



Baltimore City Community College

BCCC Banner Web Time Entry User Manual for Employees

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I. Timeframes and Deadlines

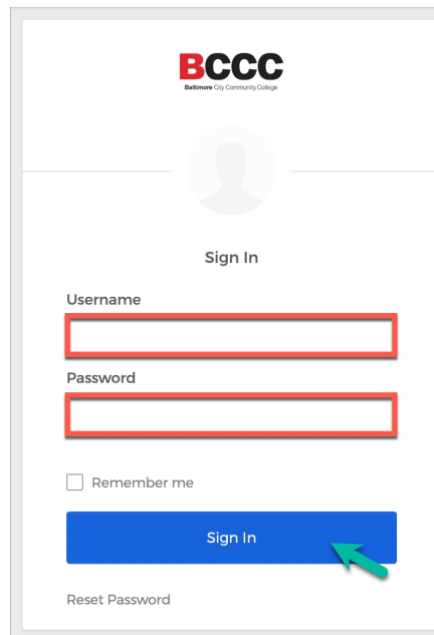
[BCCC Payroll Schedule](#) – Timeframes and deadlines can be found on the regular pay calendar on the Payroll web site (<https://www.bccc.edu/Page/3549>).

II. How to Access Web Time Entry

Web Time Entry is available on any Internet accessible device.

All employees will access the Employee Dashboard in [Banner Employee Self-Service](#) (<https://www.bccc.edu/Page/3548>)

Step 1: Log onto [Banner Employee Self-Service](#) using your BCCC username and password. This is the same username and password you use to access your email.



BCCC
Baltimore City Community College

Sign In

Username

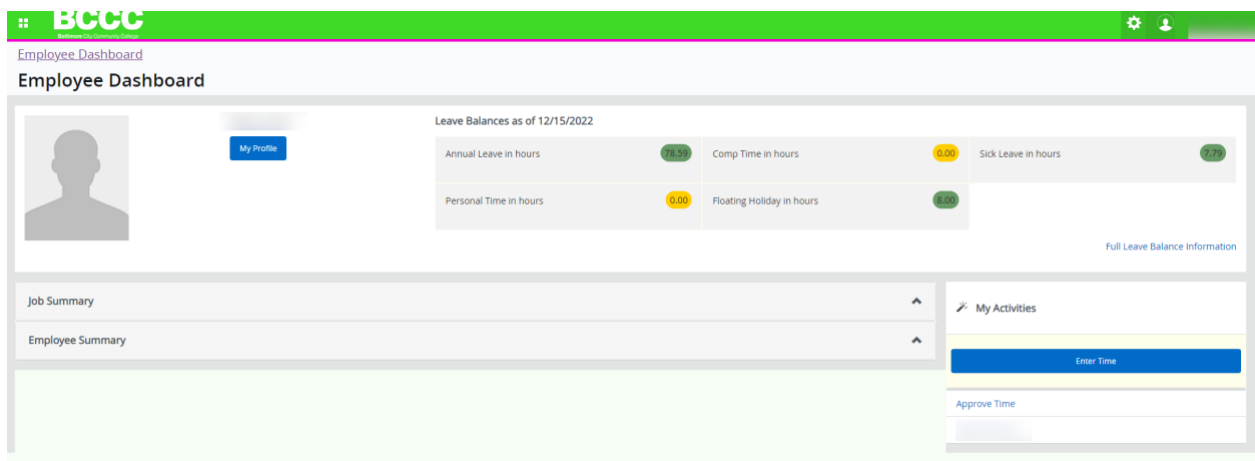
Password

Remember me

Sign In

Reset Password

Step 2: Access the Employee Dashboard in Banner Employee Self-Service.



