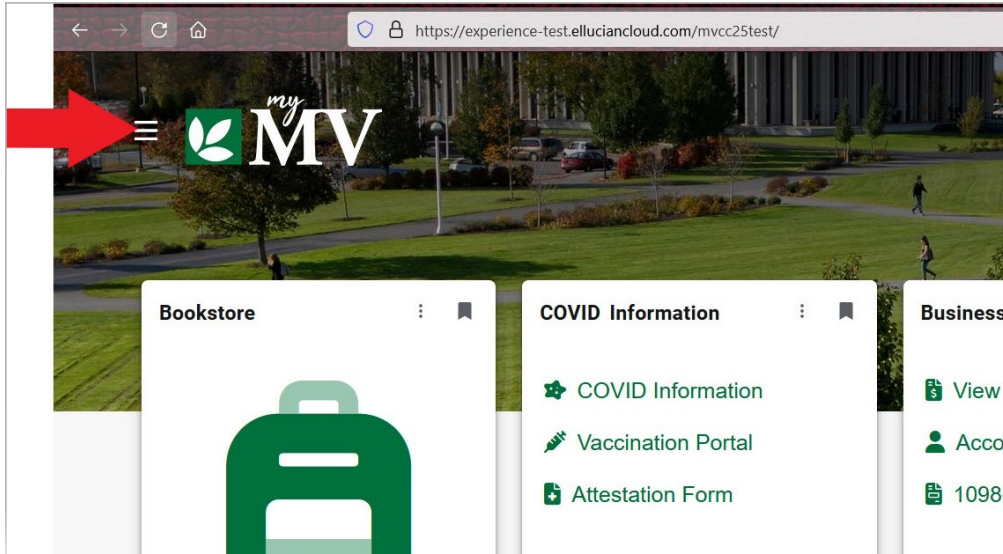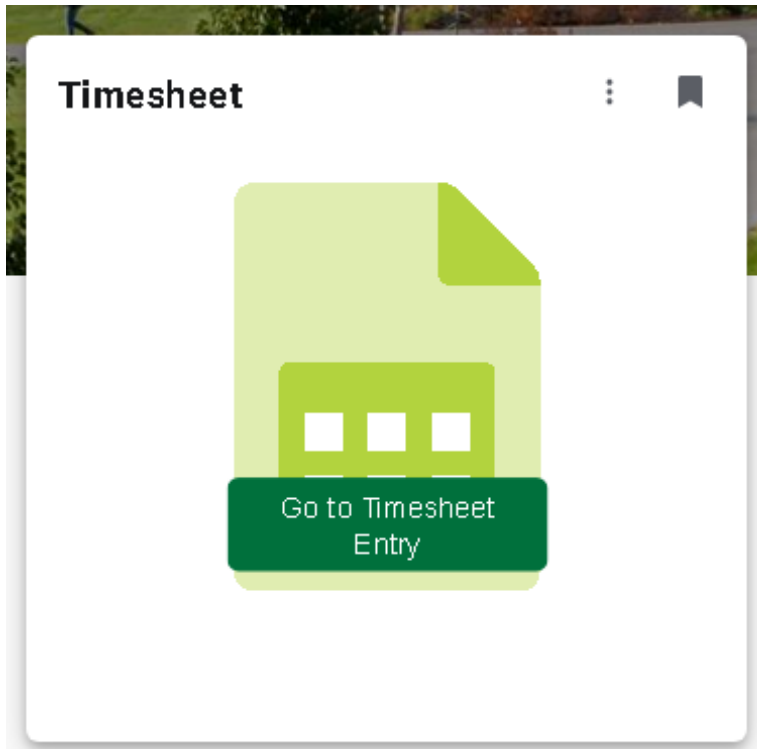# Time Entry in Banner 9 Self-Service

Student Assistants & Work Study Employees

Login to MyMV.

Look for the Timesheet card. Click on the card.

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.

