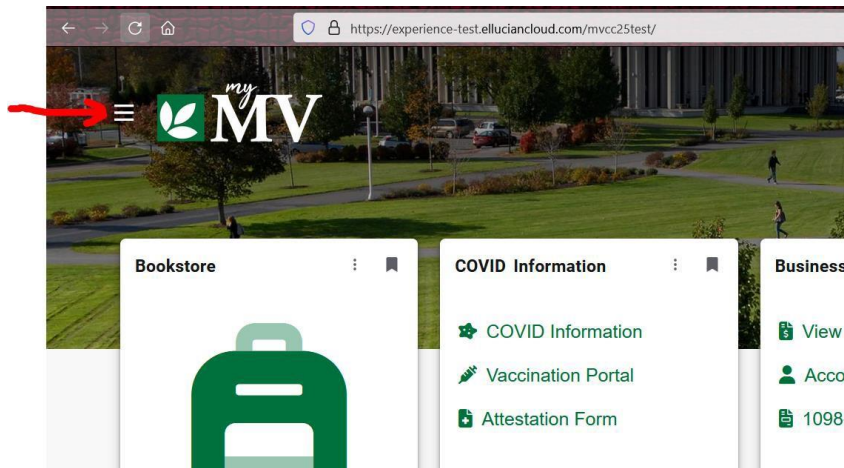
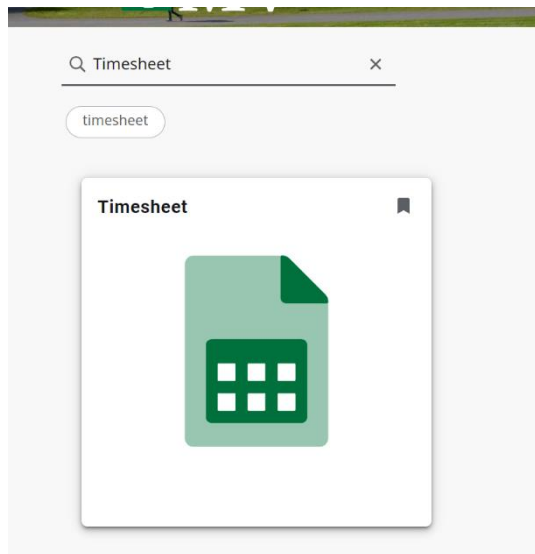


Time Entry in Banner 9 Self-Service

Login to MyMV.



Search for the Timesheet card. You can re-arrange your display to include this card.



Click on Enter Time in the My Activities box to begin entering your time.

You can also see available leave balances on the dashboard and can view more detailed information by clicking on Full Leave Balance Information.

Leave Balances as of 02/11/2020

Annual Leave in hours	190.04	Sick Leave in hours	157.54	Comp Time 1.0 in hours	0.00
Comp Time 1.5 in hours	0.00				

[Full Leave Balance Information](#)

My Activities

- [Enter Time](#)
- [Approve Time](#)
- [Employee Menu](#)

[Direct Deposit Information](#) [Deductions History](#)

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.

[Employee Dashboard](#) • [Timesheet](#)

Timesheet

Approvals **Timesheet**

Pay Period	Hours/Units	Submitted On	Status
01/11/2020 - 01/24/2020	8.00 Hours		In Progress

