Web Time Entry - Employee Training – Step by Step Instructions

1. Go to http://www.concordia.edu/

2. Click on the MyInfo link at the top of the web page under Quick Links or at the bottom of the page.

3. Click on Enter Secure Area

   a. Enter your User ID (Banner ID Number) and PIN

4. Click on Employee under the Main Menu

5. Click on Select Time Sheet

6. Select the pay period under My Choice Pay Period Status

   a. Click on the Time Sheet button

7. Click on Enter Hours under the specific days worked in the Regular Pay Earning row

   a. If you need to enter vacation, personal, sick, holiday and/or jury duty hours, enter the hours under that specific row.

8. Enter time at intervals of 15 minutes in the format of 99:99.

   a. Example: 10:00, 10:15, 10:30

   b. Click the Save button

9. Click on the Next Day button to continue or you may click on the Time Sheet button to take you back to your time sheet.

10. Once you are done entering time for the first week, go back to Time Sheet and click on the Next button. This will take you to the following week.

11. Once you are done entering time for the pay period go back to Time Sheet, review, then click on the Submit for Approval button.

12. Enter your PIN under the Certification screen then click on the Submit button.

13. If you entered your time sheet correctly, a message will display in the Time and Leave

Reporting screen saying that your time sheet was submitted successfully.

For detailed step by step instructions with screen shots, please view the Web Time Entry Employee Training power point on Tornado Times.