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Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 12/15/2022

Annual Leave in hours	75.50	Comp Time in hours	0.00	Sick Leave in hours	7.75
Personal Time in hours	0.00	Floating Holiday in hours	0.00		

Full Leave Balance Information

Job Summary

Employee Summary

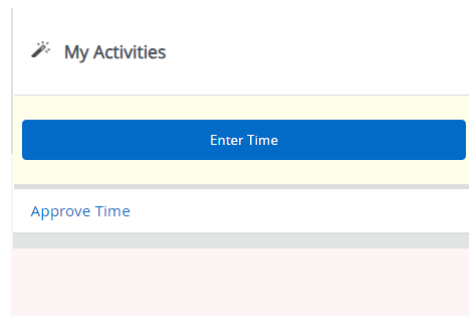
My Activities

Enter Time

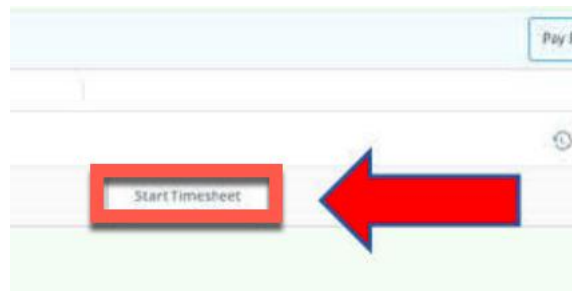
Approve Time

III. Exempt (Salaried) Staff Time Entry

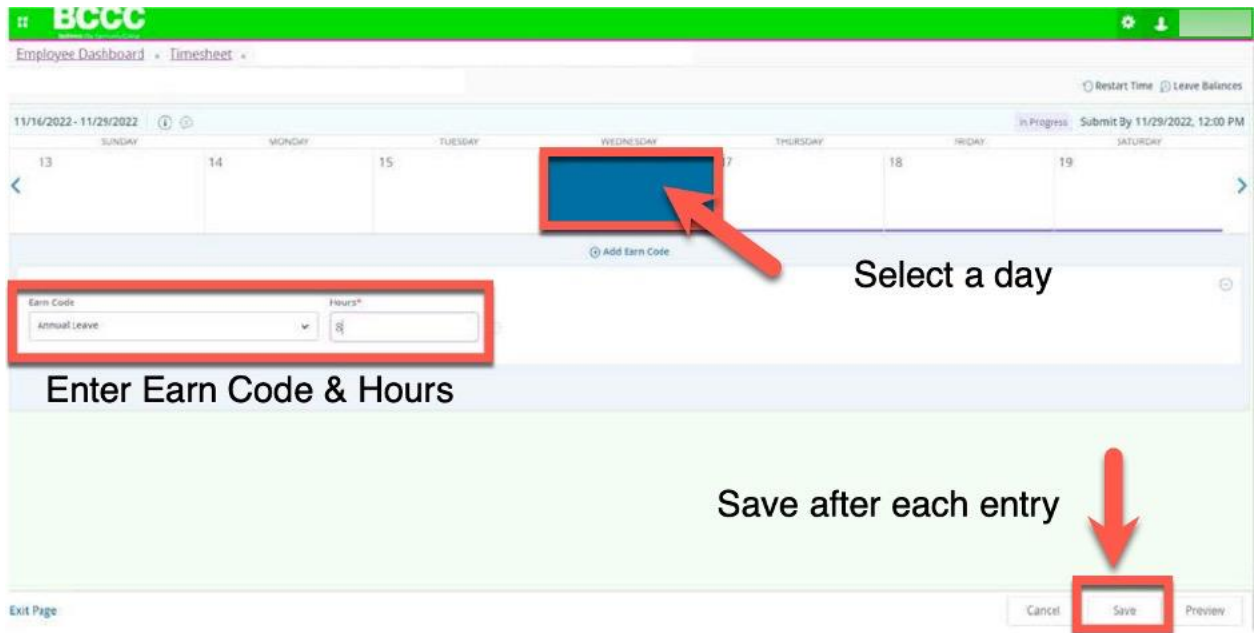
Step 1: After logging in, locate "My Activities" and click **Enter Time** to access your timesheets.



Step 2: After you have clicked enter time, select **Start Timesheet**. A weekly calendar will appear.



Step 3: Enter your time or leave taken for the pay period. Use the < or > buttons to toggle the calendar.

