Student Timesheet Entry Directions

**Your student time should be entered bi-weekly and <u>should be paid in the time period you worked</u>. NOTE: Banner will not allow you to enter time into past pay periods

- 1. Proceed to the Banner Web Portal (www.jcu.edu/bannerweb)
- 2. Click on "Enter Secure Area"

| | +John Carroll BANNERWEB |
|----|---|
| | HELP EXIT John Carroll University Banner Web |
| | *** Important Change *** Banner Web now uses the JCU Single Sign-On Server and Campus Network ID for access. Students: Don't forget to setup your Proxy Access on the Main Menu |
| | Enter Secure Area Login here to view your personal information; Check your registration status and register for classes. Student Financial Services JCU Financial Services website with all information related to the cost, payments, and financial aid process to ensure your financial success at the University. Registration Utilities Course Catalog, class Schedules and Seat Availability Proxy Access Access to student information for Parents and other proxy users. Login to EverFI Training (AlcoholEdu, Haven) Alcohol and Sexual Harassment training from EverFI. If you are not already logged in to JCU Sign-on, you will be prompted for your network id and password. |
| 3. | RELEASE: 8.8.3 Enter in Banner ID and Pin, then click "Login" |
| | UNIVERSITY BANNERWEB |
| | |

| | HELP EXIT |
|---------------|--|
| | User Login |
| | Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy. |
| _ | User ID: B00XXXXXX PIN: |
| \rightarrow | Login Forgot PIN? |
| | RELEASE: 8.8.3 |

4. Click on "Employee Services" or the "Employee" tab along the top of the screen

| | JUNIVERS | TTO BANNERWEB |
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| | | |
| Academic Fina | ncial Services (Employee) | |
| Search | Go | SITE MAP HELP EXIT |
| Welcome, | Academic Services | -Service System! Last web access on Jul 19, 2018 at 10:53 am |
| Registration & Residence Life, Regis Student Finance View Account Stat | Academic Services ter for classes and orientation. Check your grades, view yo cial Services ement and holds, Access your cost, financial aid and all pr | - our academic records, holds, and run your degree audit. Apply for Undergraduate Graduation. |
| Registration & Residence Life, Regis Student Finance View Account Stat Housing / Resi Link to self service p | Academic Services ter for classes and orientation. Check your grades, view yo cial Services ement and holds, Access your cost, financial aid and all pu dence Life and Dining Plan Self Service oral for Housing / Residence Life and Dining Plan. Housing | our academic records, holds, and run your degree audit. Apply for Undergraduate Graduation. ayment related detail from your student account. |
| Registration & Residence Life, Regis Student Finance View Account Stat Housing / Resi Link to self service p Employee Serv Leave Reporting for: | Academic Services ter for classes and orientation. Check your grades, view yo clal Services ement and holds. Access your cost, financial aid and all pr dence Life and Dining Plan Self Service ortal for Housing / Residence Life and Dining Plan. Housing //ICES administrators, benefits, paystubs, W4 data, change or view | our academic records, holds, and run your degree audit. Apply for Undergraduate Graduation. ayment related detail from your student account. g and Dining Plan application is found here |
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| Registration & Residence Life, Regis Student Finant View Account Stat Housing / Resi Link to self service p Employee Serv Leave Reporting for Personal Infort View address(es), p Proxy Access S | Academic Services ter for classes and orientation. Check your grades, view yo cial Services ement and holds, Access your cost, financial aid and all pr dence Life and Dining Plan Self Service ortal for Housing / Residence Life and Dining Plan. Housing //ces definistrators, benefits, paystubs, W4 data, change or view mation one number(s), name change information & social security Setup & Management hers to view your student records. | our academic records, holds, and run your degree audit. Apply for Undergraduate Graduation. ayment related detail from your student account. g and Dining Plan application is found here w direct deposit Information. |
| Registration & Residence Life, Regis Student Finano View Account Stat Housing / Resi Link to self service p Employee Service Personal Inforr View adress(es), p Proxy Access 2 Allow parents and ot Parking Permit Obtain Parking Permit Otder Official | Academic Services ter for classes and orientation. Check your grades, view yo ital Services ment and holds. Access your cost, financial aid and all pi dence Life and Dining Plan Self Service ortal for Housing / Residence Life and Dining Plan. Housing //ces administrators, benefits, paystubs, W4 data, change or view mation none number(3), name change information & social security Setup & Management hers to view your student records. it. | our academic records, holds, and run your degree audit. Apply for Undergraduate Graduation. ayment related detail from your student account. g and Dining Plan application is found here w direct deposit information. y number change information: View or update e-mail address(es) & emergency contact information: Change your PIN & security question: Student Direc |