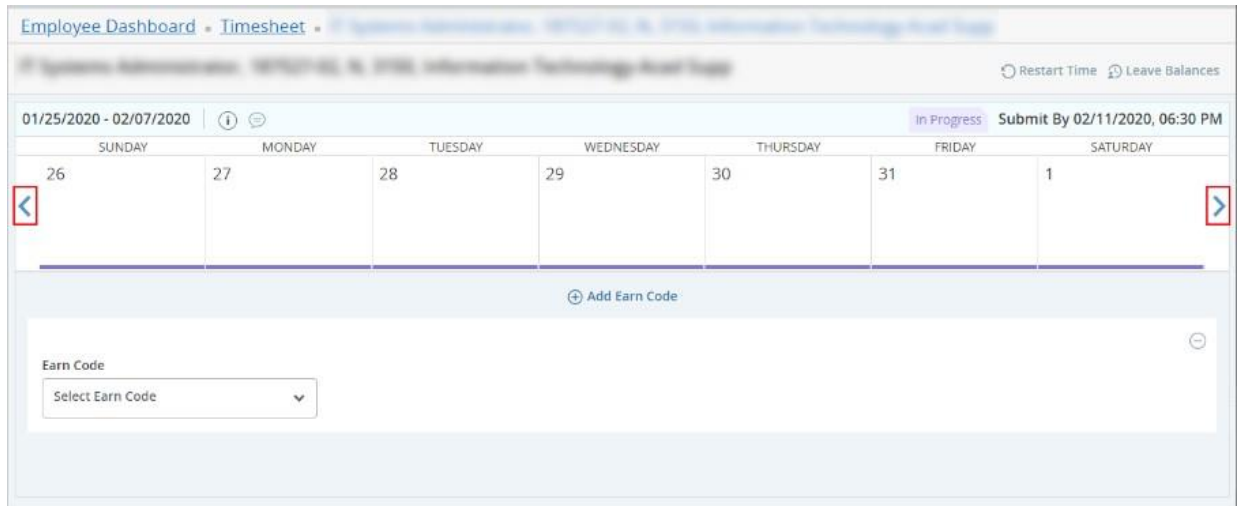
[Employee Dashboard](#) • [Timesheet](#)

Timesheet

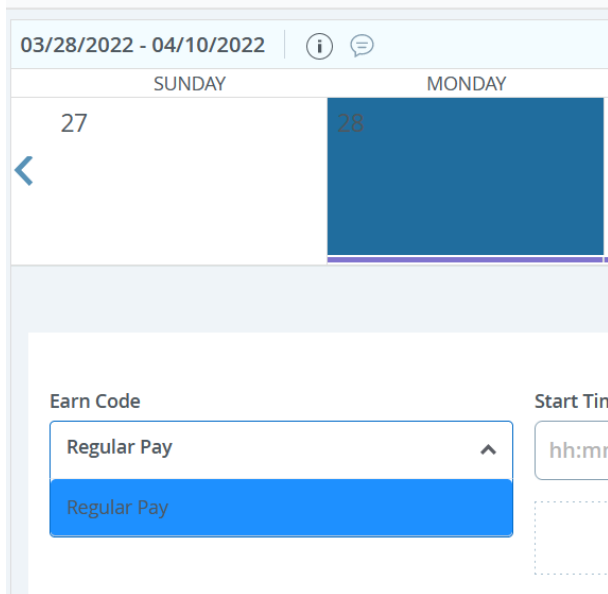
Approvals **Timesheet**

Pay Period	Hours/Units	Submitted On	Status
01/11/2020 - 01/24/2020			Not Started Start Timesheet

The purple line underneath the dates represents 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.



Enter the number of hours worked.

05/09/2022 - 05/22/2022 | 14.00 Hours | In Progress | Submit By 05/23/2022, 11:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 7.00 Hours	10 7.00 Hours		12	13	14

+ Add Earn Code

Earn Code: Regular Pay | Hours: 7

To enter vacation, sick, etc. use the drop down and select the Earn Code and then enter the hours.

05/09/2022 - 05/22/2022 | 24.00 Hours | In Progress | Submit By 05/23/2022, 11:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 7.00 Hours	10 7.00 Hours	11 3.00 Hours		13	14

+ Add Earn Code

Earn Code: Vac Prof III all dates | Hours: 7

Total: 7.00 Hours | Account Distribution

You will 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.

05/09/2022 - 05/22/2022 | 31.00 Hours | In Progress | Submit By 05/23/2022, 11:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 7.00 Hours	10 7.00 Hours	11 3.00 Hours	12 7.00 Hours		14

+ Add Earn Code

Regular Pay | Shift 1 | 7.00 Hours

Total: 7.00 Hours | Account Distribution

The Copy function is useful for copying the same time entry from one day to multiple days. For example, if you have entered 8 hours of sick time on the 28th, 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.