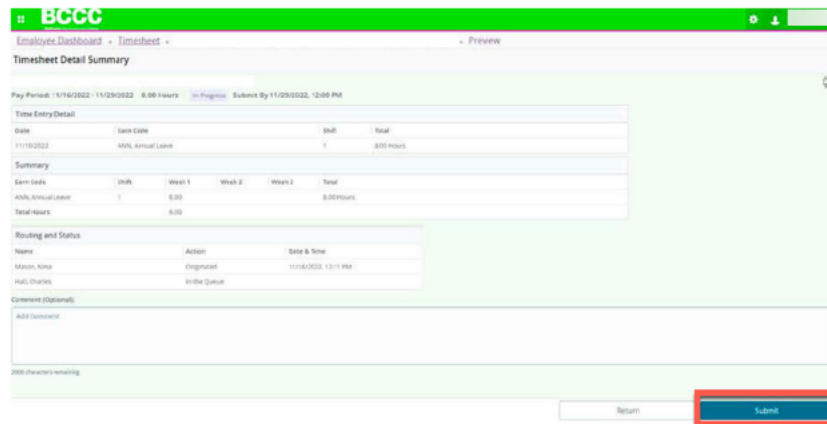


- You will need to hit the Save button after each entry.
- If you have taken leave in the pay period, click on the day you took leave and then select the appropriate earn code and number of hours.
- If you have not taken leave, select **Nothing to Report**, Unit 1. You only need to do this one time, on one day in a pay period to account for 80 hours worked. In other words, enter "Nothing to Report - 1 unit once to equal 80 hours.

Step 4: Utilize the Preview button to review your timesheet before submitting it for approval. Confirm the hours and leave recorded for the pay period are correct.



Step 5: After reviewing your timecard, add comments (optional). When you are ready to submit your timesheet for approval, select the **Submit** button.

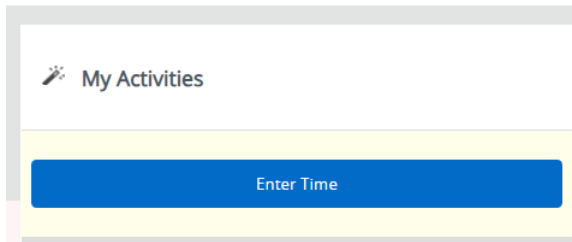


Note: An employee can recall a submitted timesheet prior to the supervisor approving the timesheet by clicking on the **Recall Timesheet** button. A recalled Timesheet can be adjusted and resubmitted by using the same steps from above. A timesheet cannot be recalled once it is approved by the supervisor. Additionally, no corrections can be made after timesheets have been approved, or after the pay period has ended.



IV. Non-Exempt (Hourly Overtime Eligible) Time Entry

Step 1: After logging in, locate "My Activities" and click **Enter Time** to access your timesheets.

