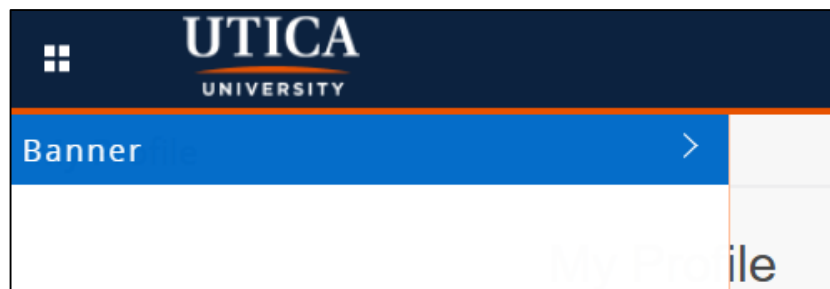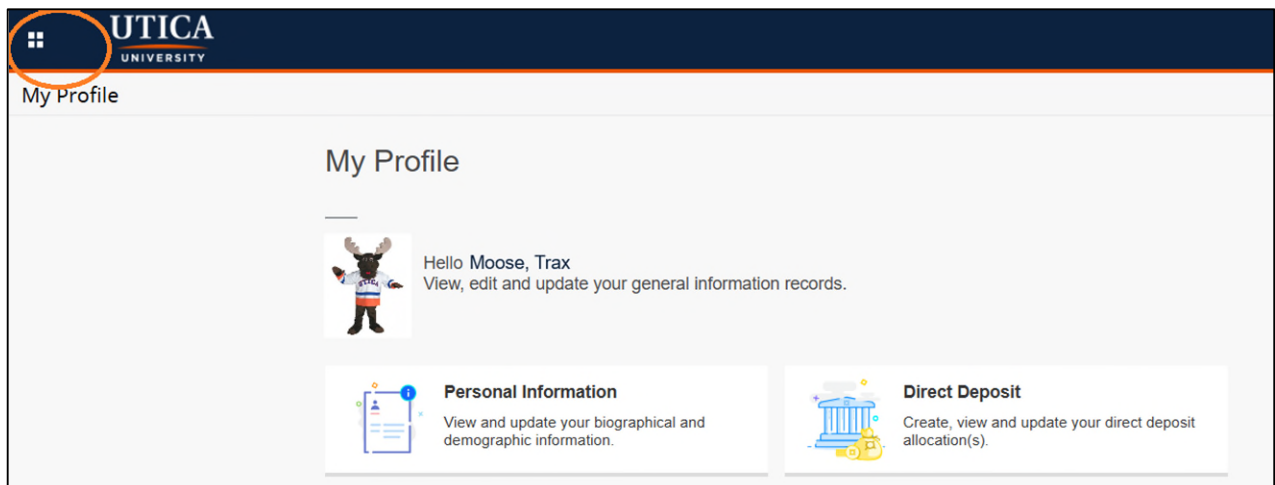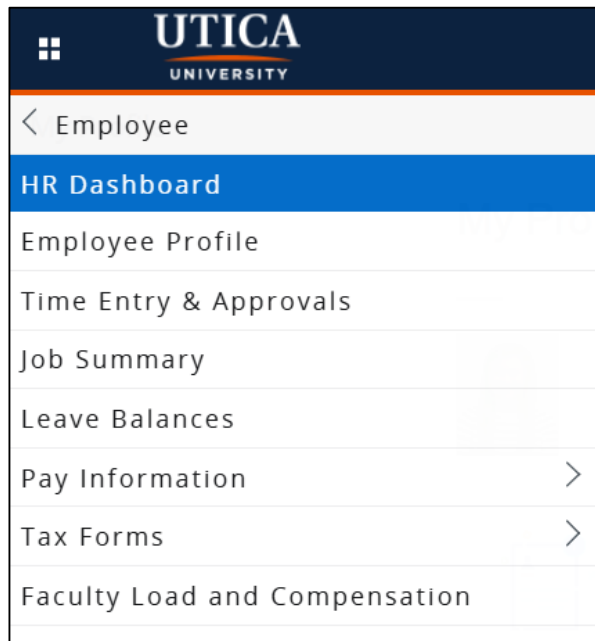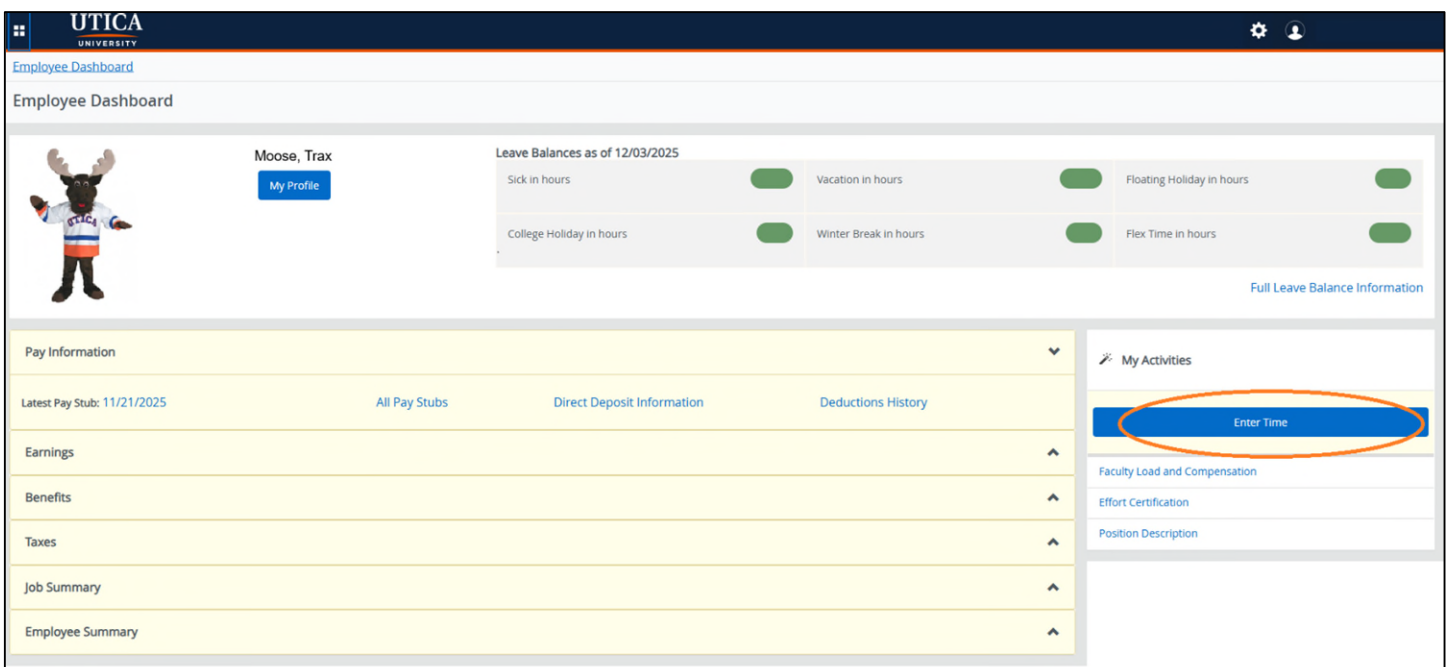# UTICA UNIVERSITY

