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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.

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

![Preview button](image)

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

![Timesheet screenshot](image)

**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.

![Recall Timesheet button](image)
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 timecard, 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.