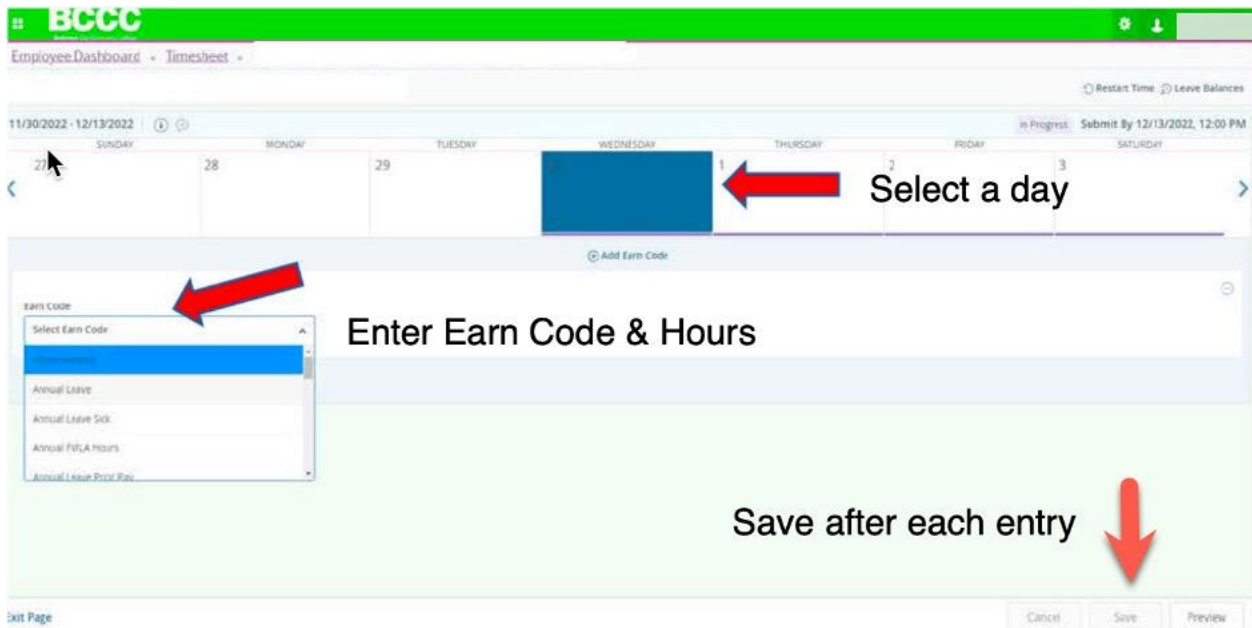


Step 2: A Timesheet window will appear. Select, **Start Timesheet** to begin a new pay period.




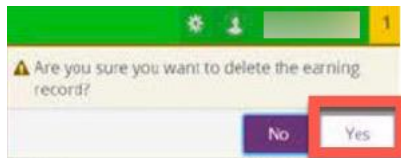
Note: The pay periods that are open are displayed. Prior pay periods can be viewed by clicking on the "Prior Periods" button. No changes can be made to previously submitted and approved timesheets.

Step 3: Enter your time or leave taken for the pay period. Use the < or > buttons to toggle the calendar.



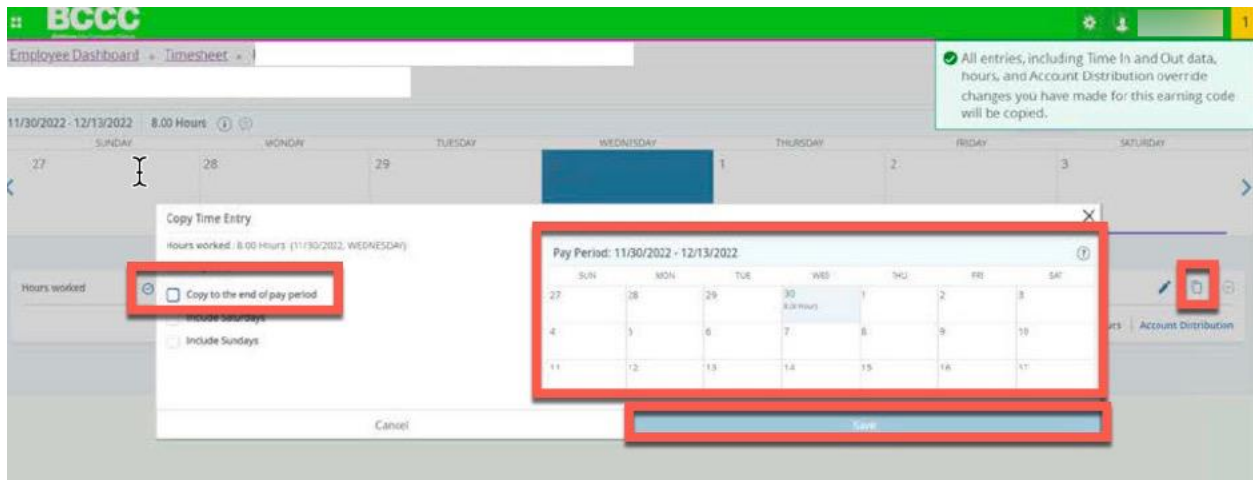
Time Entry Tips

- You will need to hit the Save button after each entry.
- If you have taken leave in the pay period, click on the day you took leave and then select the appropriate earn code and number of hours.
- Click the **Remove**  button to delete any entries, then hit Save. A prompt will appear.




- Multiple Earn codes can be used in a day. Click Add Earn Code to add another record.





