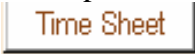




BannerWeb Time Entry Quick Reference for Student Employees


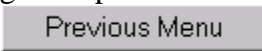



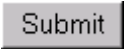

Lehigh University Payroll Office
524 Brodhead Avenue
Ext: 83151

Revised August 11, 2003

1. Using Internet Explorer version 5.0 or higher, go to the Lehigh Banner Web site www.lehigh.edu and log into the Campus Portal. Click on the tab associated with Banner.
2. Click **Employee**.
3. Click **Time Sheet**.
4. Select the position for which you want to enter time by clicking on the radio button to the right of the position desired, then select the time sheet period from the drop-down list, and click .

5. Click on **Enter Hours** under the date column for which you want to claim time.
6. In the **Hours or Units** field, type the number of hours (to two decimal places) you want to claim and click the appropriate button:

-  to enter a claim for a single day.
-  to enter a claim for multiple days.

Notes: You must enter hours worked in order to get paid for them

7. When you are finished with your time sheet, click  to perform a visual check of your work. To print your time sheet, set your printer to landscape (File/Page Setup/Click the radio button associated with landscape/Click Ok) and then File/Print. Click  to return to your time sheet.
8. Click  to communicate with your supervisor/approver. Click  and  to return to your time sheet.
9. Click  to submit your time sheet for approval; you must enter verification information and click  to confirm the submission.
10. Notify your supervisor/approver that you have submitted your time sheet.