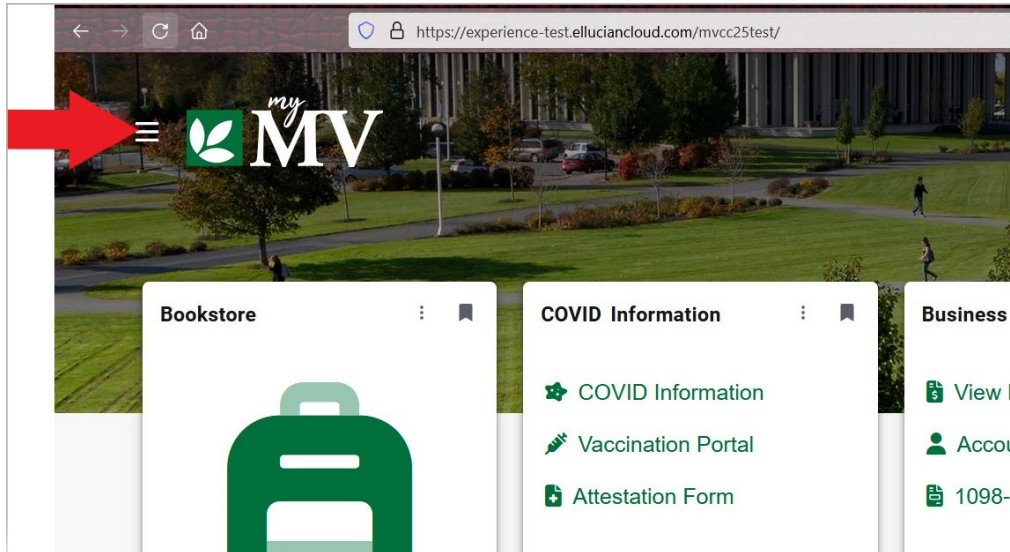


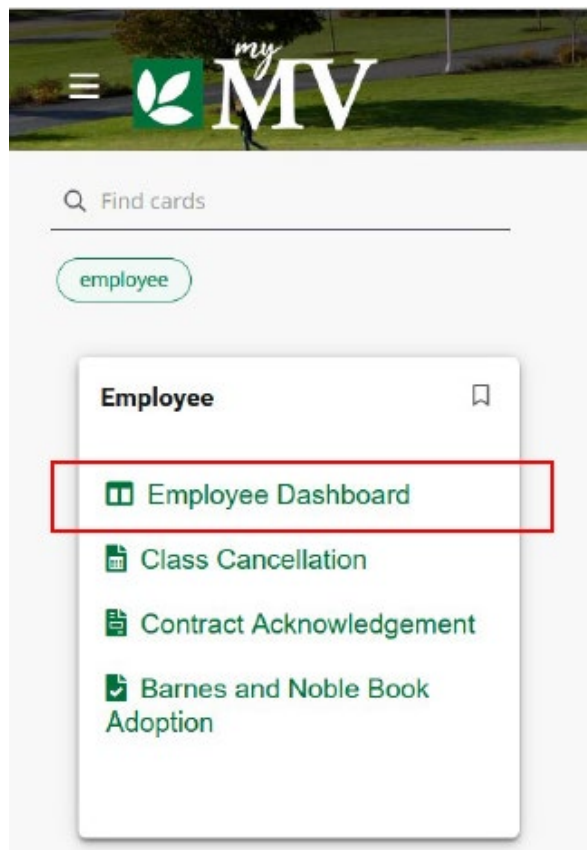
Time Entry in Banner 9 Self-Service

Part-Time Employees

Login to MyMV.

