

# How to Access Timesheet

- 1) Go to [udallas.edu/bportal](http://udallas.edu/bportal)
- 2) In the “Production Database” drop down menu. Click on **BannerWeb-Employee**
- 3) Enter your User ID and Password to log in to BannerWeb-Employee; and click “Sign In.”

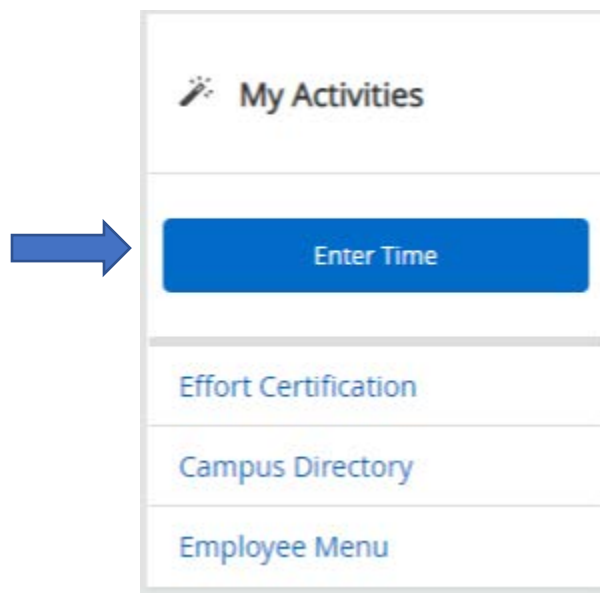
**UNIVERSITY OF DALLAS**  
*The Catholic University for Independent Thinkers*

Sign in to your account

<input type="text" value="Username"/>	<input type="password" value="Password"/>	<input type="button" value="Sign In"/>
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Remember me on this computer

- 4) Click on the “Enter Time” tab on the right-hand side under “My Activities”



- 5) Click on “Start Timesheet”  
**\*\* If you have 2 jobs, both jobs will be listed. You will need to enter time on both jobs for the pay period\*\***

Timesheet				
Approvals	Timesheet			
Pay Period				
06/13/2020 - 06/26/2020	Hours/Units	Submitted On	Status	Start Timesheet
Coordinator, SN1025-00,		Not Started		

- 6) Use the drop-down menu to select “Student Earnings”
- 7) To enter your hours, click on each day, input hours and “Save”.

06/13/2020 - 06/26/2020 | 56.00 Hours ⓘ ☰

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
21	22 8.00 Hours	23 8.00 Hours	24

⊕ Add Earn Code

Earn Code Hours

Student Earnings [ ]

- 8) To submit timesheet, select preview (in the bottom right hand corner).
- \*\*Only submit time sheet for approval on the last day of the pay period\*\***

05/15/2021 - 05/28/2021 | 80.00 Hours ⓘ ☰ In Progress Submit By 06/01/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 8.00 Hours	25 8.00 Hours	26 8.00 Hours	27 8.00 Hours	28 8.00 Hours	29

⊕ Add Earn Code

Regular Pay 8.00 Hours

Total: 8.00 Hours | Account Distribution

Exit Page Cancel Save **Preview**

- 9) Review hours entered, check the certify box, and submit.

**Preview** ✕

Week	Total Hours
Week 1	
Week 2	40.00
Week 3	40.00

Comment (Optional):

Add Comment

2000 characters remaining

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.

Cancel Submit