# Banner 9 Time and Leave Entry Quick Reference Guide

1) Login to VandalWeb at www.vandalweb.uidaho.edu.

2) Select the **Employees** tab or link.

3) Select **Payroll**

4) Select **Web Time Entry/Supervisor Approval (Banner 9)**.

5) Find the appropriate position title and pay period. Click **Start Time Sheet**, or if the timesheet has already been started and you are returning to it, click the in progress timesheet. Note you must add at least one hour to your timesheet before closing it or it will be locked.

6) Use the calendar at the top of the screen to select a day to enter hours or leave.

   a. To enter hours worked, ensure that **Regular Hours** is selected in the Earn Code dropdown on the left side of the screen. Enter your **Start Time** and **End Time**, rounding to the nearest 15-minute intervals. You can type your start and end times using four numerals and AM/PM (for example, type "08:00 AM") OR select the clock icon on the right side of each text box and scroll to the appropriate time. Select **Add More Time** to add additional shifts (for example, you will likely enter one shift before lunch and a second one after lunch).

   b. To enter hours/units of leave, select the appropriate leave category from the Earn Code dropdown on the left side of the screen. Enter the correct of hours of leave taken in **Units**, rounding to the nearest quarter.

   c. To enter both regular hours and leave on the same day, enter your regular hours and then select **Add Earn Code** to open a second box in which you can enter your leave.

7) Click **Save** after each entry and before exiting the screen so your information will not be lost.

8) Select different days in the pay period from the calendar to continue entering time worked and/or leave taken. Repeat as necessary to enter all time worked and/or leave taken for the full two weeks of the pay period.

9) To exit the timesheet without submitting at this time, click **Exit Page** in the bottom left corner of your screen.

10) To submit your timesheet, click **Preview** in the bottom right corner of your screen, review your entries, and click **Submit** to send your completed timesheet to your supervisor for approval.

**The deadline to have your timesheet submitted AND approved is 5 p.m. on the Tuesday following payday, unless otherwise indicated on the Payroll Deadline Calendar.**