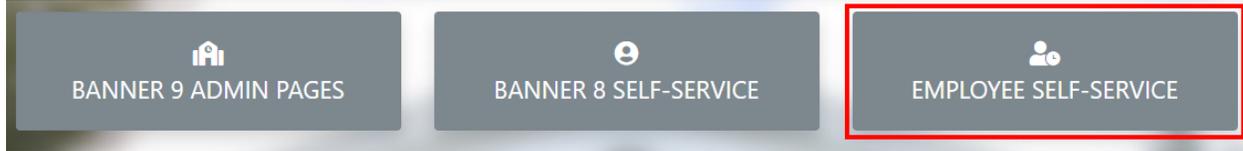# Time Entry in Banner 9 Self-Service

You can access Banner 9 Self-Service by logging into my.nicholls.edu with your myNicholls ID and clicking on **Employee Self-Service**.

At the top of the page you will find the Employee Dashboard. You will see available leave balances on the dashboard and can view more detailed information by clicking on **Full Leave Balance Information**. Click on **Enter Time** in the **My Activities** box to begin entering your time.
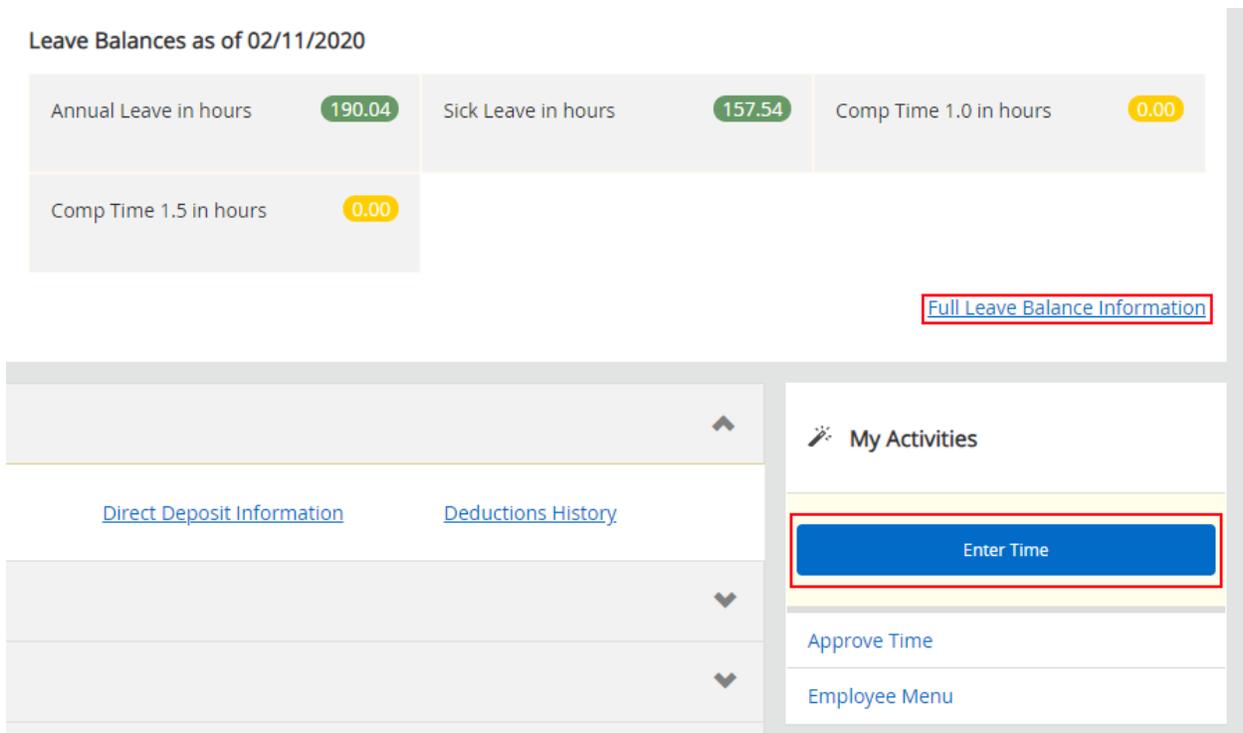
All open pay periods will display under your job title. To enter time for that pay period, click the **Start Timesheet** or **In Progress** button.

