

BANNER WEB TIME ENTRY Non-Exempt Employees And Student Employees

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

MISSOURI ESTERN.
Username
Password
Sign in
Forgot My Password
Change Password
Activate your Goldlink account
Having problems logging in?
Contact the IT Help Desk at (816) 271-4555.

 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

		Enter Time		
nployee Dashboard	Timesheet			
esheet				
Approvals				\backslash
				Pay Period
Period	Hours/Units	Submitted On	Status	
llections Specialist, BO	F202-00, Z, 31401, Business Office Departr	ment,		(1) Prior Peri
5/14/2020 - 06/27/2020			Not Started	Start Timesheet

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.

06/14/2020 - 06/27/2020	75.00 Hours 👔 💿					In Progress Submit By 06/27/2020, 11:59 F
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15 7.50 Hours	16 7.50 Hours	17 7.50 Hours	18 7.50 Hours	19 7.50 Hours	20
			(+) Add Earn Code			
Regular Pay			() Abd Lan Code			1 6

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.
 <u>Comp time accrued</u> is when you earn; <u>Comp time taken</u> 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.

	75.00 Hours 🕕 🕞					rogress Submit By 06/27/2020,
SUNDAY	MONDAY 15	TUESDAY 16	WEDNESDAY 17	THURSDAY 18	FRIDAY	SATURDAY 20
14	7,50 Hours	7.50 Hours	7.50 Hours	7.50 Hours	19 750 Hours	20
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						Total: 7.50 Hours Account Distr
Earn Code	-					
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Earn Code Select Earn Code Regular Pay	~					
Select Earn Code	Ĩ.					
Select Earn Code Regular Pay						
Select Earn Code Regular Pay Vacation Pay						

(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 +					D Leave Balances
05/01/2020 05/20/2020 21				,		Pending Submitted On 06/13/2020, 11:20 AM
06/01/2020 - 06/30/2020 2.0 SUNDAY	MONDAY	TUESDAY	WEDNE	SDAY THUR	CDAV E	RIDAY SATURDAY
21	22	23	24	.25	26	27
	-	<i>A</i> .	⊕ Add Ea	rn Code	ki-	
Earn Code		Start Time	End Time	Hours		Θ
Regular Pay	Ŷ	hh:mm a	⊖ hh:mm a	0.00		
			⊕ Add Mo	ore Time		
Exit Page						Cancel Save Preview

6. SUBMIT YOUR TIMESHEET

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

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Pay 1 67.50 n Pay 1 7.50 ours 75.00 nits 0.00		
n Pay 1 7.50 ours 75.00 nits 0.00	Total	
ours 75.00 nits 0.00	67.50	
nits 0.00	7.50	
	75.00	
many	0.00	
nuly -		
Total Hours	Total Hours	
37.50	37.50	
Cancel Submit	Submit	