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.
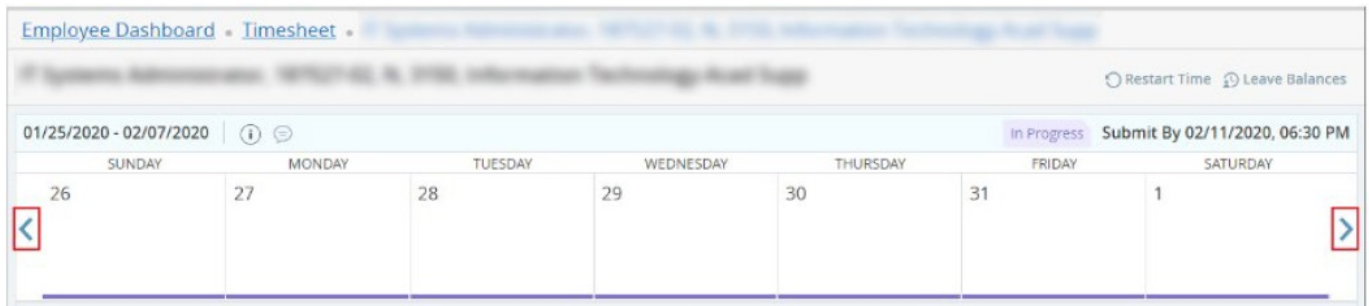
The timesheet displays with Clock In and Clock Out buttons.

- **Clock In** when your shift begins; **Clock Out** when your shift ends.
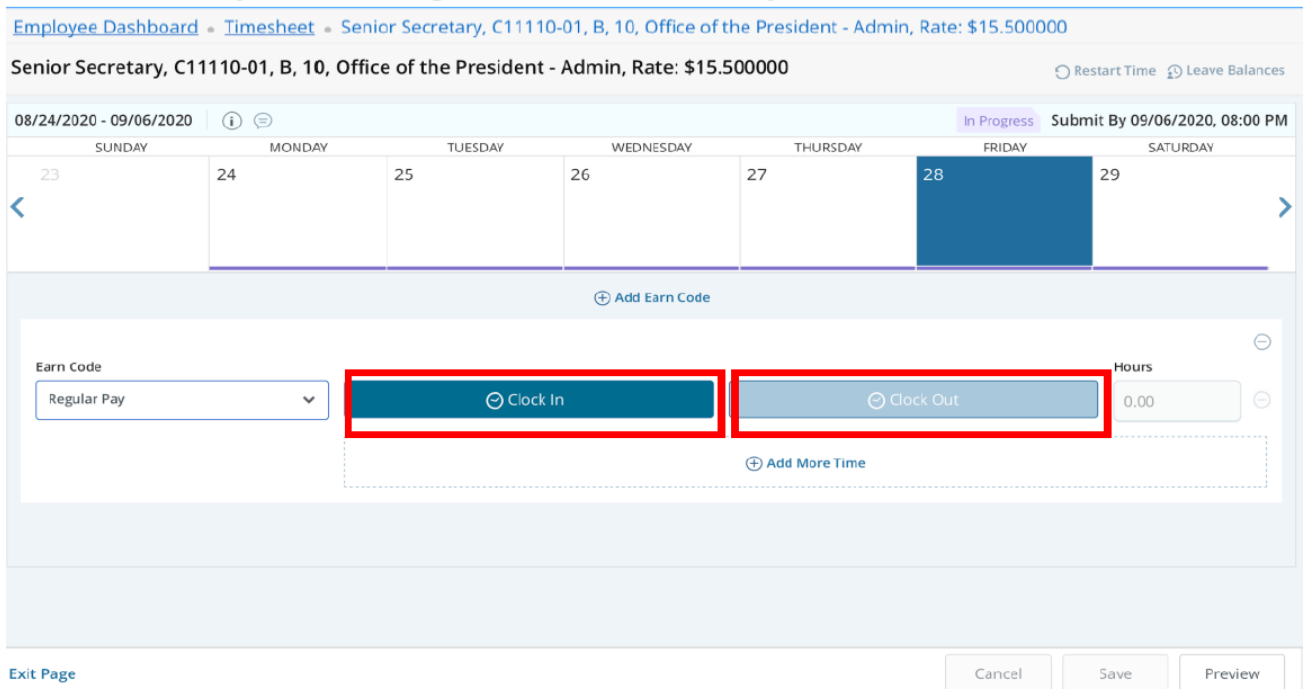
If you miss a Clock In or Clock Out, the generated system time can be adjusted by clicking on the Edit icon (✏).

