Accessing Your Time Sheet

- Log into My Sam
- Click the Employees Tab
- Click the Banner Employee Profile link
• Click on **Enter Time**

• Click on **Start Timesheet**
- The pay period will populate in a calendar form, showing each week
- Click on the appropriate date
  - Select **Clock In**
  - Or enter in the Hours
• Click on Clock Icon to Clock in or Select a time from the drop-down menu
• Click on Clock out button to enter a clock out time

• Enter comment after each time entry
- When needing to add additional hours to a day turning the pay period or if needing to clock back in on a day you have already clocked in and clocked out.
  - Select the day on the calendar
  - Click the 📅 icon.
  - Then Select +Add More Time.

- The Clock In Selection will appear for the employee to clock back in.
Once all time for the period is enter.

- Click on Preview to view all time entered:
• Once reviewed, add any comments necessary and then hit Submit