The purple line underneath the dates represent the days included in the pay period. You can change between weeks by clicking on the **left** or **right arrow** next to the dates.

Click on the day you want to record time for and select an option from the **Earn Code** drop-down list.
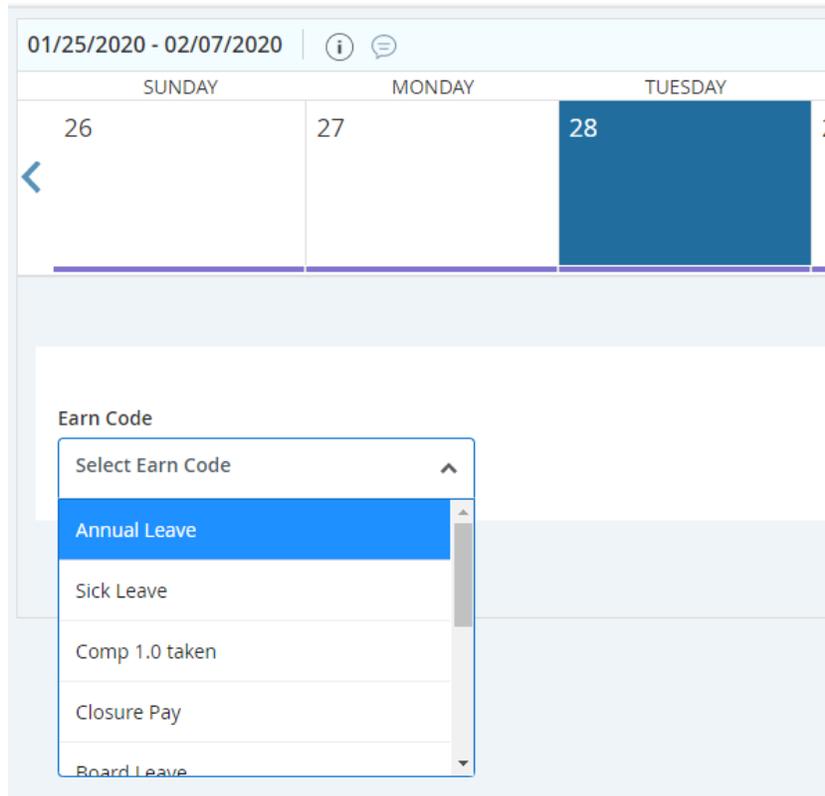
You can enter time manually or by clicking on the **clock icon** to bring up a time entry tool. Click on **Set** to save the time.

Note If you want to enter time manually, you have to format it as shown. For example, you must enter 8am as 08:00 AM or it will not save the time.

You can add another row for time entry by clicking on **Add More Time**. Click on the **Delete** button (the minus sign inside of a circle) to delete a row. When you are finished entering time for that earn code, click on **Save** at the bottom right.
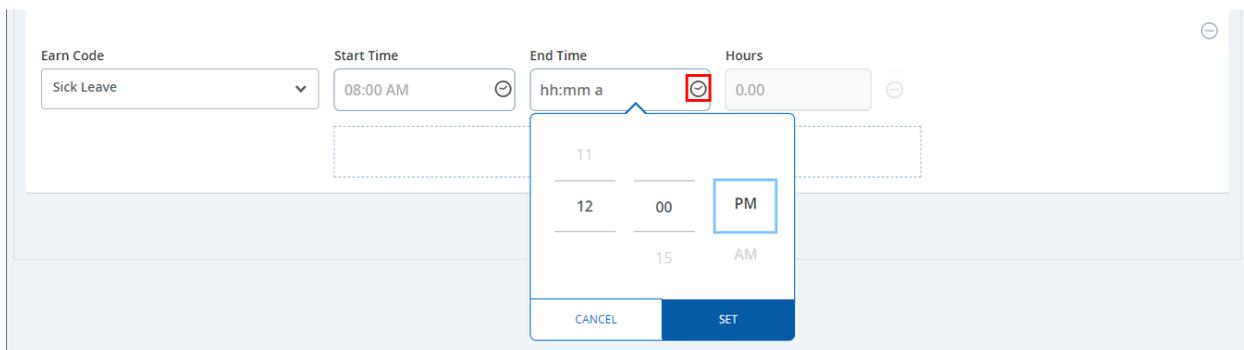