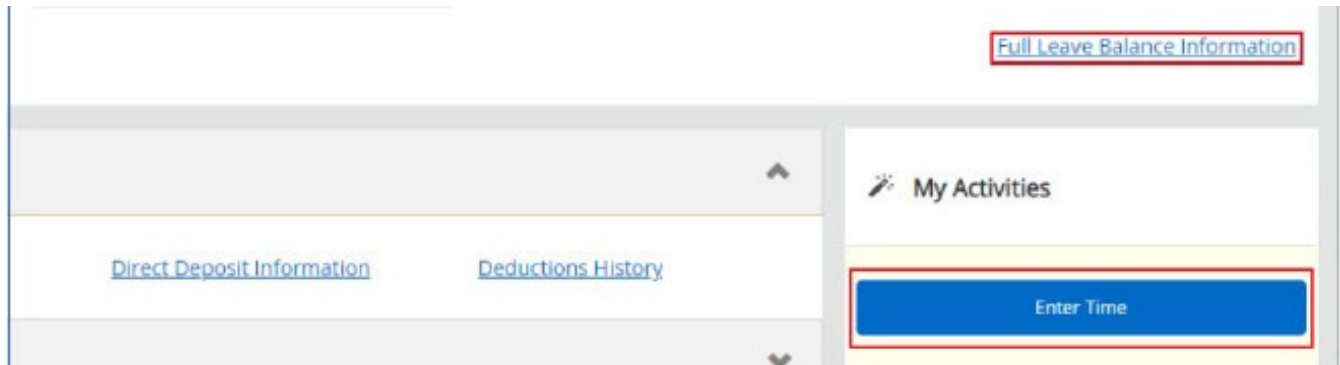


Look for the Employee card. At the top of the card, you will find Employee Dashboard. Click on the link.



Click on Enter Time in the My Activities box to begin entering your time.

You can also see available leave balances (if applicable) on the dashboard and can view more detailed information by clicking on Full Leave Balance Information.



All open pay periods will be displayed under your job title. To enter time for that pay period, click the Start Timesheet or In Progress button.

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status	
01/11/2020 - 01/24/2020	8.00 Hours		In Progress	

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status	
01/11/2020 - 01/24/2020			Not Started	Start Timesheet

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.

Employee Dashboard • Timesheet • IT Systems Administration: WFO/OT/SL, N, P/MS, Information Technology Asset Support

IT Systems Administration: WFO/OT/SL, N, P/MS, Information Technology Asset Support Restart Time Leave Balances

01/25/2020 - 02/07/2020 In Progress Submit By 02/11/2020, 06:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

Click on the day you want to record time.

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30 31 1 2 3 4 5

7:00 Hours 7:50 Hours 7:00 Hours 7:50 Hours

⊕ Add Earn Code

Earn Code Regular Hours Worked Start Time* hh:mm a End Time* hh:mm a Shift 1 Hours 0.00

⊕ Add More Time

You will be entering your start and end time by clicking on the clock icon. Once you have the correct start/end time, click on "Set."

Earn Code Regular Hours Worked Start Time* hh:mm a End Time* hh:mm a Shift 1 Hours 0.00

⊕ Add More Time

01 00 AM
02 15 PM

CANCEL SET

You will notice that once you have entered your start and end time, your total hours for that entry will show under “Hours.”

Earn Code	Start Time*	End Time*	Shift	Hours
Regular Hours Worked	08:30 AM	10:00 AM	1	1.50
+ Add More Time				

If you take a break, please be sure to use the “Add More Time” button to show when you ended your first work segment and began your next work segment on that day.

Earn Code	Start Time*	End Time*	Shift	Hours
Regular Hours Worked	08:30 AM	10:00 AM	1	1.50
+ Add More Time				

Earn Code	Start Time*	End Time*	Shift	Hours
Regular Hours Worked	08:30 AM	10:00 AM	1	1.50
	11:00 AM	02:00 PM	1	3.00
+ Add More Time				

Make sure you click on Save after every entry.

