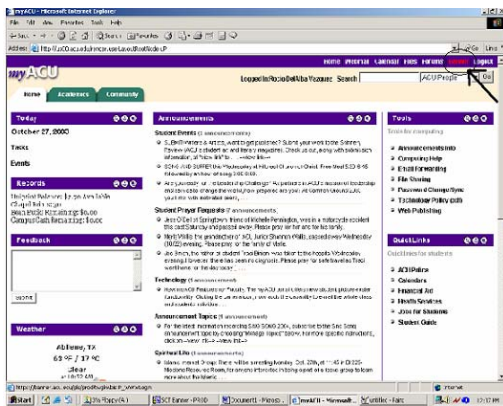
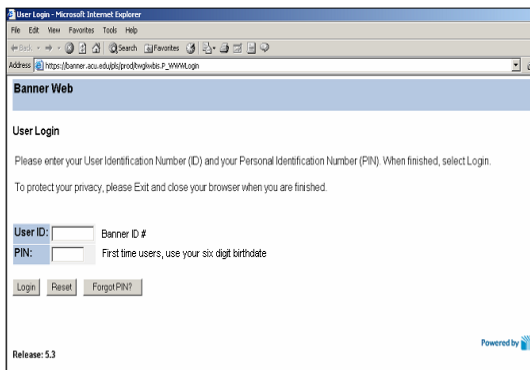


How to Enter Time on the Web



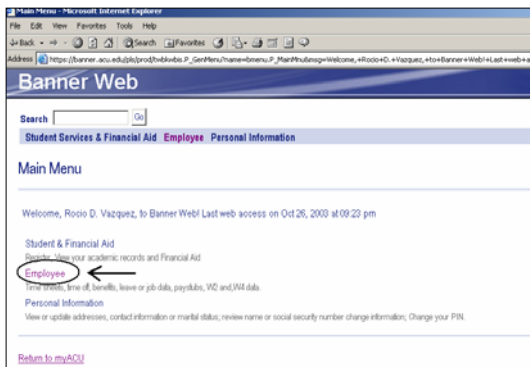
Step 1:

Click on Banner, located at the top right side of my.acu.edu screen



Step 2:

Enter your Banner ID number in User ID field. Your Banner ID number is nine digits, consisting of several zeros at the beginning. Your PIN number (for first time users) will be your birthdate (MMDDYY). If you have problems logging in contact Team 55. (ext. 5555)

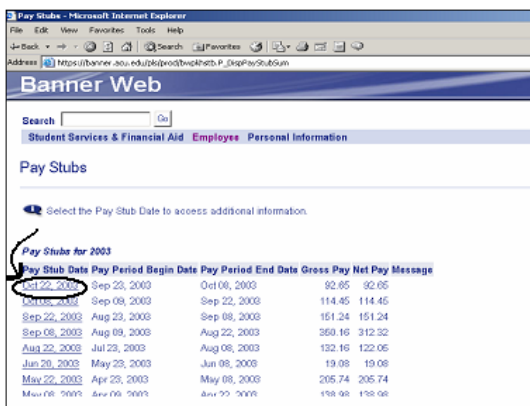


Step 3:

Click on Employee, then on Time sheet.

View your **Paystub** on the Web

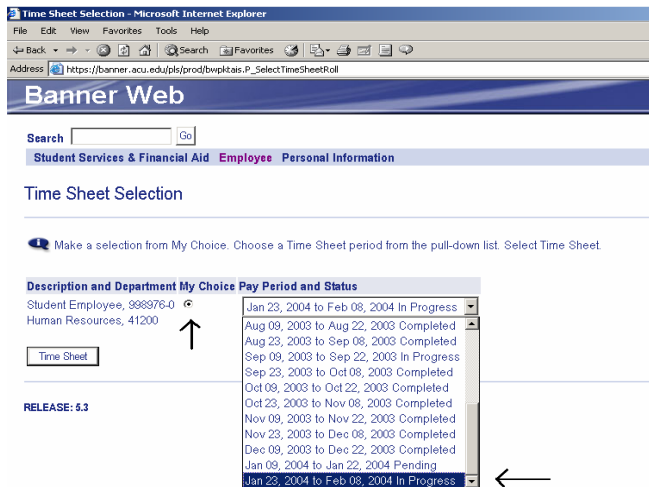
To look at your **Paystub** on the web follow the next steps if not skip to **Step 5**.



Step 4:

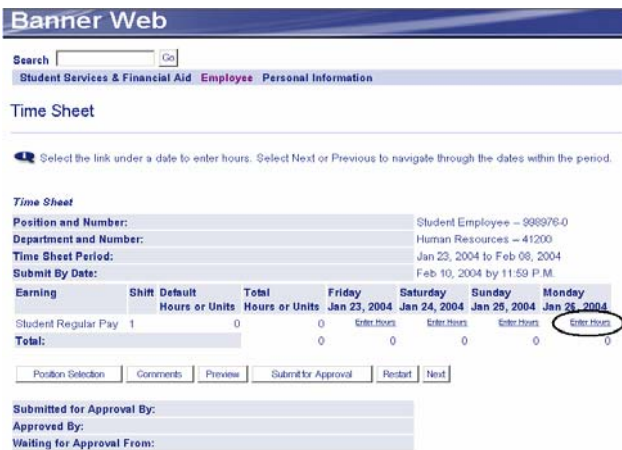
- Click on
 - Employee
 - Pay Information
 - Paystub
 - Display

If you wish to look at a detail check stub you can click on the Pay Stub Date.



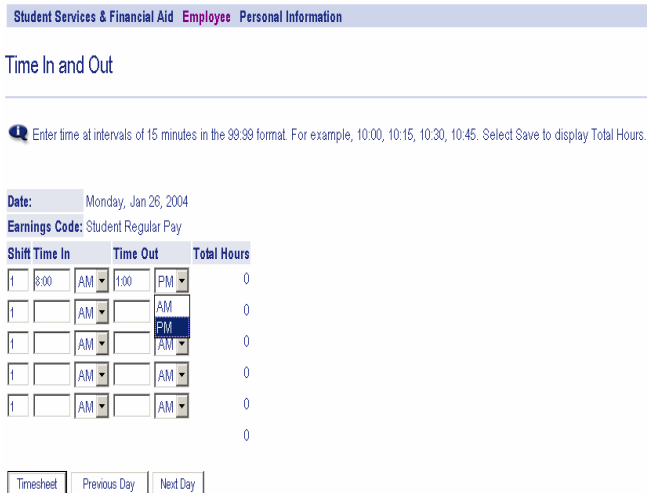
Step 5: Entering time on Banner Web

- Select the correct Time period by scrolling up or down
- You can also see the status of your time next to the date
 - *In Progress*- means you have worked on your timesheet, but it's not submitted
 - *Pending*- means you have submitted your timesheet, and it's waiting approval from your supervisor
 - *Completed*-means it has been approved by supervisor
 - *Not Started*-means the timesheet has not been worked on or submitted



Step 6:

Click on "Enter Hours" to enter your time or to make any changes.



Step 7:

- Enter time on the "Time In" and "Time Out" slots. Make sure to change AM and PM to the time it applies. **DO NOT CHANGE SHIFT COLMN**, leave at "1"
- To continue entering time click on the "Next Day" button
- When you have finish entering your time, go back to main Timesheet (picture in step 6), save your work, or Submit for Approval.
- Submit for approval only at the end of the pay period.