5. To access time sheet, click on "Time Sheet"



- 6. On the *Position Selection* screen select the corresponding "Title and Department" for the organization code you will be entering time for. <u>Each job you hold on campus will be listed under a separate title</u>.
 - a. Under "Pay Period and Status" select the current pay period. If you have already started a timesheet for that particular job then the description will be listed as "In Progress". (If no time has been entered the description will state "Not Started" and if the timecard has been submitted the description will state "Completed")
 - b. When selection is made, click "Time Sheet"

| Academic Financial Services Employ | yee | | | |
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| Search Go | | | SITE MAP HELP EXIT | |
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| Desition Calentian | | | | |
| Position Selection | | | | |
| | | | | |
| To select a position, click under Posi | ition, choose the | Time Sheet Period and click Select. | | |
| To select a position, click under Posi | | | | |
| To select a position, click under Posi Fitle and Department Student TF, PSEC16-00 | | Time Sheet Period and click Select. Pay Period and Status [Dec 04, 2016 to Dec 17, 2016 Completed ▼] | | |
| To select a position, click under Posi Title and Department Student TF, PSEC16-00 100 | My Choice O | Pay Period and Status Dec 04, 2016 to Dec 17, 2016 Completed | | |
| To select a position, click under Positient Title and Department Student TF, PSEC16-00 T00 Student TF, PSEC17-01 Internship Award, 108 | My Choice O | Pay Period and Status Dec 04, 2016 to Dec 17, 2016 Completed • Apr 22, 2018 to May 05, 2018 Completed • | | |
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+John Carroll BANNERWER

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7. On the *Time Sheet* screen to enter hours for a particular day, select "Enter Hours" for each corresponding day. Please note, hours are to be entered on the day they are worked. Do NOT enter ALL your hours on one particular day in the pay period.

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| ime She | | | | | | | Jul 15, 2018 t | | | | |
| ubmit B | | | | | | | Jul 30, 2018 b | | | | |
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| pproved | | | | | | | | | | | |
| | for Any | proval From: | | | | | | | | | |

8. After selecting the correct day, you will be able to enter the number of hours worked. Time will be entered in *quarter hours:*

15 minutes equals .25 30 minutes equals .50

- 45 minutes equals .75
- e.g., 5 hours and 25 minutes worked = 5.50

| | | Go | 1 | | | | | SITE MAP H | HELP EXIT | | |
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| - | Shift | Default Hours or Units | Total Hours | Total Units | | Monday Jul 16, 2018 | Tuesday Jul 17, 2018 | Wednesday Jul 18, 2018 | Thursday Jul 19, 2018 | Friday Jul 20, 2018 | Saturday Jul 21, 2018 |
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- RELEASE: 8.14
- 9. Student time entry should be completed by Friday at 5 p.m. of the pay period that is ending. See STUDENT PAYROLL SCHEDULE for specific dates. Banner will close at 5 p.m. and you will not be able to enter time after that. To submit timesheet for approval by supervisor, on the *Time Sheet* screen select "Submit for Approval". Once this step is done, you will be unable to go back and change any time entered, unless the supervisor "sends back for corrections". The supervisor will be able to do this until the 5 p.m. Friday cut-off time. When the supervisor "sends back for

corrections" you will be able to make your changes and then "Submit for Approval" again. Supervisors will be able to make changes/corrections to the student hours until the Banner cutoff time of 10 a.m. on the Monday after the pay period has ended. Any changes needed after that or after the supervisor has "approved" will need to be completed by the Payroll department. Please contact Theresa Bakula or Tammy Wisz.