Earn Code	Start Time*	End Time*	Shift	Hours
Regular Hours Worked	08:30 AM	10:00 AM	1	1.50
	11:00 AM	02:00 PM	1	3.00
+ Add More Time				

xit Page

Cancel

Save

Preview

You can also Restart/Delete your time entry for the pay period or check your Leave Balances by clicking on these options in the top right corner.

IT Systems Administrator: WFO/AL, A, 2020, Information Technology Asset Team

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




You will see the time entered for a day on the weekly calendar. When the day is highlighted, you will see more detailed info if that day is selected. You can Edit (), Copy (), or Delete () the time entry by clicking on the corresponding button.

Regular Hours Worked

09:00 AM - 04:00 PM

7.00 Hours

Shift 1: 7.00 Hours



Add More Time

Total: 7.00 Hours | [Account Distribution](#)

The Copy function is useful for duplicating the same time entry from one day to another day(s). For example, you've entered 7 hours on the 1st, but you also worked the same exact hours on the 8th. Instead of manually entering the time again for those two days, you can go to the 1st and click the Copy button to bring up the Copy interface shown below. Simply select the days that you want this entry to copy to (now highlighted) and click on Save. The days you selected should now have the same time entry as the 1st.

Copy Time Entry

Regular Hours Worked : 7.00 Hours (08/01/2023, TUESDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 07/31/2023 - 08/13/2023

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1 7.00 Hours	2 7.50 Hours	3 7.00 Hours	4 7.50 Hours	5
6	7	8 7.00 Hours	9 6.50 Hours	10 6.50 Hours	11 5.00 Hours	12 4.00 Hours
13	14	15	16	17	18	19

Cancel

Save

When you are ready to submit your time, click on Preview in the bottom right of your screen.

07/03/2023 - 07/16/2023

30.75 Hours

In Progress

Submit By 07/19/2023, 11:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10 7.75 Hours	11	12 9.25 Hours	13	14	15

Exit Page

Preview

A box will pop up with a summary of your time entry for the pay period. Scroll down to the bottom to enter your comments (if applicable). Click the check box next to the certification acknowledgement and click on Submit.

Pay Period: 01/30/2023 - 02/12/2023

33.75 Hours

In Progress

Submit By 02/15/2023, 11:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
02/01/2023	REG, Regular Hours Worked	1	9.00 Hours
02/03/2023	REG, Regular Hours Worked	1	8.00 Hours
02/08/2023	REG, Regular Hours Worked	1	8.25 Hours
02/10/2023	REG, Regular Hours Worked	1	8.50 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/01/2023	REG, Regular Hours Worked	1	9.00	08:00 AM			05:00 PM		
02/03/2023	REG, Regular Hours Worked	1	8.00	08:30 AM			04:30 PM		
02/08/2023	REG, Regular Hours Worked	1	8.25	08:15 AM			04:30 PM		
02/10/2023	REG, Regular Hours Worked	1	8.50	08:30 AM			05:00 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Hours Worked	1	17.00	16.75		33.75 Hours
Total Hours		17.00	16.75		

Routing and Status

Name	Action
	Originated On 02/12/2023, 09:16 PM
	Submit By 02/15/2023, 11:00 PM
I	