Regular Pay   ⊘ 11:15 AM -   ✏ ⊖

            Clock Time: 11:17 AM - ⊘ Clock Out

                                                                            Total: 0.00 Hours

- Time can be manually entered and requires a comment to be entered and the entry is saved.

Earn Code		In Time	Comment		Hours
Regular Pay	⌄	08:30 AM ⊘	Forgot to clock in ✏	⊘ Clock Out	0.00 ⊖
			⊕ Add More Time		

                                                                            Total: 0.00 Hours

Exit Page   Cancel   Save   Preview

- Once manually entered time is saved, the entry also reflects the Clock (system) Time when the entry was made, and the comment entered.

Regular Pay   ⊘ 08:30 AM -

            Clock Time: 11:40 AM - ⊘ Clock Out

            Clock In Comment: Forgot to clock in

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.

					↻ 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.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07/03/2023 - 07/16/2023	30.75 Hours ⓘ				In Progress	Submit By 07/19/2023, 11:00 PM	
	9	10 7.75 Hours	11	12 9.25 Hours	13	14	15

Exit Page

Preview

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. Click the check box next to the certification acknowledgement and click on Submit.

Timesheet Detail Summary

Pay Period: 07/03/2023 - 07/16/2023 | 30.75 Hours | In Progress | Submit By 07/19/2023, 11:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/05/2023	REG, Regular Hours Worked	1	7.00 Hours
07/06/2023	REG, Regular Hours Worked	1	6.75 Hours
07/10/2023	REG, Regular Hours Worked	1	7.75 Hours
07/12/2023	REG, Regular Hours Worked	1	9.25 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/05/2023	REG, Regular Hours Worked	1	7.00	11:30 AM	11:32 AM		06:30 PM	07:10 PM	.
07/06/2023	REG, Regular Hours Worked	1	6.75	09:30 AM	09:30 AM		04:15 PM	04:08 PM	
07/10/2023	REG, Regular Hours Worked	1	7.75	11:30 AM	11:55 AM	.	07:15 PM	10:49 PM	.
07/12/2023	REG, Regular Hours Worked	1	9.25	10:15 AM	10:12 AM		07:30 PM	07:55 PM	.

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Hours Worked	1	13.75	17.00		30.75 Hours
Total Hours		13.75	17.00		

Routing and Status

| Name	Action
	Originated On 07/05/2023, 11:32 AM by
	Submit By 07/19/2023, 11:00 PM
	In the Queue

