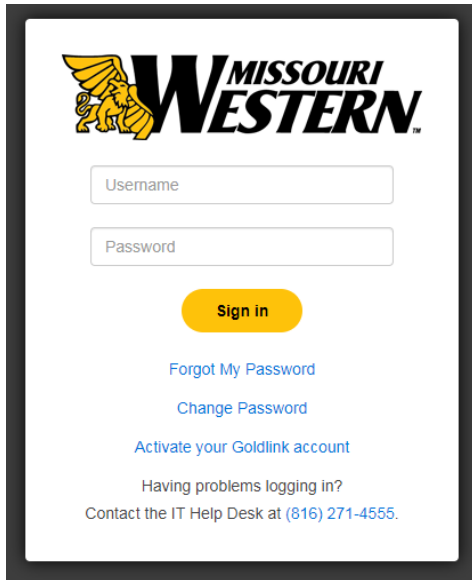




**BANNER WEB TIME ENTRY**  
**Non-Exempt Employees**  
**And**  
**Student Employees**

1. Log into Goldlink (can be found on the MWSU A-Z webpage)



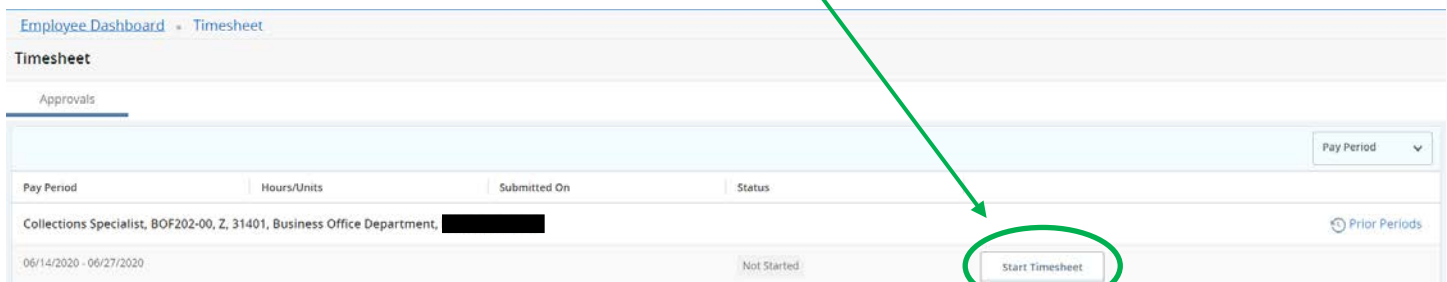
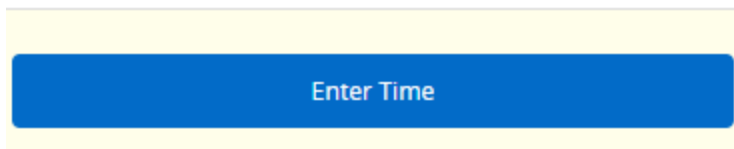
2. In the Payroll section, select the "Time Entry (for Non-Exempt and Student Employees)". An "Employee Dashboard" will appear.

## Payroll

- Time Entry (for Non-Exempt and Student Employees)
- Time Approval (for Supervisors)
- Direct Deposit Breakdown
- Pay Stub
- W-4 Tax Exemptions/Allowances
- W-2 Year End Earnings
- Time Off & Current Balances
- W-2c Corrected Earnings Tax Statement

3. On the "Employee Dashboard", under the "My Activities" section, click "Enter Time"; then "Start Timesheet"

## My Activities

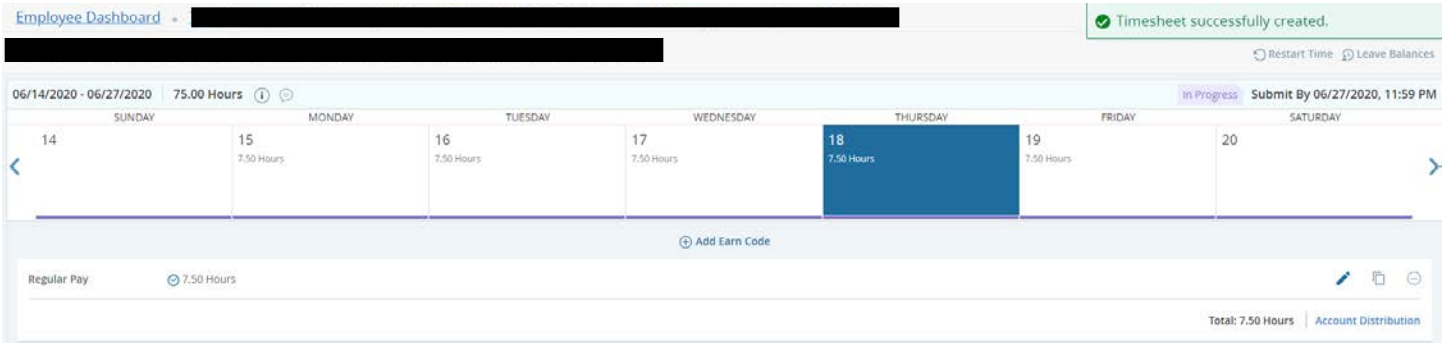


4. (FOR STUDENT EMPLOYEES)

A timesheet will appear and you must enter the start and end times on each day your worked.