PROCEDURE FOR SUBMITTING TIMESHEETS

1. Visit Banner Web by clicking on the following link: bannerweb.utica.edu

2. Click on the four squares in the top left corner. Select Banner, Employee, and lastly, HR Dashboard

3. On the Employee Dashboard screen, click the "Enter Time" button on the righthand corner under "My Activities."

4. Select on the current pay period to begin recording your time.

5. Use the left and right arrow buttons pictured on the calendar to toggle throughout each week of the month.

11/01/2025 - 11/30/2025 (i)					In Progress	Submit By 12/10/2025, 05:00 PM
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6	7

⊕ Add Earn Code

6. To record time worked or taken, select the day and utilize the "Earn Code" dropdown menu to select the type of time (e.g., hours worked, vacation, floating holiday, sick, flex, etc.).

10/05/2025 - 10/18/2025 (i)					In Progress	Submit By 10/20/2025, 10:00 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9	10	11

Hours Worked
Vacation Pay
Holiday Pay
Sick Time
Floating Holiday
Hours Worked

⊕ Add Earn Code

Hours*
8

Exit Page   Cancel   Save   Preview

7. Enter hours for the selected day and hit "save." You will then see the type of time saved for that specific date entered along with buttons to edit, copy, and delete.

10/05/2025 - 10/18/2025	8.00 Hours (i)				In Progress	Submit By 10/20/2025, 10:00 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9	10	11

⊕ Add Earn Code

(edit)   (delete)

Hours Worked   ⊘ 8.00 Hours

Copy

Total: 8.00 Hours | Account Distribution

8. To enter the same type and amount of time across multiple days, you can use the "copy" tool.

9. A pop-up will be displayed for the pay period. Select the days you wish to copy the amount and type of time. This tool is useful for recording multiple days of the same time worked or taken.

10. When you are done copying your time, hit the "Save" button to return to your timesheet and continue filling in time for the rest of the pay period.

11. Before you can submit your timesheet, you must "preview" the time submitted.

12. Review the time recorded and utilize the optional comment box towards the bottom of the page if needed.

13. In order to submit your time, you must check the box that reads, "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID."

Routing and Status

Name	Action
	Originated On 11/18/2025, 08:22 AM by
	Submit By 12/10/2025, 05:00 PM
Supervisor Name	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

✅ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return   Submit