



Instructions for Student Web Time Entry (TYPICALLY EVERY OTHER WEDNESDAY)

These are the basic steps you need to successfully complete your Vassar College web-time sheet. Keep this bookmark handy.

1. Go to <https://banneronline.vassar.edu>
2. Click on the **Enter Secure Area Now** option and enter your Vassar ID number (or Social Security number) and your pin. Then click the **Login** button. This will take you to the Main Menu.
3. From this Main Menu choose **Employee Information**. Select **Enter Staff and Student Time Sheets**.
4. Be sure the current pay period is selected in the drop down menu (for example, BW, 9/14/06 - 9/26/06) and then click the **Time Sheet** button.
5. You should now see the time sheet and the first week of the pay period. To record your time, click in the correct day (e.g. Weds 9/2/05). The system will take you to an entry box. Enter the number of hours you worked to the nearest quarter hour, (e.g. 2.25). Click **Save**. Repeat this for each day you work. After clicking **Save** you can safely exit the time sheet.
6. To enter hours for the next week click the **Next Week** button. Enter the hours you worked each day as you did in Step 5.
7. Once you have recorded all your hours for the pay period, click the **Click for Approval** button.

8. Important: Banneronline requires you to confirm that you submitted the time sheet. After you click **Submit for Approval** a new entry box will appear. In this box re-enter your pin. This is very important.
9. Your time sheet is then sent to your supervisor for review and approval. They will automatically receive notification. You will no longer have access to the time sheet. If the supervisor finds an error, they may return it to you for correction.
10. Questions? Contact your supervisor or the SEO.

URGENT REMINDER !!!

Banneronline will send you **e-mail reminders**: in the first week of the pay period to 'start' your time sheet and for the last three days that the time sheet is due. The link to Banneronline is in the e-mail. Once you start or submit your time sheet, the reminders will stop. Please consult the Student Payroll Schedule to know when the time sheet is due. You must submit by noon on the Wednesday it is due.

HINTS:

- You can change your pin to something you can remember at Banneronline under the **Personal Information** heading.
- General Rule: if the Wednesday isn't a pay day, then your time sheet is due.
- Your completed time sheets remain available for viewing at Banneronline for about 2 months.
- You can also view your paychecks under the **Pay Information** heading.
- Do not hit the **Submit for Approval** button until you are completely finished with the time sheet!

