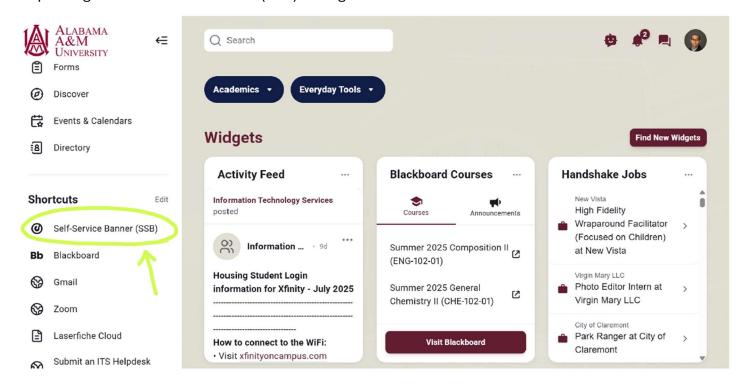
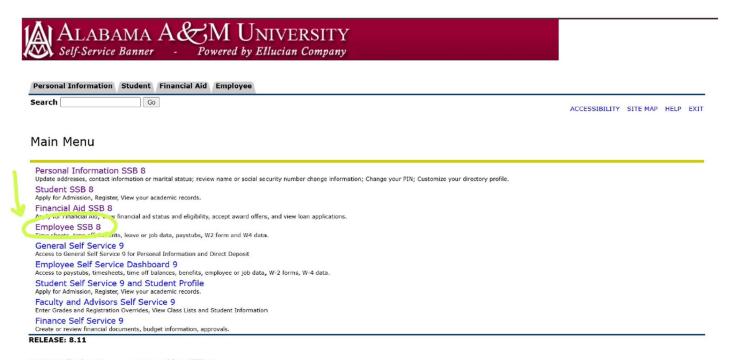


## **How to Submit Your Timesheet**

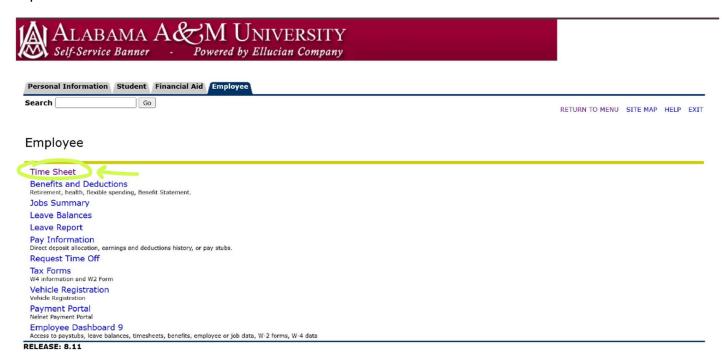
Step 1: Log into Self Service Banner (SSB) through the SSO.



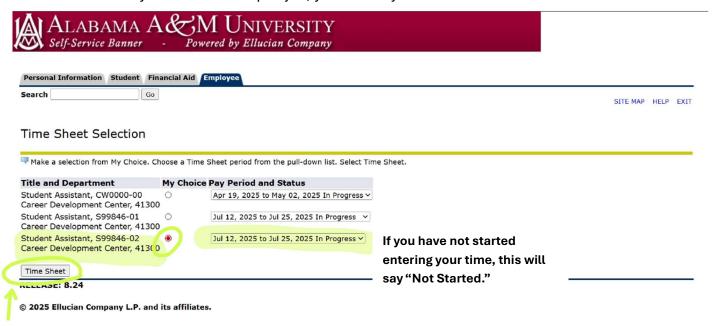
Step 2: Click on "Employee SSB 8"



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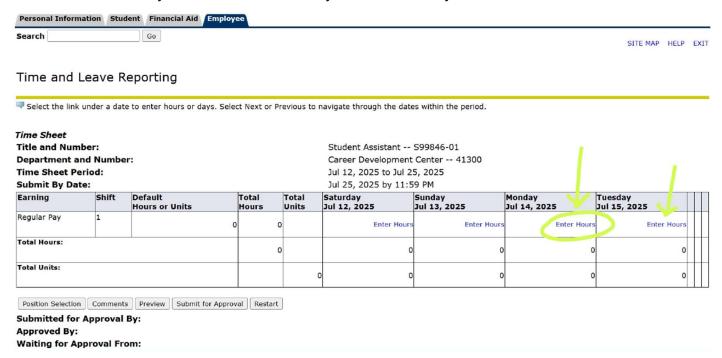


Step 4: Ensure you are selecting the correct timesheet for your **current** role, which should appear at the bottom of the list. If you have worked for the same department before, you will be able to view previous timesheets. If this is your first on-campus job, you will only have one timesheet listed.

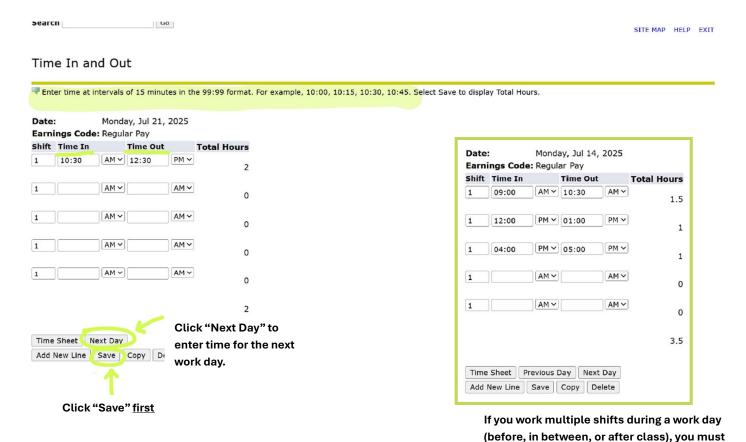


The current pay period should be selected by default. Click "Time Sheet"

Step 5: You will enter the hours you worked for each individual day of the pay period. Click "Enter Hours." You will enter the time you arrived and the time you left for the day selected.