✓ 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

Employees Submission Deadline – 10am, the Monday following the end of the pay period. *For specific dates please refer to the Part-Time Employee Payroll Schedule. *
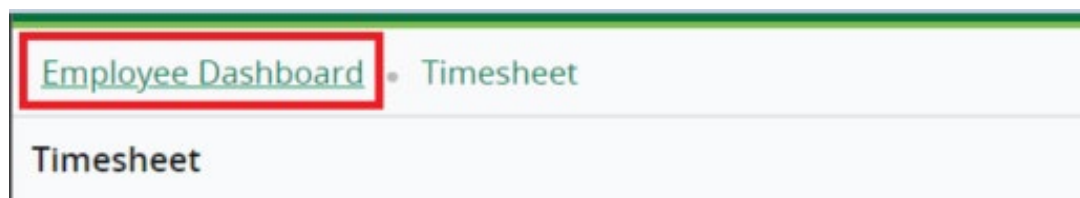
If you need to adjust your time entry after clicking Submit, you can click on Recall Timesheet at the bottom right to return your timesheet.
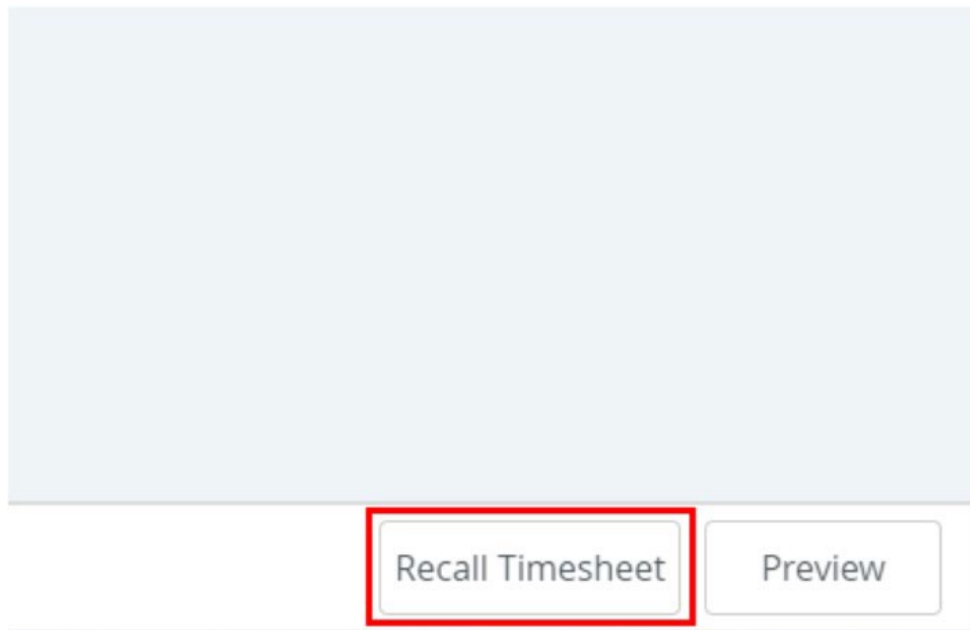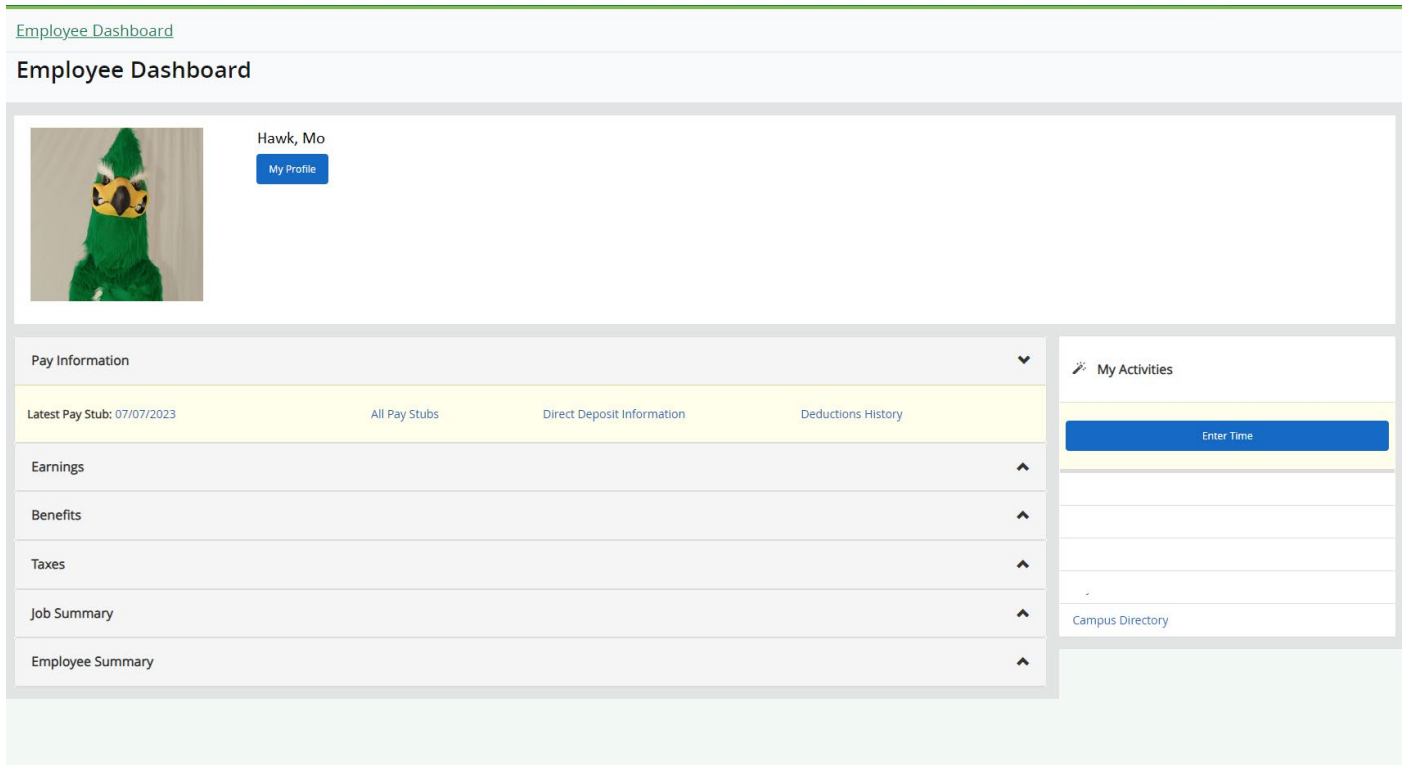

