Non-Exempt Employee
BannerWeb-Time Entry Manual v2
Semi-Monthly Payroll

Log into BannerWeb at http://www.cui.edu/mycui.
Click on the Employee link or tab.
Click on the Time Sheet link.
Select the appropriate pay period in the drop down menu and click the Time Sheet button.
Click on the Enter Hours link in the corresponding Earning row and date column. Click on the Next button to report time for the remaining days of the pay period.
Enter Time In and Time Out.
Be sure to enter time at intervals of 15 minutes in 99:99 format.
For example, 10:00, 10:15, 10:30, 10:45
Click Save button to display Total Hours (see next page).
If you’ve worked the same hours for multiple days, you can click on the Copy button to copy hours to other dates (see next page).
For example: if you’ve worked the same hours every day for the entire pay period, you can check the first checkbox to copy the same hours into the remaining days. You can also check the appropriate dates if you’re copying to specific dates. Don’t forget to click the Copy button.
You will then get a yellow triangle with a note stating that you have successfully copied your hours. Click on Timesheet button and then the Preview button to see the hours reported.
Please be sure to check that you have all work days reported before submitting for approval. Most of the time there are 1 or 2 work days on the 3rd page!

Click the Previous Menu button. Then click the Submit for Approval button when you’re ready to submit your timesheet to your supervisor.
Enter your PIN number and click the Submit button. The PIN is the same as the one you’ve used to log into BannerWeb. The PIN number will act as your electronic signature.

**Please Note:** Your timesheet has not been submitted until you’ve entered your PIN and clicked the submit button!
Congratulations, your timesheet has been submitted to your supervisor. Should you come back to view your timesheet at a later time, you can view the status of your timesheet.