| Academic Financial Services Emplo | yee | | | | | | | |
|---|-----------------------|--------------------------|------------------------|-------------------|---------------------------|-------------|-------------|--------------------------|
| Search Go | | | | | SITE MAP H | ELP EXIT | | |
| Time Sheet | | | | | | | | |
| To begin, click a link under the date | where you v | vant to enter time. Clic | k NEXT/PREVIOUS | button for more o | lates within the pe | riod. | | |
| Time Sheet | | | | | | | | |
| Title and Number: | | | | Student TF | PSEC15-00 | | | |
| Department and Number: | | | | | 100 | | | |
| Time Sheet Period: | | | | Jul 15, 2018 t | o Jul 28, 2018 | | | |
| Submit By Date: | | | | Jul 30, 2018 b | y 10:00 AM | | | |
| Earning: | | | Regular | | | | | |
| Date: | | jj | ul 17, 2018 | | | | | |
| Shift: | | | 1 | | | | | |
| Hours: | | | 2.75 | | | | | |
| Save Copy Account Distribution | | | | | | | | |
| Earning Shift Default Hours or Units | Total Tot Hours Un | | Monday Jul 16, 2018 | | Wednesday Jul 18, 2018 | | | Saturday Jul 21, 2018 |
| Regular 1 0 | 7.75 | Enter Hours | 5 | 2.75 | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | 7.75 | 0 | 5 | 2.75 | 0 | 0 | 0 | 0 |
| Total Units: | | 0 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Position Selection Comments Preview Submitted for Approval By: Approved By: | Submit for | Approval Restart Ne | ext | | | | | |
| Waiting for Approval From: RELEASE: 8.14 | | | | | | | | |

a. After clicking "Submit for Approval" the following screen will appear. Read the statement and enter in your pin, then click "Submit"

| Academic Financial Services Employee | |
|--|---|
| Search Go | SITE MAP HELP EXIT |
| Certification | |
| I certify that the time entered represent | ts a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. |
| Enter your PIN and select Submit if you to the User Logout web page. | agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected |
| on-going employee. I understand t | dge that accrued vacation balances on my leave report represent vacation time available to me during the calendar year as an tat if I leave John Carroll University, I will only be paid the unused portion of what I have accrued during the calendar year ed mission, personal, and sick leave are not paid out at termination. |
| Р | lease see the Vacation Policy for Staff to calculate the number of hours you accrue each month. |
| PIN: | |
| PIN: | ease see the Vacation Policy for Staff to calculate the number of hours you accrue each month. |

b. Once you certify that the time entered represents a true and accurate record of your time, you will be brought to the following screen.

| Academic | Finan | cial Services Emplo | yee | | | | | | | | |
|---|--------------------------|----------------------------|----------------|---------|------------------------|------------------------|---|---------------------------|--------------------------|------------------------|--------------------------|
| Search | | Go | | | | | | SITE MAP H | ELP EXIT | | |
| Time S | heet | : | | | | | | | | | |
| D To beg | jin, click | a link under the date | e where y | ou want | to enter time. Clic | k NEXT/PREVIOUS | button for more o | lates within the pe | riod. | | |
| A Your tir | ne shee | et was submitted su | uccessful | ly. | | | | | | | |
| Time She Title and Departme Time She Submit B | Numb ent an et Per | d Number: iod: | | | | | Student TF Jul 15, 2018 to Jul 30, 2018 b | 100 D Jul 28, 2018 | | | |
| Earning | | Default Hours or Units | Total Hours | | Sunday Jul 15, 2018 | Monday Jul 16, 2018 | | Wednesday Jul 18, 2018 | Thursday Jul 19, 2018 | Friday Jul 20, 2018 | Saturday Jul 21, 2018 |
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| Total Hour | s: | 1 | 10.5 | | a | 5 | 2.75 | 0 | 0 | 2.75 | 0 |
| Total Units | : | | | C | C | 0 | 0 | 0 | 0 | c | 0 |
| Position Se | election | Comments Preview | Next | Return | Time | | | | | | |
| Submitte Approved | | Approval By: | | | | | You on Jul 25, | 2018 | | | |
| | or App | proval From: | | | | | | | | _ | |

