Exempt Employee
BannerWeb-Time Entry Entry Manual v2
Semi-Monthly Payroll

Log into BannerWeb at http://www.cui.edu/mycui.
Click on the Employee link or tab.
Click on the Time Sheet link.
Select the appropriate pay period in the drop down menu and click the Time Sheet button.
Click on the **Enter Hours** link in the corresponding **Earning** row and date column. Report only exception hours (when you are absent from work). See screenshot below. Click on the Next button to report time for the remaining days of the pay period.
Enter the amount of personal/vacation hours taken.
Click Save button to display Hours (see next page).
If you’ve taken time off from work for the same hours for multiple days, you can click on the Copy button to copy hours to other dates (see next page).
For example: if you’ve been on vacation for the entire pay period, you can check the first checkbox to copy the leave hours for the remainder of the pay period. You can also check the appropriate dates if you’re copying to specific dates. Don’t forget to click the Copy button.
You will then get a yellow triangle with a note stating that you have successfully copied your hours. Click on Timesheet button and then the Preview button to see the hours reported.
Please be sure to check that you have reported all of your leave hours before submitting for approval. Most of the time there are 1 or 2 work days on the 3rd page!

Click the Previous Menu button. Then click the **Submit for Approval** button when you’re ready to submit your timesheet to your supervisor.
Enter your PIN number and click the Submit button. The PIN is the same as the one you’ve used to log into BannerWeb. The PIN number will act as your electronic signature.

Please Note: Your timesheet has not been submitted until you’ve entered your PIN and clicked the submit button!
Congratulations, your timesheet has been submitted to your supervisor. Should you come back to view your timesheet at a later time, you can view the status of your timesheet.