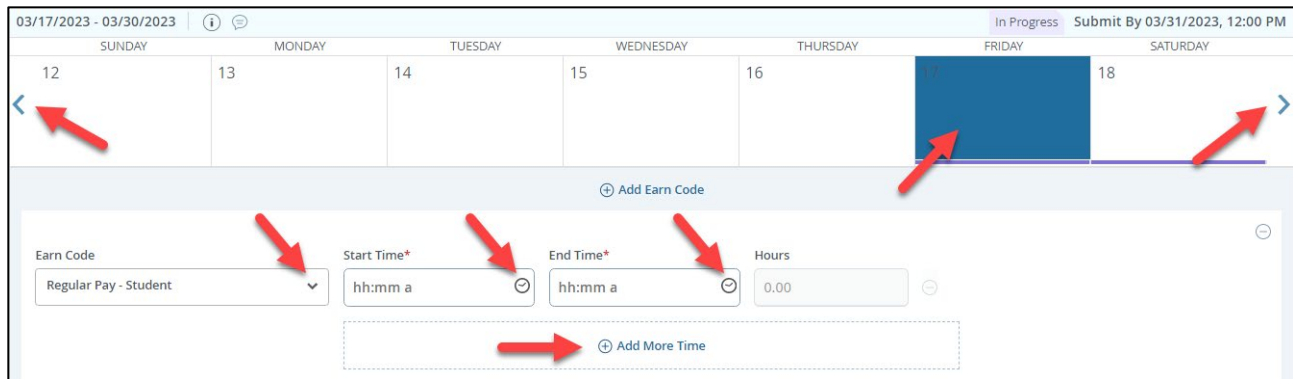
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Entering Time

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**.



Copy Time Entry ✕

Regular Pay - Student : 2.00 Hours (03/17/2023, FRIDAY)

Pay Period: 03/17/2023 - 03/30/2023 ?

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17 2.00 Hours	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Cancel 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.