Other Features:

1. If the same amount of time is worked each day, the "Copy" feature may be used. To access the "Copy" feature, click on "Copy" on the *Time Sheet* screen.

| Search | | G | 0 | | | | | SITE MAP H | ELP EXIT | | |
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| Time ! | Shee | t | | | | | | | | | |
| <u>i</u> To be | egin, clic | k a link under the | date where y | ou wan | t to enter time. Clio | ck NEXT/PREVIOUS | 6 button for more o | lates within the pe | riod. | | |
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| Date: | | | | | | Jul 17, 2018 | | | | | |
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a. On the *Copy* screen select the days that should be copied by putting a check mark in the corresponding box. Once all the days are selected click "Copy" to save your selection and "Time Sheet" to return the *Time Sheet* screen.

| Academic Financial Ser | rvices Employee | | | | | |
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| Search | Go | | | SITE MAP HELP | EXIT | |
| Сору | | | | | | |
| D copy individual dat | tes, click the check boxes u | nder the dates. Warning: If | you select the same date | that you are copying from, | your hours will be deleted | l. |
| Earnings Code: | | | | Regular, Shift 1 | | |
| Date and Hours to Co | py: | | | Jul 17, 2018, 2.75 Hour | s | |
| Copy from date displaye | ed to end of the pay peri | od: | | | | |
| Include Saturdays: | | | | | | |
| Include Sundays: | | | | | | |
| Copy by date: | | | | | | |
| Sunday Jul 15, 2018 | Monday Jul 16, 2018 | Tuesday Jul 17, 2018 | Wednesday Jul 18, 2018 | Thursday Jul 19, 2018 | Friday Jul 20, 2018 | Saturday Jul 21, 2018 |
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| Sunday Jul 22, 2018 | Monday Jul 23, 2018 | Tuesday Jul 24, 2018 | Wednesday Jul 25, 2018 | Thursday Jul 26, 2018 | Friday Jul 27, 2018 | Saturday Jul 28, 2018 |
| | | | | | | |
| Time Sheet Previous M | lenu Copy | | | | | |

2. To change a timesheet corresponding to a different job or organization code, either completely exit Banner Web and start from step #1 or click "Position Selection" on the *Time Sheet* screen

| | gin, clic | k a link under the dat | e where y | ou want | to enter time. Clic | k NEXT/PREVIOUS | button for more c | lates within the pe | riod. | | |
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| Submit B | - | | | | | | Jul 30, 2018 b | | | | |
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| rota onit. | | | | | | | | | | | |

a. The following insert is what your screen will look like, once selection is made to return to the *Time Sheet* screen click "Time Sheet".

