

Accessing Your Time Sheet

- Log into My Sam
- Click the **Employees Tab**
- Click the **Banner Employee Profile** link


The screenshot displays the My Sam website interface. At the top left is the Sam Houston State University logo. The top right features navigation links: SHSUOnline | Blackboard | E-mail | SamWeb | Logout, and the My Sam logo. A dark blue sidebar on the left contains a menu with the following items: All Users, Campus Resources, My Account, Registration, Employees (highlighted), Faculty, and Students. The main content area is divided into several sections:

- Travel**: A list of links including Chrome River, Concur Booking Tool, CTP Travel Resources, Forms, Policies, Procedures, GSA - Meal & Lodging Rates, Currency Converter, and Travel Card Login.
- IT@Sam Newsletter**: A promotional banner for the IT@Sam Newsletter with the tagline "Communicate + Collaborate".
- Budget and Finance**: A link for Finance Self Service (SSB).
- Human Resources**: A list of links including Annual Performance Appraisal, PeopleAdmin, Human Resources Policies, Human Resources Forms, Holiday Schedule, Summary of Benefits, ERS- Texas Employees Group Benefits Program (GBP), New Employee Benefits Orientation Schedule, Graduate Student Insurance Information, Employee Wellness Program, KatSafe Emergency Management, Talent Management, Training, Leadership Academy, Staff Hiring Manager's Resources, and Human Resources Website.
- COGNOS Reports**: A section with a blue button labeled "COGNOS". The text states: "Access to COGNOS is limited to on-campus only. To access COGNOS for your reporting needs, select <https://cognosx.shsu.edu/>."
- Banner - Administrative Applications**: A section with a link for Banner Administrative Applications. The text states: "Access to Banner Administrative Applications, formerly known as INB, is limited to on campus only. Microsoft Edge or Google Chrome are preferred." Below this is a link for Document Management (BDM) with the text: "Access to Document Management requires Internet Explorer and are only available on campus." A link for Banner Employee Profile is highlighted with an orange arrow pointing to it from the right. Below this is a link for Banner Workflow with the text: "Access Leave Reports, Time Sheets, EPAFs, and more!" and "Access to Banner workflow is limited to on campus only."
- Employee Extras**: A section with a link for Graduation for Faculty/Staff Employees. The text states: "Reserved seating is available for family and friends of graduating faculty and staff employees. For additional information, please contact the President's Office at 936/294-1012."

- Click on Enter Time

Employee Dashboard

Employee Dashboard

 **Sammy Bearkat**
[My Profile](#)

Pay Information

Latest Pay Stub: [08/03/2020](#) [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

My Activities

[Enter Time](#)

[Effort Certification](#)

[Labor Redistribution](#)

- Click on Start Timesheet

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status
Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000 Prior Periods			
08/01/2020 - 08/15/2020			Not Started Start Timesheet
07/16/2020 - 07/31/2020	53.50 Hours	07/30/2020	Pending

https://banxeappx-banmonth.shsu.edu/EmployeeSelfService/ssb/timeEntry/#/teApp/timesheet/calendar/553474

Employees - MySam - Sam Ho... Time Entry

Sam Houston State Univer...

Sam Houston State University

Employee Dashboard • Timesheet • Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000

Timesheet successfully created.

Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000

Restart Time Leave Balances

08/01/2020 - 08/15/2020 In Progress Submit By 08/18/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

← Add Earn Code

Earn Code: Regular Gross Hourly

⌚ Clock In

⌚ Clock Out

Hours: 0.00

⊕ Add More Time

- 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

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Employee Dashboard • Timesheet • Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000

Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000

08/01/2020 - 08/15/2020 | In Progress Submit By 08/18/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

➕ Add Earn Code

Earn Code: Regular Gross Hourly

In Time: 02:00 PM

Comment: [Text Field]

⌚ Clock Out

Hours: 0.00

➕ Add More Time

Total: 0.00 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


Comment


Time in

53 characters remaining

Cancel Confirm

- 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**.

Earn Code	In Time	Comment	Out Time	Comment	Hours
Regular Gross Hourly	08:00 AM	Clock In	11:00 AM	Clock Out	3.00
	01:00 PM	Clock In	05:00 PM	Clock out	4.00
+ Add More Time 					

- The Clock In Selection will appear for the employee to clock back in.

Earn Code	In Time	Comment	Out Time	Comment	Hours
Regular Gross Hourly	08:00 AM	Clock In	11:00 AM	Clock Out	3.00
	01:00 PM	Clock In	05:00 PM	Clock out	4.00
	<input type="button" value="Clock In"/>		<input type="button" value="Clock Out"/>		0.00
+ Add More Time					

Once all time for the period is enter.

- Click on **Preview** to view all time entered:

https://banxeappx-banmonth.shsu.edu/EmployeeSelfService/ssb/timeEntry/#/teApp/timesheet/calendar/553474

Sam Houston State University

Matthews, Harley R.

Employee Dashboard • Timesheet • Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000

Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll, Rate: \$9.000000

Restart Time Leave Balances

08/01/2020 - 08/15/2020 0.50 Hours In Progress Submit By 08/18/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5 0.50 Hours	6	7	8

Add Earn Code

Regular Gross Hourly 01:30 PM - 02:00 PM 0.50 Hours Comment

Clock Time: 01:55 PM - 01:59 PM

Total: 0.50 Hours Account Distribution

Exit Page Cancel Save Preview

- Once reviewed, add any comments necessary and then hit **Submit**

Preview

Stdnt Assist-Payroll, 9N9877-00, S, 621000, Payroll

Pay Period: 08/01/2020 - 08/15/2020 | 7.00 Hours

Submit By: 08/18/2020, 05:00 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Gross Hourly	1	7.00
Total Hours		7.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	7.00

Cancel Submit

Preview

Total Hours	7.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	7.00
Week 3	

Comment (Optional):

Add Comment

2000 characters remaining

Cancel Submit

