

Web Time Entry Student Manual Time Sheet

Please indicate your status

- New Employee
 Current Employee submitting Previous Period Hours

Until you have been set up as an employee on the Banner system, you will not be able to enter your time via BannerWeb Time Entry as current student employees do. Use this calendar to log the hours that you work daily until you are notified that you can enter your time via BannerWeb. If you hold multiple jobs, complete a timesheet for each job. Once your supervisor receives the pink copy of your job approval form back from the Student Employment Office, you will have access to the BannerWeb Time Sheet.

Additionally this form can be used to report hours worked in a pay period that is no longer accessible through BannerWeb because the deadline for the pay period has passed. These hours will be processed on the next available payroll. (To determine Student Payroll Paydates and deadlines access the Student Payroll Schedule on the Payroll Web Page at [//oncampus.richmond.edu/administration/hr/payroll/schedules/student2004.html](http://oncampus.richmond.edu/administration/hr/payroll/schedules/student2004.html))

Student Name _____

Student UR ID _____

Position Index/Acct numbers _____

Position Pay Rate _____

Student Signature _____

Supervisor Signature _____

Date _____

TIME RECORD

WEEK ENDING _____ (indicate the Saturday end date)

Indicate "in" and "out" times to the nearest quarter of an hour.--

Sunday	In_____	Out_____	In_____	Out_____	Total hrs_____
Monday	In_____	Out_____	In_____	Out_____	Total hrs_____
Tuesday	In_____	Out_____	In_____	Out_____	Total hrs_____
Wednesday	In_____	Out_____	In_____	Out_____	Total hrs_____
Thursday	In_____	Out_____	In_____	Out_____	Total hrs_____
Friday	In_____	Out_____	In_____	Out_____	Total hrs_____
Saturday	In_____	Out_____	In_____	Out_____	Total hrs_____

WEEK ENDING _____ (indicate the Saturday end date)

Sunday	In_____	Out_____	In_____	Out_____	Total hrs_____
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Thursday	In_____	Out_____	In_____	Out_____	Total hrs_____
Friday	In_____	Out_____	In_____	Out_____	Total hrs_____
Saturday	In_____	Out_____	In_____	Out_____	Total hrs_____
					Grand Total hrs_____