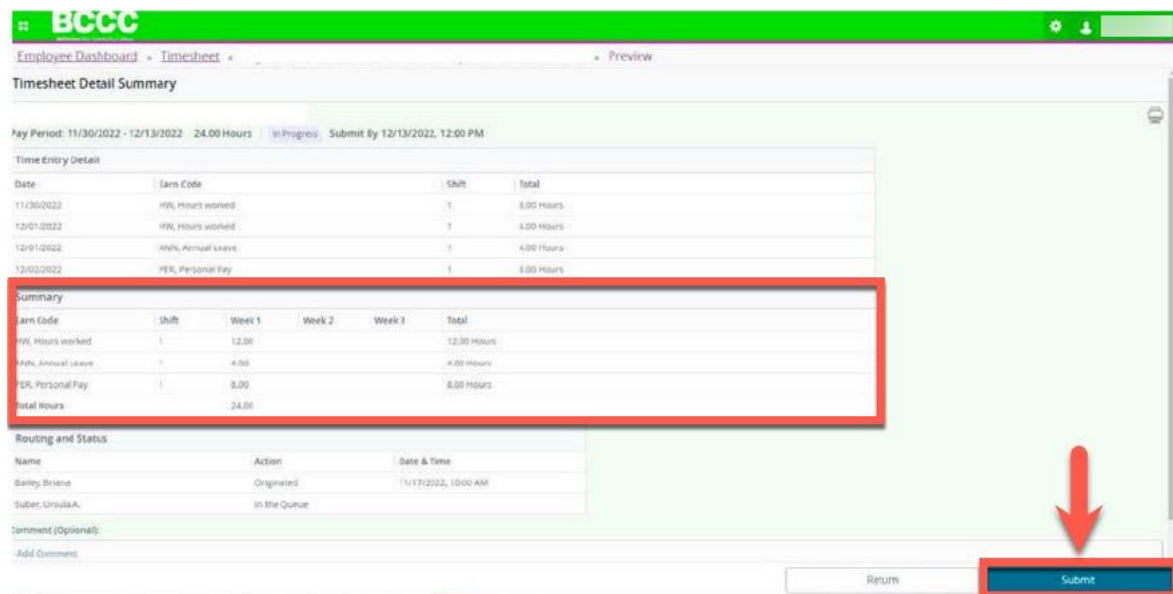
Note: You can copy, delete, or modify an entry. To copy, click on the entry you are copying from.

- Click on the pages  icon found on the right side of the screen
- A new window will open displaying the full pay period.
- Click the box for each of the days you want to copy, and then click save.
- Time can also be copied by selecting Copy the end of the pay period.

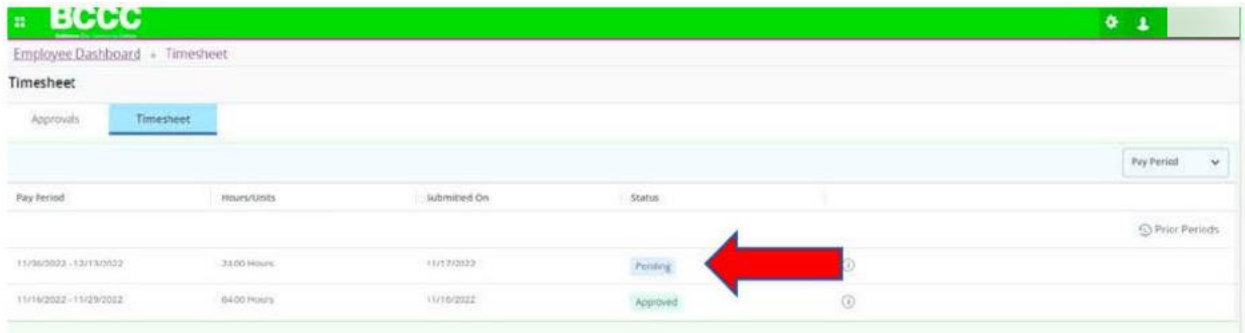
Step 4: Utilize the Preview button to review your timesheet before submitting it for approval. Confirm total hours by earn code and total hours per week are accurate.



Step 5: After reviewing your timesheet, add comments (optional). When you are ready to submit your timesheet for approval, select the **Submit** button. You will receive a message that says, “Timesheet successfully submitted.”



Note: An employee can recall a submitted timesheet prior to Supervisor approval by opening the pending timesheet and then clicking on the **Recall Timesheet** button. A recalled timesheet can be adjusted and resubmitted. A timesheet cannot be recalled once it has been approved by the supervisor.



Employee Dashboard + Timesheet

Timesheet

Approvals Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
11/30/2022 - 12/13/2022	33.00 Hours	11/17/2022	Pending
11/14/2022 - 11/29/2022	04.00 Hours	11/18/2022	Approved

Prior Periods