| Academic Financial Services Employe | e | | |
|--|--------------------|--|------------------------|
| Search Go | | | SITE MAP HELP EXIT |
| Position Selection | | | |
| FUSICION SELECCION | | | |
| Position Selection | | | |
| To select a position, click under Position | on, choose the Tim | e Sheet Period and click Select. | |
| To select a position, click under Positio | | | |
| To select a position, click under Positic Title and Department Student TF, PSEC16-00 | My Choice Pa | e Sheet Period and click Select. y Period and Status ec 04, 2016 to Dec 17, 2016 Completed • | |
| To select a position, click under Position Tile and Department Student TF, PSEC16-00 100 Student TF, PSEC17-01 | My Choice Pa | y Period and Status | |
| To select a position, click under Position Title and Department Student TF, PSEC16-00 100 Student TF, PSEC17-01 Internship Award, 108 | My Choice Pa | y Period and Status ec 04, 2016 to Dec 17, 2016 Completed ▼ pr 22, 2018 to May 05, 2018 Completed ▼ | |
| To select a position, click under Position Tille and Department Student TF, PSEC16-00 100 Student TF, PSEC17-01 Internship Award, 108 Student - Summer, SU3311-00 100 | My Choice Pa | y Period and Status ec 04, 2016 to Dec 17, 2016 Completed ▼ pr 22, 2018 to May 05, 2018 Completed ▼ ug 14, 2016 to Aug 27, 2016 Completed ▼ | |
| To select a position, click under Position Title and Department Student TF, PSEC16-00 Student TF, PSEC17-01 Internship Award, 108 Student - Summer, SU3311-00 | My Choice Pa | y Period and Status ec 04, 2016 to Dec 17, 2016 Completed ▼ pr 22, 2018 to May 05, 2018 Completed ▼ | |
| To select a position, click under Position The select a position, click under Position Tr, PSEC16-00 100 Student TF, PSEC17-01 100 Student - Summer, SU3311-00 100 Student TF, PSEC15-00 100 Student TF, PSEC16-02 | My Choice Pa | y Period and Status ec 04, 2016 to Dec 17, 2016 Completed ▼ pr 22, 2018 to May 05, 2018 Completed ▼ ug 14, 2016 to Aug 27, 2016 Completed ▼ | |

3. To preview entered hours for a particular time sheet, click "Preview" on the *Time Sheet* screen.

| Academic | Finar | ncial Services | Emplo | yee | | | | | | | | | | |
|----------------------|-----------|--------------------|---------|---------|---------|---------------------|-------------------------|----------------------------------|---------------------|-------------|--------|--------------|--|--|
| Search | | | Go | | | | | SITE MAP HELP EXIT | | | | | | |
| Time S | Sheet | t | | | | | | | | | | | | |
| <u> I</u> To be | gin, clic | k a link under tl | he date | where y | ou want | to enter time. Clio | k NEXT/PREVIOUS | 5 button for more o | lates within the pe | riod. | | | | |
| Time She | | | | | | | | | | | | | | |
| Title and | | | | | | | | Student TF | | | | | | |
| | | d Number: | | | | | | | 100 | | | | | |
| Time Sho Submit E | | | | | | | | Jul 15, 2018 t Jul 30, 2018 b | | | | | | |
| Earning: | by Date | c. | | | | | Desular | Jul 30, 2018 L | IU.00 AM | | | | | |
| Date: | | | | | | | Regular Jul 17, 2018 | | | | | | | |
| Shift: | | | | | | | 1 | | | | | | | |
| Hours: | | | | | | | 2.75 | | | | | | | |
| | opy A | ccount Distributio | n | | | | 2.75 | | | | | | | |
| Earning | | Default | _ | Total | Total | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | |
| carning | Shine | Hours or Unit | | | | Jul 15, 2018 | | | | | | Jul 21, 2018 | | |
| Regular | 1 | | 0 | 10.5 | | Enter Hours | 5 | 2.75 | Enter Hours | Enter Hours | 2.75 | Enter Hours | | |
| Total Hou | rs: | | | 10.5 | | c | 5 | 2.75 | 0 | 0 | 2.75 | 0 | | |
| Total Unit | 5: | | | | 0 | C | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Position S | | | Preview | Submit | for App | roval Restart N | ext | | | | | | | |
| Approve | | Approval By: | | | | | | | | | | | | |
| | | proval From: | | | | | | | | | | | | |
| | | ριοναι ετοιιι: | | | | | | | | | | | | |
| RELEASE | . 0.14 | | | | | | | | | | | | | |

a. The following insert is what your screen will look like. To return to the *Time Sheet* screen click "Previous Menu".

