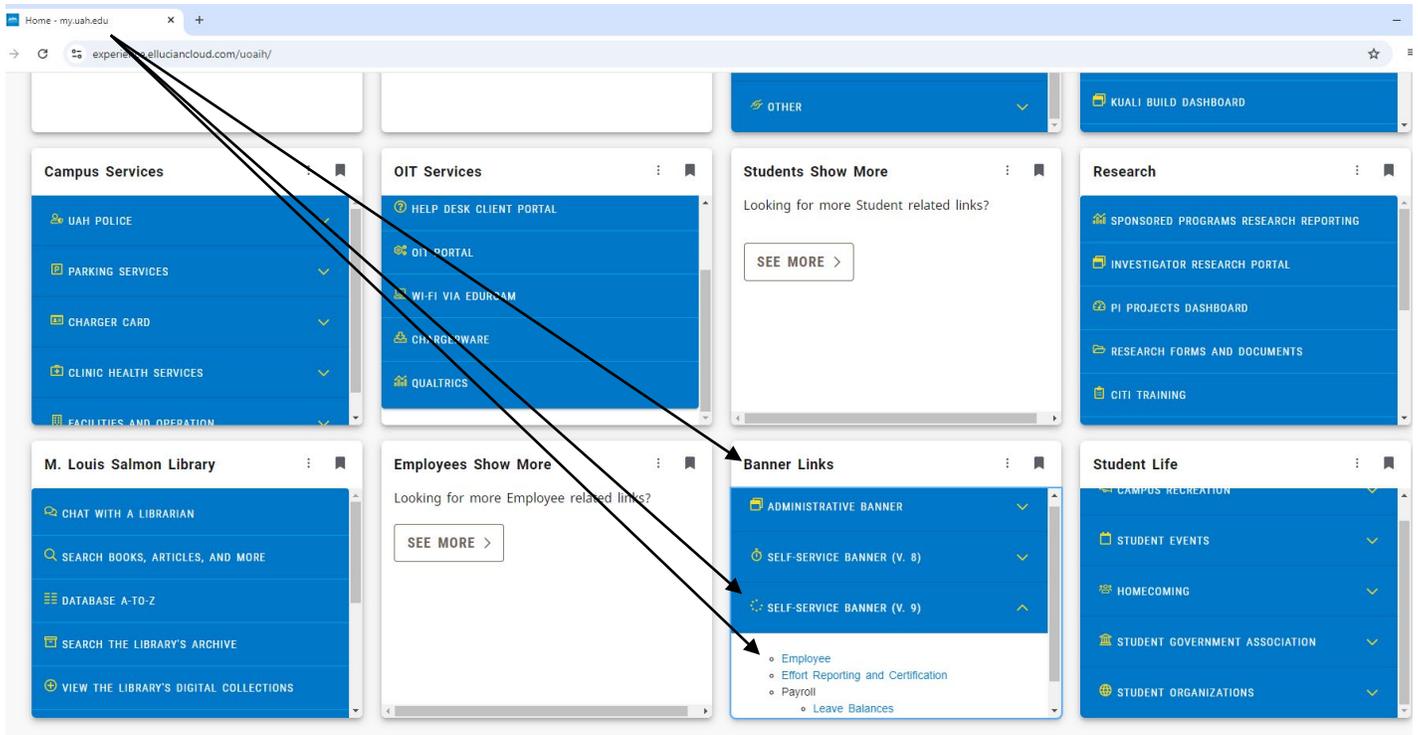


How to Navigate Self-Service Banner V. 9 Timesheet

- Go to myUAH to access your timesheet
- Scroll down to Banner Links
- Choose the SELF-SERVICE BANNER (V. 9) dropdown
- Click on Employee link
- You will be redirected to your Employee Dashboard
- Click on the Enter Time icon button in blue
- This will take you to your Timesheet page
- Click the Start Timesheet button
- This will take you to your timesheet for the current pay period
- You can choose the Earn Code (Vacation, Sick, etc...) in the drop-down menu
- Enter hours in the Hours* box for the earn code you choose
- You need to do this on each day you have leave to record
- If you are a non-exempt employee you will enter your actual hours worked including leave
- If you are an exempt employee you will only enter leave under the Earn Code drop-down menu
- Once complete you will Preview your timesheet
- Click the Return button if you need to return to your timesheet
- Make sure to click the button that you certify the time entered
- Click the Save Button when you are ready to submit

