



## Student Timesheet Schedule

Your timesheet will not be available until your job has been created by the Campus Employment Office. You are responsible for tracking your hours and submitting your timesheets on time. You will not be able to enter previous hours in a different pay period. If you miss a timesheet submission date, you risk not getting paid until the following pay period. Email your Supervisor and [payroll@utica.edu](mailto:payroll@utica.edu) for hour approval.

To avoid paycheck delays:

- keep track of your hours
- set submission due date reminders

Summer Employment - Pay Periods			
#	Start - End	Timesheet due by 10am	Pay Date
11	5/8/22 - 5/21/22	5/23/22	5/27/22
12	5/22/22 - 6/4/22	6/6/22	6/10/22
13	6/5/22 - 6/18/22	6/20/22	6/24/22
14	6/19/22 - 7/2/22	7/4/22	7/8/22
15	7/3/22 - 7/16/22	7/18/22	7/22/22
16	7/17/22 - 7/30/22	8/1/22	8/5/22
17	7/31/22 - 8/13/22	8/15/22	8/19/22
18	8/14/22 - 8/27/22	8/29/22	9/2/22
19	8/28/22	9/12/22	9/16/22

### Time Entry Instructions

Visit [Banner Web](#), click on **Enter Secure Area** then enter your **Username** and **Password**.

1. Click on **Employee** then select **Time Sheet**
2. **Time Sheet Selection:**
  - a. choose your position(s) and the current pay period then click time sheet.
3. **Time and Leave Reporting:**
  - a. enter hours worked in the correct date (ex: 1:00pm – 3:00pm),
  - b. next and previous buttons will take you to and from dates
  - c. click **Save**
4. Review the dates/times you have entered, make any necessary corrections.
5. Then select **Submit for Approval**
6. You will receive a **Submitted Successfully** message when you are done.