The timesheet should change from In Progress to Pending when submitted successfully.
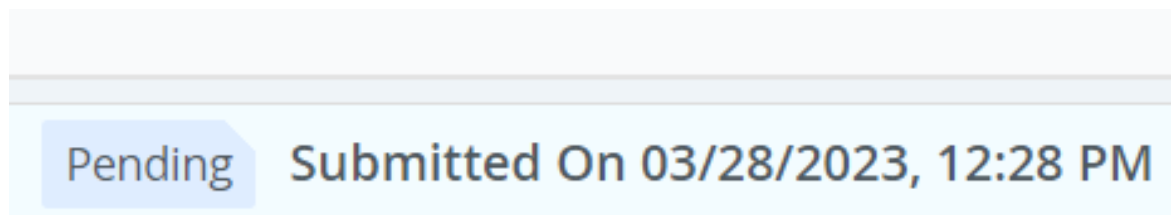
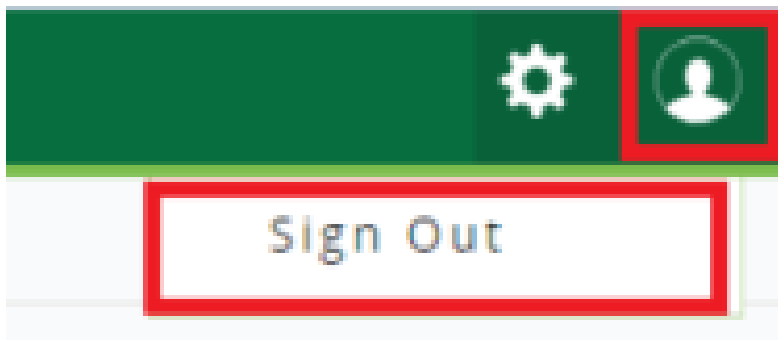To be able to see your profile, click on Employee Dashboard.

In Employee Dashboard you will be able to access to your pay stubs, taxes, etc.

Click on Enter Time in the My Activities box to go back to your timesheet.

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

Direct Deposit

- All MVCC employees are eligible to sign up for direct deposit.
- The employee needs to fill out and submit a Direct Deposit Authorization Form along with a voided check or bank letter to verify the financial institution.
  - To find the Direct Deposit Form
    - Go to https://www.mvcc.edu
    - Click on Employees
    - Human Resources
    - Forms
    - Direct Deposit Form
      - You will have to use your MVCC email credentials to obtain the form
- When the employee comes to the Payroll office to drop off all documentation, they need to show a form of ID so we can verify their identity (such as a driver's license or MVCC ID).

Direct Deposit is not mandatory but highly recommended to avoid delays This is especially important for our international and non-local students, as their paychecks will be sent to the Permanent Home Address if they are not residing in the Dorm at the time the check is processed.

Checks

- Employees that don't have direct deposit set up will received a paper check via USPS mail.
- Bi-weekly checks cannot be picked up from the Payroll office. All bi-weekly checks are sent to the permanent home address that is on file.
- Students that reside in the dorms will have their checks delivered to the Dorm Corps and placed in their mailbox. If they want their checks sent to their permanent home address, please let Payroll know.