How to Navigate Self-Service Banner V. 9 Timesheet

- Go to myUAH to access your timesheet
- o Scroll down to Banner Links
- o Choose the SELF-SERVICE BANNER (V. 9) dropdown
- o Click on Employee link
- You will be redirected to your Employee Dashboard
- o Click on the Enter Time icon button in blue
- This will take you to your Timesheet page
- o Click the Start Timesheet button
- o This will take you to your timesheet for the current pay period
- \circ You can choose the Earn Code (Vacation, Sick, etc...) in the drop-down menu
- \circ $\;$ 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
- o If you are a non-exempt employee you will enter your actual hours worked including leave
- o 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
- o Click the Return button if you need to return to your timesheet
- \circ $\;$ Make sure to click the button that you certify the time entered
- o Click the Save Button when you are ready to submit

How to Navigate Self-Service Banner V. 9 Timesheet

- Go to myUAH to access your timesheet
- o Scroll down to Banner Links
- Click on the SELF-SERVICE BANNER (V. 9) dropdown
- Choose Employee link

2 25 experies celluciancloud.com/uoaih/							
				ダ other	× .	🗃 KUALI BUILD DASHBOARD	
Campus Services		OIT Services	Ε	Students Show More	Е. Я	Research	:
So UAH POLICE		HELP DESK CLIENT PORTAL	*	Looking for more Student related links	?	# SPONSORED PROGRAMS RESEARCH REPOR	TING
PARKING SERVICES	~	COL PORTAL		SEE MORE >		INVESTIGATOR RESEARCH PORTAL	
CHARGER CARD	~	WI-FI VIA EDURIAM				PI PROJECTS DASHBOARD	
CLINIC HEALTH SERVICES	~	a qualtrics				RESEARCH FORMS AND DOCUMENTS	
				4	•	E CITI TRAINING	
1. Louis Salmon Library	E . M	Employees Show More		Banner Links	Е.Ж	Student Life	1
CHAT WITH A LIBRARIAN	Î	Looking for more Employee related	links?	ADMINISTRATIVE BANNER			
SEARCH BOOKS, ARTICLES, AND MORE		SEE MORE >	\sim	Ö SELF-SERVICE BANNER (V. 8)		STUDENT EVENTS	
DATABASE A-TO-Z				Strate Self-Service Banner (v. 9)		HOMECOMING	
SEARCH THE LIBRARY'S ARCHIVE				Employee Effort Reporting and Certification		STUDENT GOVERNMENT ASSOCIATION	
VIEW THE LIBRARY'S DIGITAL COLLECTIONS				Payroll Leave Balances	Ţ	STUDENT ORGANIZATIONS	

**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
- Click on the Enter Time icon button in blue

👻 🛅 Home - mywałwedu 🛛 🗙 🔤 Employee Da	ashboard × +				- 8 >
← → C 🙁 empselfservice.uah.edu/EmployeeS	elfService/ssb/hrDobboard#/hrDashboard				☆ =
# 4 74					* .
Employee Dashboard					
Employee Dashboard					
	Profile	Leave Balances as of Annual Leave in hours	Sick Leave in hours	Personal Leave in ho	nurs 0.00
					Full Leave Balance Information
Pay Information				× My Activities	
Earnings	All Pay Stubs	Direct Deposit information	Deductions History		Enter Time
Benefits				Approve Time	
benend				Approve Leave Report	
Taxes				Electronic Personnel Action	n Forms (EPAF)
Job Summary				Effort Certification	
Employee Summary				Labor Redistribution	
				Pay Stub Administrator	
				1094 Tax Receipt ID Entry	
				Campus Directory	

- This will take you to your Timesheet page
- o Click the Start Timesheet button
- o This will take you to your timesheet for the current pay period
- \circ 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
- \circ $\;$ You need to do this on each day you have leave to record
- o If you are a non-exempt employee you will enter actual hours worked including leave
- o 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



- \circ Click the Return button if you need to return to your timesheet
- o Make sure to click the button that you certify the time entered
- o Click the Save Button when you are ready to submit