(FOR NON-EXEMPT EMPLOYEES)

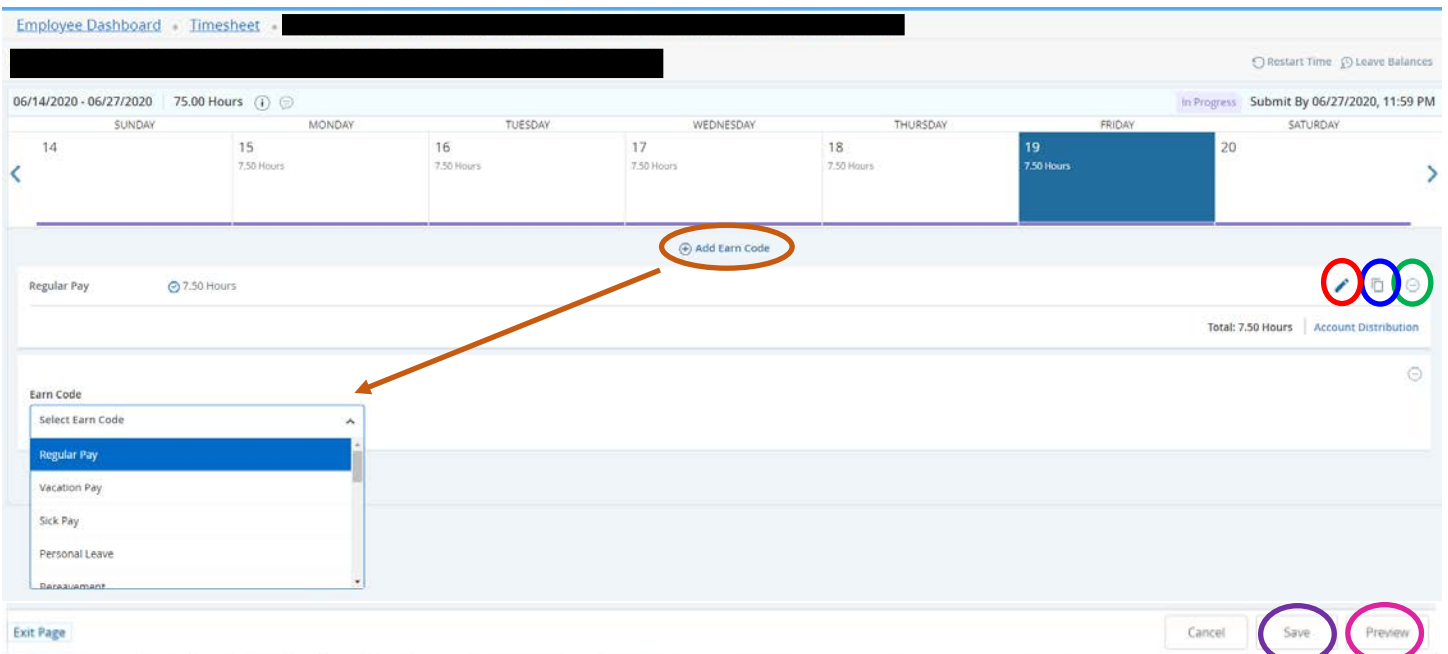
A timesheet will appear and auto default every business day to 7.50 Hours.



5. (FOR NON-EXEMPT EMPLOYEES)

TO EDIT a day on your timesheet, select the appropriate day.

- Click the **Edit button** to change the number of hours on that day.
- Click the **Add Earn Code** to add accrued leave (i.e. vacation, personal, comp time); then enter the amount of hours used. *You may need to “edit” regular hours if you didn’t use a full day of leave.*
  - Comp time accrued is when you earn; Comp time taken is when using
- Click the **Delete button** to delete any earn codes recorded in error or not applicable.
- Use the **Duplicate Time** button to duplicate time on your timesheet (i.e. multiple vacation days).
- Click the **Save** at the bottom of page when edits to the day have been made.
- Click the **Preview** button at the bottom of the page when your timesheet is complete; this allows you to submit your timesheet.



**(FOR STUDENT EMPLOYEES)**

TO EDIT a day on your timesheet, select the appropriate day.

- **Regular Pay** will appear; enter your **start and end time**; hours will automatically total.
- Click the **Add More Time** to add additional time worked on the same day.
- Click the **Delete button** to delete any time recorded in error or not applicable.
- Click the **Save** at the bottom of page when edits to the day have been made.
- Click the **Preview** button at the bottom of the page when your timesheet is complete; this allows you to submit your timesheet.

Employee Dashboard • Time Entry Approvals • [Redacted]

06/01/2020 - 06/30/2020 | 2.00 Hours | Pending | Submitted On 06/13/2020, 11:20 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

21 22 23 24 25 26 27

Add Earn Code

Earn Code: Regular Pay

Start Time: hh:mm a

End Time: hh:mm a

Hours: 0.00

Add More Time

Exit Page | Cancel | Save | Preview

**6. SUBMIT YOUR TIMESHEET**

- When clicking Preview from the previous step the following SUMMARY will appear.
- Review your summary of hours.
- If correct, click **SUBMIT** and your timesheet will be submitted for approval.
- It will show in the upper right corner *"Timesheet successfully created."*

Earning Distribution

Earn Code	Shift	Total
Regular Pay	1	67.50
Vacation Pay	1	7.50
Total Hours		75.00
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	37.50

Cancel | **Submit**

Timesheet successfully created.