# Student Timesheet Tools

Your first timesheet will not be available until you attend New Hire Orientation (NHO)/Rehire Orientation (RHO). You are responsible for tracking your hours and submitting your timesheets on time. You will not be able to enter previous hours in a different pay period. If you miss a timesheet submission date, you risk not getting paid until the following pay period. Email your Supervisor and payroll@utica.edu for hour approval.

To avoid paycheck delays:

□ attend NHO/RHO □ keep track of your hours

□ set submission due date reminders □ check pick-up is in the mailroom

| Student Pay Period Schedule - Fall | | | |
|---|---|---|---|
| # | Start - End | Timesheet Submit by 11:59pm | Pay Date |
| 18 | 8/30/21 - 9/1/21 | 9/2/21 | 9/10/21 |
| 19 | 9/2/21 - 9/15/21 | 9/16/21 | 9/24/21 |
| 20 | 9/16/21 - 9/29/21 | 9/30/21 | 10/8/21 |
| 21 | 9/30/21 - 10/13/21 | 10/14/21 | 10/22/21 |
| 22 | 10/14/21 - 10/27/21 | 10/28/21 | 11/5/21 |
| 23 | 10/28/21 - 11/10/21 | 11/11/21 | 11/19/21 |
| 24 | 11/11/21 - 11/24/21 | 11/25/21 | 12/3/21 |
| 25 | 11/25/21 - 12/8/21 | 12/9/21 | 12/17/21 |
| 26 | 12/9/21 - 12/22/21 | 12/23/21 | 12/30/21 |

| Student Pay Period Schedule - Spring | | | |
|---|---|---|---|
| # | Start - End | Timesheet Submit by 11:59pm | Pay Date |
| 1 | 12/23/21 - 1/5/22 | 1/6/22 | 1/14/22 |
| 2 | 1/6/22 - 1/19/22 | 1/20/22 | 1/28/22 |
| 3 | 1/20/22 - 2/2/22 | 2/3/22 | 2/11/22 |
| 4 | 2/3/22 - 2/16/22 | 2/17/22 | 2/25/22 |
| 5 | 2/17/22 - 3/2/22 | 3/3/22 | 3/11/22 |
| 6 | 3/3/22 - 3/16/22 | 3/17/22 | 3/25/22 |
| 7 | 3/17/22 - 3/30/22 | 3/31/22 | 4/8/22 |
| 8 | 3/31/22 - 4/13/22 | 4/14/22 | 4/22/22 |
| 9 | 4/14/22 - 4/27/22 | 4/28/22 | 5/6/22 |
| 10 | 4/28/22 - 5/7/22 | 5/12/22 | 5/20/22 |

**Time Entry Instructions**

Visit Banner Web, click on **Enter Secure Area** then enter your **Username** and **Password.**

1. Click on **Employee** then select **Time Sheet**
2. **Time Sheet Selection**:
   a. choose your position(s) and the current pay period then click time sheet.
3. **Time and Leave Reporting**:
   a. enter hours worked in the correct date (ex: 1:00pm – 3:00pm),
   b. next and previous buttons will take you to and from dates
   c. click **Save**
4. Review the dates/times you have entered, make any necessary corrections.
5. Then select **Submit for Approval**
6. You will receive a **Submitted Successfully** message when you are done.