Academic Financial Services Employee

Search Go

SITE MAP | HELP | EXIT

De sure to set your printer to landscape before printing the document.

Student TF, PSEC15-00

Controllers Office, 331100

Time Sheet

| Earning Code | Shift | | | | Monday , Jul 16, | | Wednesday, Jul 18, | | Friday , Jul 20, | | Sunday , Jul 22, | Monday , | | Wednesday, Jul 25, | Thursday , | Friday , | Saturday , |
|-----------------|-------|------|---|------|---------------------|-----------------|-----------------------|-----------------|---------------------|-----------------|---------------------|-------------|-----------------|-----------------------|---------------|-----------------|-----------------|
| | | | | 2018 | | Jul 17, 2018 | | Jul 19, 2018 | | Jul 21, 2018 | | | Jul 24, 2018 | | | Jul 27, 2018 | Jul 28, 2018 |
| Regular | 1 | 10.5 | | | 5 | 2.75 | | | 2.75 | | | | | | | | |
| Total Hou | rs: | 10.5 | | | 5 | 2.75 | | | 2.75 | | | | | | | | |
| Total Unit | 5: | | 0 | | | | | | | | | | | | | | |

Previous Menu RELEASE: 8.12.1.5

4. To delete saved hours, click "Restart" on the Time Sheet screen

| Academic | Finan | cial Services Emplo | oyee | | | | | | | | | |
|---|------------------------------------|--|------------------------|-----------|---------------------|------------------------|--|-----------------------|-------------|-------------|-------------|--|
| Search | | Go | SITE MAP HELP EXIT | | | | | | | | | |
| Time S | | a link under the dat | e where y | ou want | to enter time. Clic | k NEXT/PREVIOUS | button for more o | lates within the pe | riod. | | | |
| Time She Title and Departme Time She Submit B | Numb ent an et Per | d Number: iod: | | | | | Student TF Jul 15, 2018 t Jul 30, 2018 b | 100 o Jul 28, 2018 | | | | |
| Earning | | Default Hours or Units | Total Hours | | | Monday Jul 16, 2018 | Tuesday Wednesday Thursday Friday Saturday Jul 17, 2018 Jul 18, 2018 Jul 19, 2018 Jul 20, 2018 Jul 21, 2018 | | | | | |
| Regular | 1 | (| 0 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | |
| Total Hours: 0 0 | | | | 0 | 0 | 0 | 0 | o a | 0 | | | |
| Total Units: 0 | | | | | 0 | 0 | 0 | 0 | c | 0 | | |
| Approved | d for <i>I</i> 1 By: for App | Comments Preview Approval By: proval From: | v Submi | t for App | roval Restart N | ext | | | | | | |

a. In order to successfully delete hours the following screen will appear. To delete hours, click "Submit"

| | Academic Financial Services Employee | |
|---------------|--|------------------------|
| | Search Go | SITE MAP HELP EXIT |
| | Restart Confirmation | |
| | Pestarting will delete all changes that you have made to your time record. Do you want to Restart? | |
| \rightarrow | Submit Cancel | |

- RELEASE: 8.12.1.5
- 5. To navigate between weeks in a pay period, click "Next" to go to the following week or "Previous" to go to the previous week

| Academic Financial Services | Employee | |
|-----------------------------|----------|------------------------|
| Search | Go | SITE MAP HELP EXIT |

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

| Time Sheet Student TF PSEC15-00 Department and Number: Image: Image | | | | | | | | | | | |
|--|-------|---------|---|---|---|--------------|-------------------------|---------------------------|--------------|--------------|---|
| | Shift | Default | | | | Jul 16, 2018 | Tuesday Jul 17, 2018 | Wednesday Jul 18, 2018 | Jul 19, 2018 | Jul 20, 2018 | Saturday Jul 21, 2018 Enter Hours |
| Total Hours Total Units: | | | C | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval Restart Next Submitted for Approval By: Approved By: Waiting for Approval From: RELEASE: 8.14