




How to Submit Your Timesheet

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

Step 2: Click on “Employee SSB 8”

Step 3: Click on “Time Sheet”

 **ALABAMA A&M UNIVERSITY**
Self-Service Banner - Powered by Ellucian Company

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

Search [Go](#)


[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

[Time Sheet](#)
[Benefits and Deductions](#)
Retirement, health, flexible spending, Benefit Statement.
[Jobs Summary](#)
[Leave Balances](#)
[Leave Report](#)
[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
[Request Time Off](#)
[Tax Forms](#)
W4 information and W2 Form
[Vehicle Registration](#)
Vehicle Registration
[Payment Portal](#)
Nelnet Payment Portal
[Employee Dashboard 9](#)
Access to paystubs, leave balances, timesheets, benefits, employee or job data, W-2 forms, W-4 data

RELEASE: 8.11

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.

 **ALABAMA A&M UNIVERSITY**
Self-Service Banner - Powered by Ellucian Company

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

Search [Go](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Assistant, CW0000-00 Career Development Center, 41300	<input type="radio"/>	Apr 19, 2025 to May 02, 2025 In Progress ▾
Student Assistant, S99846-01 Career Development Center, 41300	<input type="radio"/>	Jul 12, 2025 to Jul 25, 2025 In Progress ▾
Student Assistant, S99846-02 Career Development Center, 41300	<input checked="" type="radio"/>	Jul 12, 2025 to Jul 25, 2025 In Progress ▾

[Time Sheet](#)

RELEASE: 8.24

© 2025 Ellucian Company L.P. and its affiliates.

If you have not started entering your time, this will say “Not Started.”

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.

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Employee](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Assistant -- S99846-01
Department and Number: Career Development Center -- 41300
Time Sheet Period: Jul 12, 2025 to Jul 25, 2025
Submit By Date: Jul 25, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 12, 2025	Sunday Jul 13, 2025	Monday Jul 14, 2025	Tuesday Jul 15, 2025		
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours:			0		0	0	0	0		
Total Units:				0	0	0	0	0		

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jul 21, 2025

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	10:30	12:30 PM	2
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0
			2

Click “Save” first

Click “Next Day” to enter time for the next work day.

Date: Monday, Jul 14, 2025
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	09:00	10:30 AM	1.5
1	12:00	01:00 PM	1
1	04:00	05:00 PM	1
1		AM	0
1		AM	0
			3.5

If you work multiple shifts during a work day (before, in between, or after class), you must 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.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Thursday, Jul 24, 2025

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	11:15	02:15 PM	3
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0
1		AM	3

[Time Sheet](#) [Previous Day](#) [Next Day](#)
[Add New Line](#) [Save](#) [Copy](#) [Delete](#)

Account Distribution

Earnings Code Shift Hours

Regular Pay [Account Distribution](#)

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.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time transaction already exists.

Time Sheet

Title and Number:

Student Assistant -- S99846-02

Department and Number:

Career Development Center -- 41300

Time Sheet Period:

Jul 12, 2025 to Jul 25, 2025

Submit By Date:

Jul 25, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 21, 2025	Tuesday Jul 22, 2025	Wednesday Jul 23, 2025	Thursday Jul 24, 2025	Friday Jul 25, 2025
Regular Pay	1		0	9		2	2	2	3 Enter Hours
Total Hours:			9			2	2	2	3 0
Total Units:				0		0	0	0	0

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.20

© 2025 Ellucian Company L.P. and its affiliates.

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

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Student Assistant -- S99846-02
Department and Number: Career Development Center -- 41300
Time Sheet Period: Jul 12, 2025 to Jul 25, 2025
Submit By Date: Jul 25, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 21, 2025	Tuesday Jul 22, 2025	Wednesday Jul 23, 2025	Thursday Jul 24, 2025	Friday Jul 25, 2025	
Regular Pay	1		0	9		2	2	2	3	Enter Hours
Total Hours:			9			2	2	2	3	0
Total Units:				0		0	0	0	0	0

Position Selection Comments Preview Return Time

Submitted for Approval By:

You on Jul 24, 2025

Approved By:

Waiting for Approval From:

Kaitlin Arnold

RELEASE: 8.20

© 2025 Ellucian Company L.P. and its affiliates.

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.



Personal Information Student Financial Aid **Employee**

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Assistant, CW0000-00 Career Development Center, 41300	<input type="radio"/>	Apr 19, 2025 to May 02, 2025 In Progress
Student Assistant, S99846-01 Career Development Center, 41300	<input checked="" type="radio"/>	Jul 12, 2025 to Jul 25, 2025 Return for Correction
Student Assistant, S99846-02 Career Development Center, 41300	<input type="radio"/>	Jul 12, 2025 to Jul 25, 2025 Approved

Time Sheet

RELEASE: 8.24

© 2025 Ellucian Company L.P. and its affiliates.

“Return for Correction” means you need to make edits to your timesheet and resubmit it.

“Approved” means that your supervisor has approved your timesheet.

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

Select the link under a date to enter

d.

❗ Inspection of time not allowed.

Once your timesheet has been approved, you can no longer make any changes.

Time Sheet

Title and Number:

Student Assistant -- S99846-02

Department and Number:

Career Development Center -- 41300

Time Sheet Period:

Jul 12, 2025 to Jul 25, 2025

Submit By Date:

Jul 25, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 21, 2025	Tuesday Jul 22, 2025	Wednesday Jul 23, 2025	Thursday Jul 24, 2025	Friday Jul 25, 2025		
Regular Pay	1	0	9		2	2	2	3	Enter Hours		
Total Hours:			9		2	2	2	3	0		
Total Units:				0	0	0	0	0	0		

Position Selection

Comments

Preview

Submit for Approval

Restart

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.20

You on Jul 24, 2025

Kaitlin Arnold on Jul 24, 2025

© 2025 Ellucian Company L.P. and its affiliates.

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