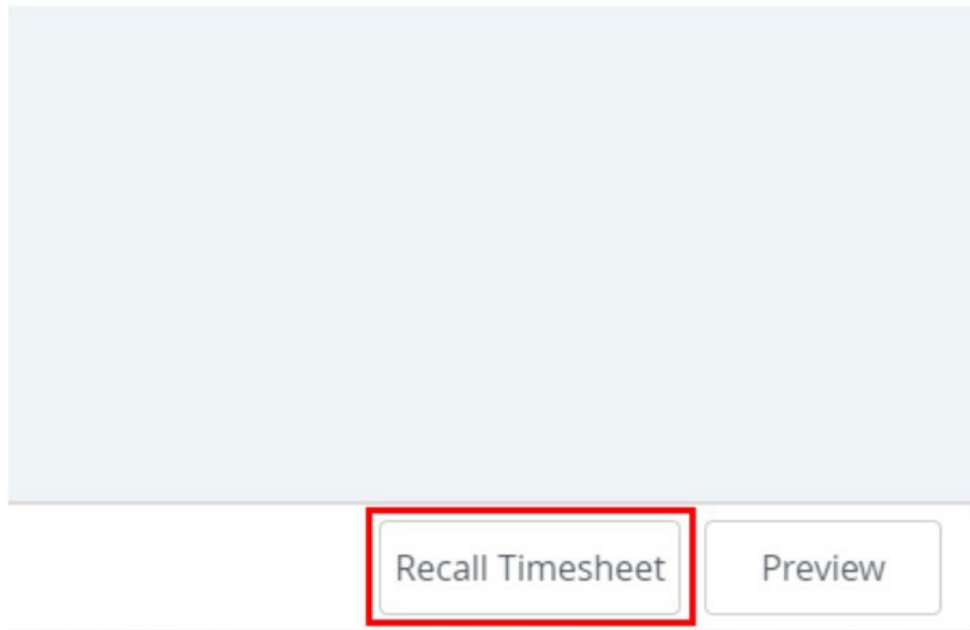
☒ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

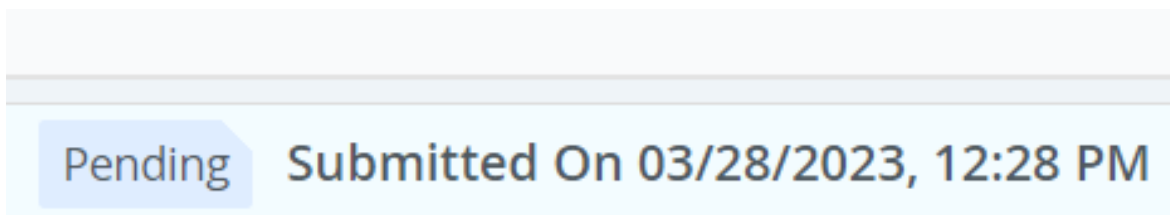
Submit

Employees Submission Deadline – 10am on the Monday following the end of the pay period. *For specific dates please refer to the Part-Time Employee Payroll Schedule. *

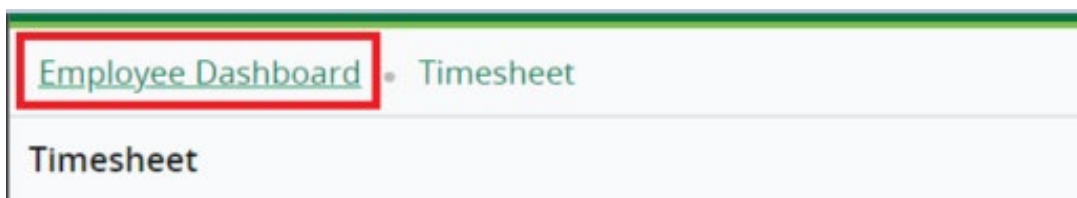
If you need to adjust your time entry after clicking Submit, you can click on Recall Timesheet at the bottom right to return your timesheet.



