

# Timesheet Instructions

## Self Service Banner 9

1. Click on the following link:  
<https://starnetb.lcc.edu/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/dashboard/payperiod>
2. If needed log in to Self Service.
3. Start Timesheet
  - a. If you have not started your timesheet, then you should see an option to **Start Timesheet**.

## Self Service Banner 9

[Employee Dashboard](#) • [Timesheet](#)

### Timesheet

Approvals

Pay Period

Hours/Units

Submitted On

Status

Instructional Designer & Technology Specialist, FS9756-00, L, 12301, Human Resources, Rate: \$32.120000 [Prior Periods](#)

06/08/2025 - 06/21/2025	Not Started	<a href="#">Start Timesheet</a>
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- b. If your timesheet is started, then click on the timesheet that is **In Progress** to edit.

[Employee Dashboard](#) • [Timesheet](#)

### Timesheet

Approvals

Pay Period

Hours/Units

Submitted On

Status

HRIS Manager, FA9836-00, L, 12301, Human Resources [Prior Periods](#)

06/08/2025 - 06/21/2025	9.50 Hours	In Progress	<a href="#">i</a>
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4. Once started or selected you will see your timesheet in weekly calendar view.
  1. There are arrows to scroll left and right
  2. There is an option to view your leave balance
  3. You can save your changes at the bottom of the page
  4. To add hours, click on the date and select **Add Earn Code**.
    - A dropdown will display to select the proper earn code. Select the earn code
    - The hours field will display to enter the hours. Enter your hours

HRIS Manager, FA9836-00, L, 12301, Human Resources

Restart Time

Leave Balances

06/08/2025 - 06/21/2025

9.50 Hours

In Progress

Submit By 06/20/2025, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16 1.50 Hours	17	18	19 <i>Juneteenth</i>	20	21

<

1

4

+ Add Earn Code

>

Sick Leave Presc 1.50 Hours  
heduled

Total: 1.50 Hours

Account Distribution

Exit Page

Cancel

Save

Preview

5. After you save the hours for that day, an edit and copy icon will display on the row. You can use the copy icon to copy your hours to the other days in the pay period. You can choose to **Copy to the end of the pay period** or click on each day on the calendar in the pop-up window, that you would like to copy the hours to. Click **Save** to complete the copy.

#### Self Service Banner 9

### Copy Time Entry

Regular Pay : 8.00 Hours (06/09/2025, MONDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Cancel

Pay Period: 06/08/2025 - 06/21/2025

SUN	MON	TUE	WED	THU	FRI	SAT
8	9 8.00 HOURS	10	11	12	13	14
15	16	17	18	19	20	21

Save

6. To add an Account Distribution override, click the Account Distribution link. A box will open displaying the current distribution. Click **Add** to enter the FOAPAL information and number of hours to override. Click **Save** once all information has been entered.

### Account Distribution

Job Title: Director of Payroll Operations, FA9731-00, L, 70120, Payroll

Grant Hours Override

Shift 1: 2.00 Hours

Current Account Distribution

Chart of Accounts: L

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
11		70120	6100	610000				

Updated Account Distribution

Total: 0.00 Hours Available: 2.00 Hours

Chart of Accounts: L

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
No Updates									

Add

7. When your timesheet is complete, and you are ready to submit it, click **Save** to save all updates or changes. Then click **Preview**.
8. The preview page will display your timesheet as entered with hours and earn codes selected. Check the box next to “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.” Click **Submit** on this page to submit your timesheet

Time Entry Detail

Date	Earn Code	Shift	Total
08/20/2025	VAC, Vacation Leave	1	8.00 Hours
08/20/2025	GTR, Grant Hours Override	1	2.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
VAC, Vacation Leave	1	8.00		8.00 Hours
GTR, Grant Hours Override	1	2.00		2.00 Hours
Total Hours		10.00		

Routing and Status

Name	Action
	Originated On 08/20/2025, 07:03 PM by Feldpausch, Tracie L.
	Submit By 08/28/2025, 10:00 AM
Garrett, Megan L.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

☒ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

Submit