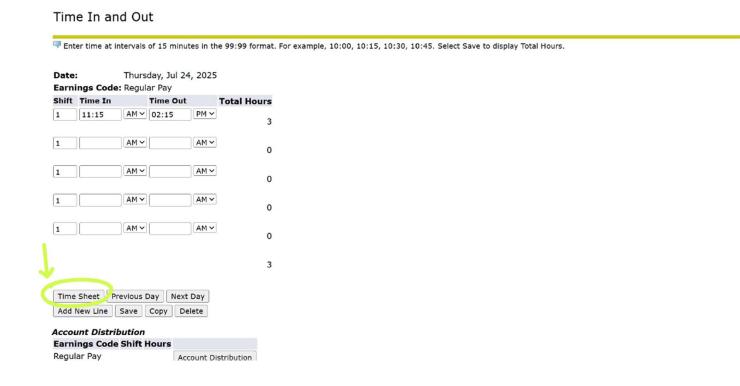


Time can only be entered in intervals of 15 minutes. Once you have entered your time for the day selected, click "Save." Click "Next Day" to enter your time for the next day.

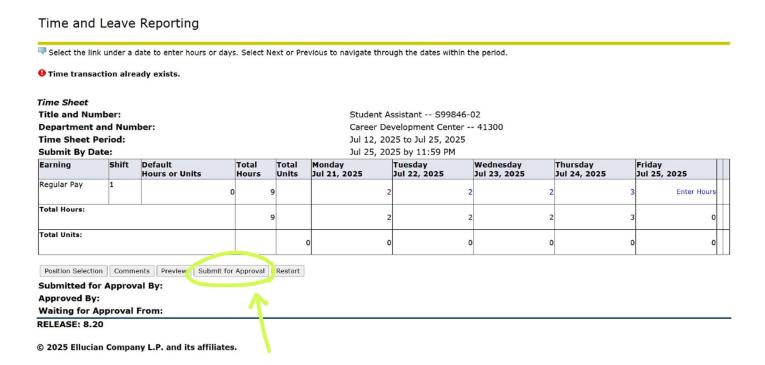


enter the time you worked for each shift.

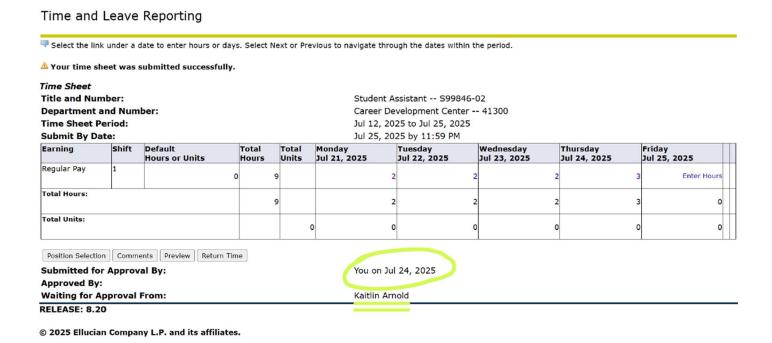
Step 6: After you have saved your time for the last day that you worked, click on "Time Sheet." Review your total hours for the pay period.



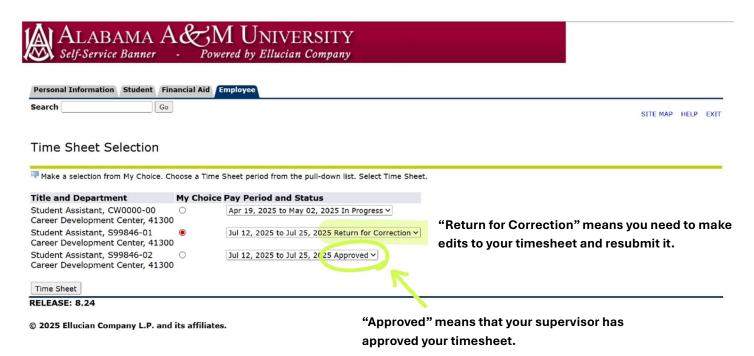
Step 7: Once you have reviewed your time, click "Submit for Approval." This will lock your timesheet and it will be sent to your supervisor for approval.



You will be able to view the date that you submitted your timesheet. It will also display who you are waiting for approval from.

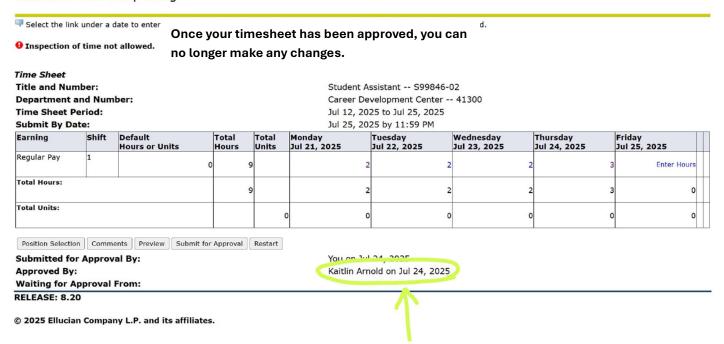


If your supervisor determines that your time has been entered incorrectly, they will return your timesheet for correction. You will access your time sheet as normal, make the necessary corrections, and resubmit for approval.



Step 8: If your supervisor has approved your time sheet, their name and date it was approved will be listed underneath your timesheet.

## Time and Leave Reporting



Once your timesheet has been approved, the name of your supervisor will appear along with the date that they approved it.