

Banner Web Time Entry (WTE)

Quick Guide

Student Workers

- Access Employee Self Service through your myRider portal, select Employee Self Service in the Employment Information box.
- Choose “Enter Time” from the My Activities box
- Click Start Timesheet for the appropriate pay period and job position
- Select the day you are entering time for
 - When entering your Start Time and End Time, be sure to click the clock in the appropriate box, and scroll to choose the hours (hh), and minutes (mm) and AM/PM that matches the schedule you worked for that day.
 - If you work a split shift on the same day, click “Add More Time” to enter your additional shift
- Once all time has been entered for the pay period:
 - Click “Preview”
 - Scroll to bottom of Preview window
 - (Optional) Add comments you want your supervisor to read
 - Review your hours being submitted
 - Click “Submit”