You can add another earn code, for example Annual Leave, for the same day by clicking on **Add Earn Code** and choosing the corresponding **Earn Code** from the drop-down list in the new earn code box.

You'll see the time entered for a day on the weekly calendar and more detailed info if that day is selected. You can **Edit** (pencil), **Copy** (two squares), or **Delete** the time entry by clicking on the corresponding button.

The **Copy** function is useful for copying the same time entry from one day to multiple days. For example, you've entered 8 hours on the 28th to show you were out sick that day, but you were also out sick on the 29th and 6th. Instead of manually entering the time again for those two days, you can go to the 28th and click the **Copy** button to bring up the **Copy** interface shown below. Simply select the two days by clicking on them (now highlighted) and click on **Save**. The two days should now have the same time entry as the 28th.

You can also restart/delete your time entry for the pay period or double check your current leave again by clicking on the corresponding option in the top right.

When you're ready to submit your time, click on **Preview** in the bottom right of your screen. A box will pop up with a general overview of your time entry for the pay period. Scroll down to the bottom to enter your comments. You should include the date, the earn code used, and a brief description for any recorded time. Click the **check box** next to the certification acknowledgement and click on **Submit.**

If you need to adjust your time entry after clicking **Submit**, you can click on **Recall Timesheet** at the bottom right to return your timesheet.
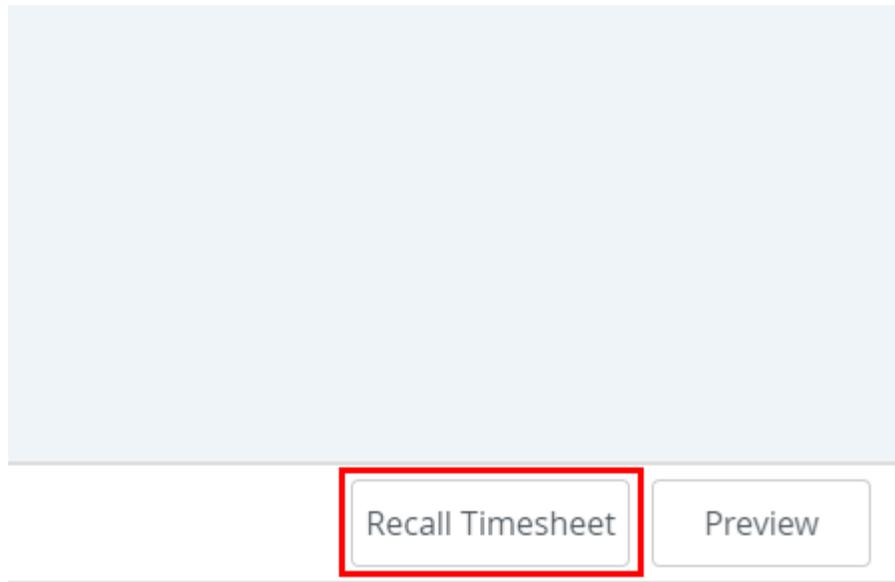
The timesheet should change from **In Progress** to **Pending** when completed successfully. When you're finished, click on the **Profile icon** in the top right and click on **Sign Out**.