



Student Employee Payroll Entry Guidelines

Student Employees

THINGS TO REMEMBER

1. All time should be recorded in intervals of 15 minutes in the format ##:## am/pm. Example: 09:00 am, 10:15 pm, etc.
2. Your Approver may return your Time Sheet to you for correction; if so correct the reason given then resubmit per these instructions.

***Please respond to any request for correction on the same day to ensure time for approval and proper payroll processing.*

3. You don't need to enter anything on days where you did not work any hours.

OPENING YOUR PAYROLL TIMESHEET

1. Access the Employee Hub at: <http://www.xavier.edu/employees>
2. Click the **Banner Self-Service** link.
3. Select the **Employee Services** link.
4. Select the **Employee Dashboard (SSB9)** link.
5. Click the **Enter Time** link.
6. Click the Time Sheet In Progress or the Start Timesheet.

ENTERING HOURS

1. Click the **Left/Right Arrow** to change the week view.
2. Click the **Date/Day** you wish to enter time against.
3. Input the Start and End times under the Regular hours Earn Code; format XX:XX am/PM (i.e. 09:00 am)
Or Click the clock icon to select the time in the drop down.
4. Click Add More Time to include additional hours.

EDIT / COPY LEAVE TIME

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time against.
3. Click the **Pencil or Copy icon** for the specific earn code.
4. Edit the **Hours** or Select the **dates/days** to Copy to then **Save**.



SUBMITTING YOUR TIME SHEET

1. Click the Preview button at the bottom right, and validate the information you have input on the timesheet.
2. Add any **Comments** to your Supervisor if applicable.
3. Click the **Submit** button at the bottom right.
- OR 4. Click the **Return** button to go back to the Timesheet to make any modifications.

LEAVE A COMMENT

You can leave a comment for your Supervisor
Click the Comment button by the date/hours:



1. OR Click the **Preview** button.
2. Enter a **Comment** prior to Submitting.

RESTART LEAVE REPORT or TIME SHEET

You can Restart your Time Entry Report to remove all information.



You must **Cancel** or **Restart** to confirm.

⚠ You have requested a restart of your leave report. Please note that all previously entered leave and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your leave report, select the Cancel button.

Cancel

Restart Leave