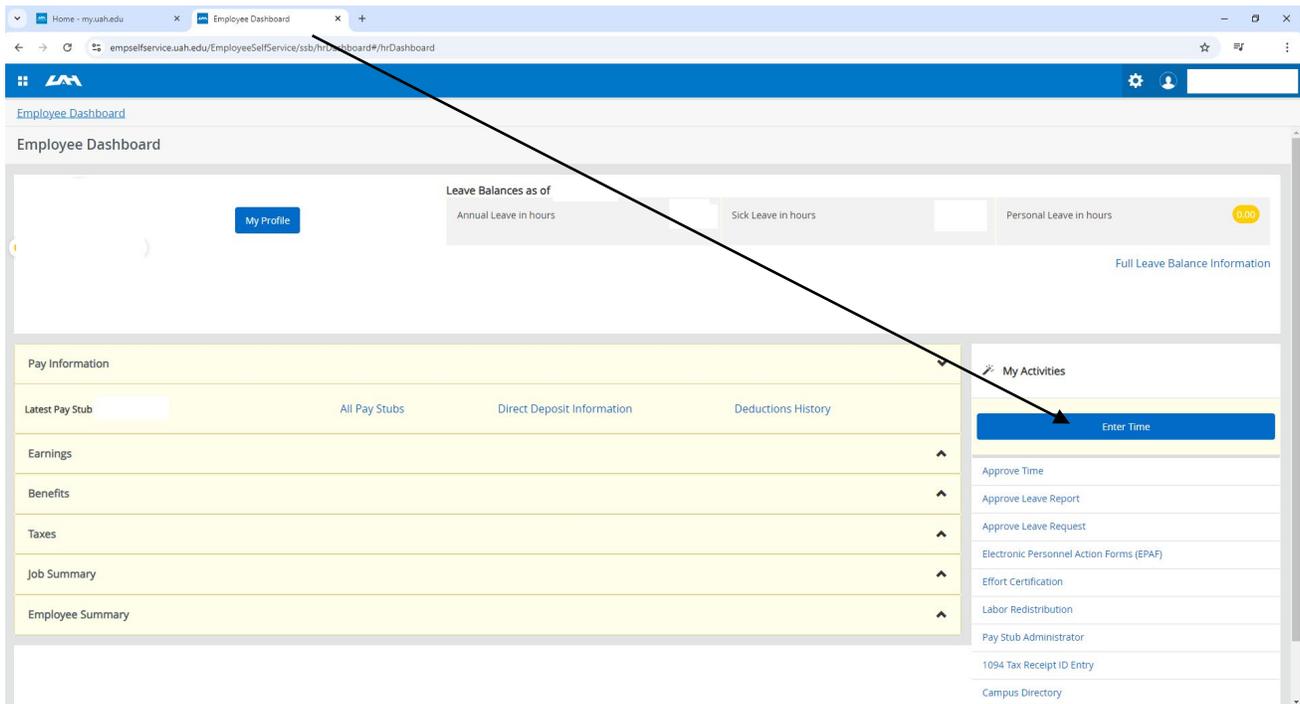
How to Navigate Self-Service Banner V. 9 Timesheet

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- Scroll down to Banner Links
- Click on the SELF-SERVICE BANNER (V. 9) dropdown
- Choose Employee link

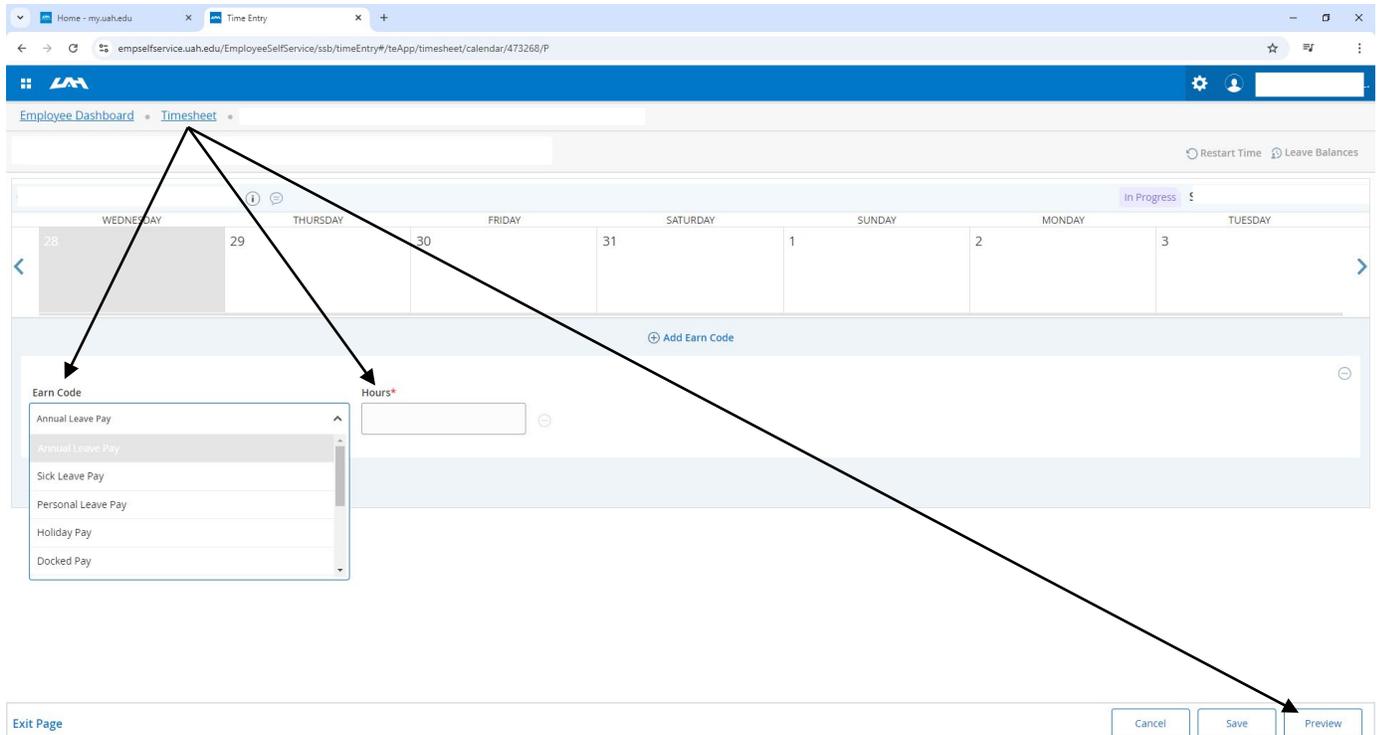


**If you haven't logged in to your UAH account you will be prompted to do that before you get to dashboard.

- You will be redirected to your Employee Dashboard
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