Copy Time Entry
✕

Sick Leave : 8.00 Hours (01/28/2020, TUESDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Pay Period: 01/25/2020 - 02/07/2020 ⓘ

SUN	MON	TUE	WED	THU	FRI	SAT
19	20	21	22	23	24	25
26	27	28 8.00 Hours	29	30	31	1
2	3	4	5	6	7	8

Cancel
Save

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.

IT Systems Administration - 01/27/20, 8:30 AM - Information Technology Dept Page

Restart Time
Leave Balances

01/25/2020 - 02/07/2020
24.00 Hours ⓘ ⓘ
In Progress
Submit By 02/11/2020, 06:30 PM

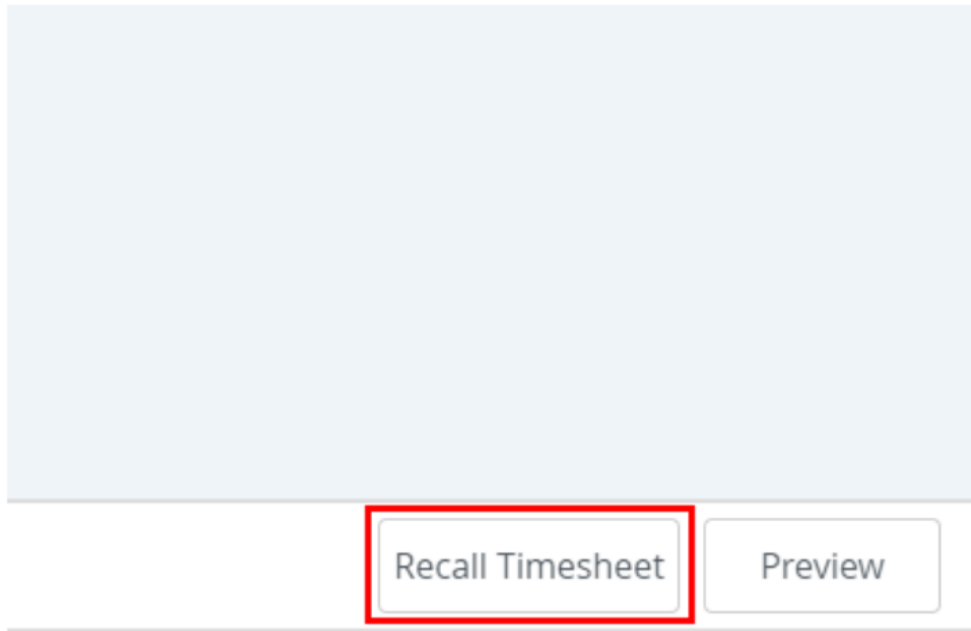
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28 8.00 Hours	29 8.00 Hours	30	31	1

When you are 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.

Pay Period: 05/09/2022 - 05/22/2022						31.00 Hours	In Progress	Submit By 05/23/2022, 11:00 PM		
Time Entry Detail										
Date	Earn Code	Shift				Total				
05/09/2022	REG, Regular Pay	1				7.00 Hours				
05/10/2022	REG, Regular Pay	1				7.00 Hours				
05/11/2022	SL2, Sick Leave 12-Mth Professional	1				3.00 Hours				
05/12/2022	VP4, Vac Prof III all dates	1				7.00 Hours				
05/13/2022	REG, Regular Pay	1				7.00 Hours				
Summary										
Earn Code	Shift	Week 1	Week 2	Week 3	Total					
REG, Regular Pay	1	21.00			21.00 Hours					
SL2, Sick Leave 12-Mth Professional	1	3.00			3.00 Hours					
VP4, Vac Prof III all dates	1	7.00			7.00 Hours					
Total Hours		31.00								

screenrec

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 are finished, click on the Profile icon in the top right and click on Sign Out.