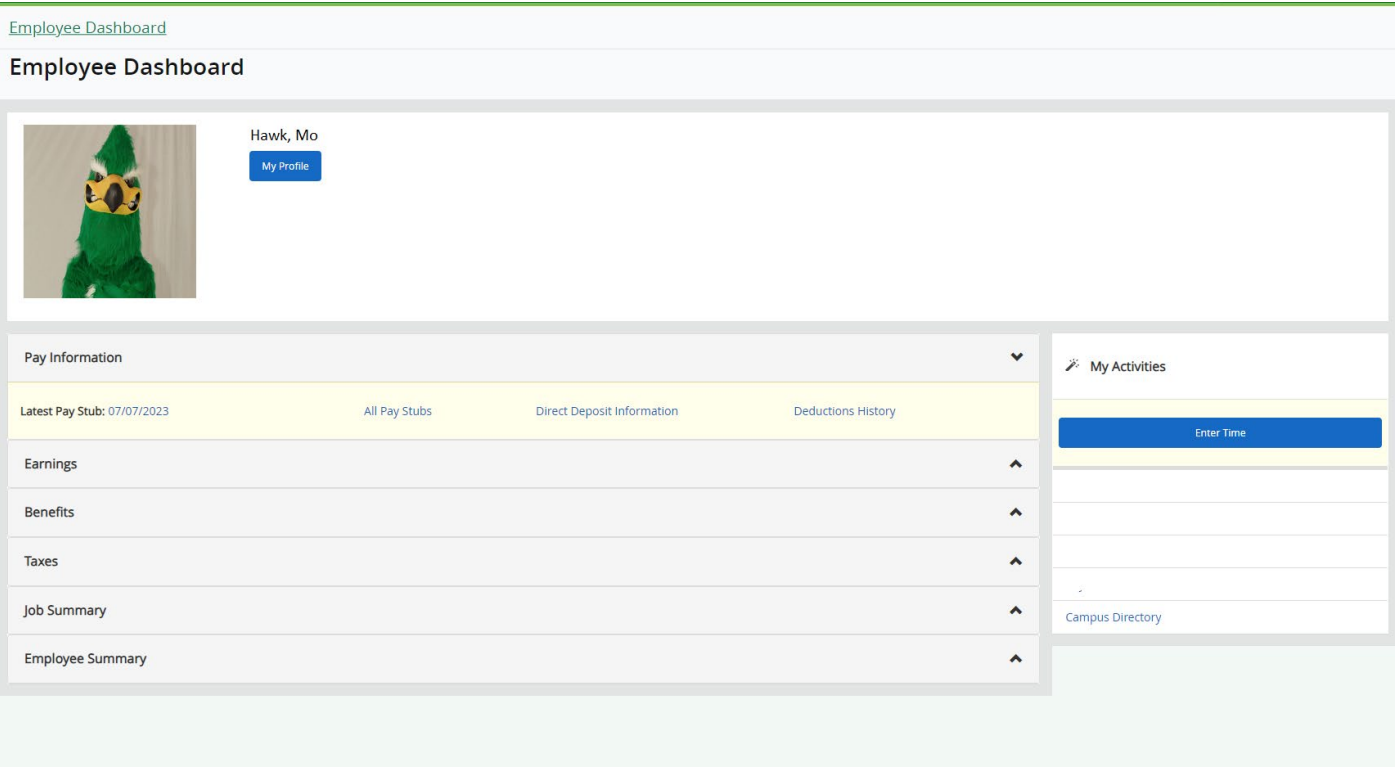
The timesheet should change from In Progress to Pending when submitted successfully.



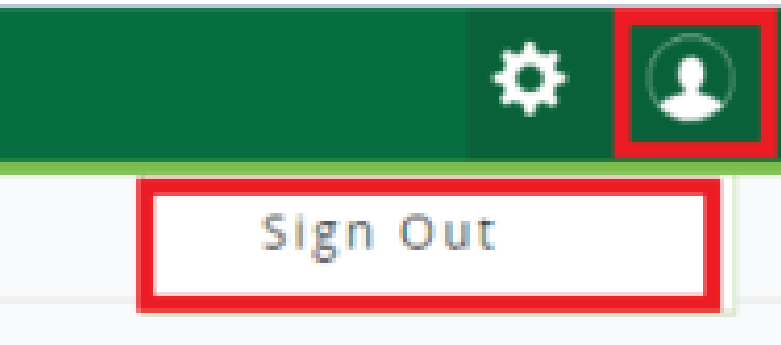
To view your profile, click on Employee Dashboard.



On the Employee Dashboard, you will be able to access your paystubs, taxes, etc.



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 receive 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.