Student Time Sheet Banner 9-WEB4
How to access time sheets in Banner 9-WEB4

Login with RAM ID

Click on SSB/WEB4
Click on Employee menu

Click on Employee Dashboard
Click on Enter Time or Time Sheet under My Activities list

Select appropriate Department and Description/ Pay Period to access your time sheet
Complete and submit time sheet

---

### Employee Detailed Information

#### Time Sheet

<table>
<thead>
<tr>
<th>Location</th>
<th>Start</th>
<th>Special Days</th>
<th>Hours</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
<td>7:00 AM</td>
<td>5:00 PM</td>
</tr>
</tbody>
</table>

#### Timesheet Cut

- **Effective Date**: May 30, 2019
- **Approved Date**: May 30, 2019

#### Account Information

- **Account Number**: 1234567
- **Account Name**: John Doe

---

**Note**: The above information is for demonstration purposes only and does not reflect actual data.