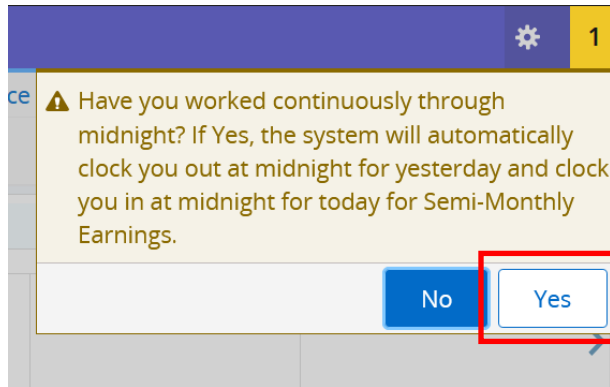


Banner Web Time Entry

Additional Notes for Employees Who Work Overnight

Clocking in as usual and working overnight:

When an employee clocks in in the evening, works overnight (through 12AM), and clocks out the next day in the morning, Banner will present the following message. Select Yes to register the overnight working hours and then clock out.

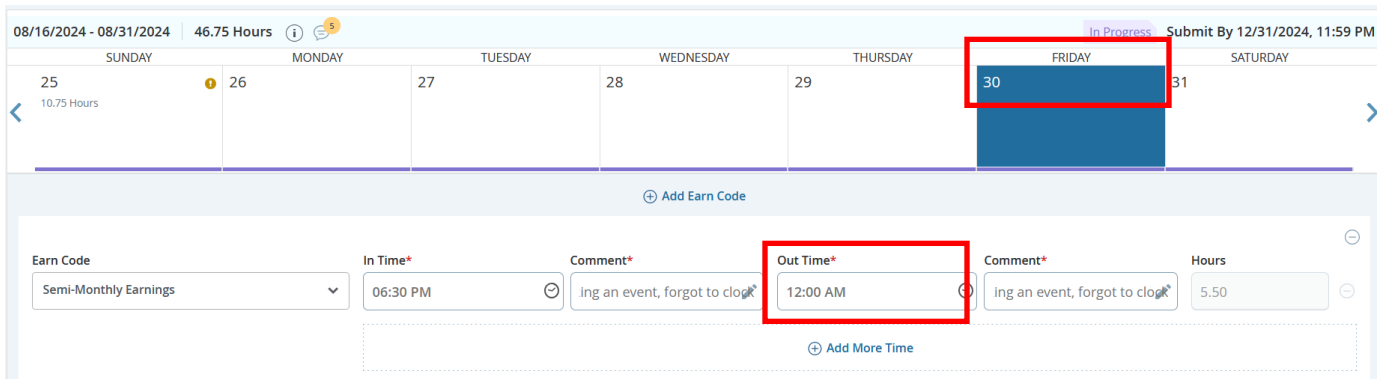


Adding Missing Punches for Overnight Shifts:

When adding missing punches for overnight shifts, each separate day, to include 12:00 AM, needs to be entered with a comment.

For example: An employee works from 06:30 PM on 8/30 to 06:30 AM on 8/31, the following times will need to be entered for each day:

On 8/30: 06:30 PM (leave comment) – **12:00 AM** (leave comment), select *save*



On 8/31: **12:00 AM** (leave comment) – 06:30 AM (leave comment), select *save*

Cartoon Character Administrator, 005719-00, C, 27401, Health and Human Performance Restart Time Leave Balances

08/16/2024 - 08/31/2024 52.25 Hours In Progress **Submit By 12/31/2024, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25 10.75 Hours	26	27	28	29	30 5.50 Hours	31

Add Earn Code

Earn Code	In Time*	Comment*	Out Time*	Comment*	Hours
Semi-Monthly Earnings	12:00 AM	ing an event, forgot to clock	06:30 AM	ing an event, forgot to clock	6.50

Add More Time