To Access the Web Time Entry Training Materials

1. Open your Web Browser
   Go to banner.rowan.edu.

2. Select Log in to Self-Service Banner.

3. Select Access Banner Services

4. Enter Banner ID & PIN
   Enter your Banner ID and your PIN. When finished, select Login.
   You can find your Banner ID and PIN on the Rowan Network "Forgot PIN?" button.
   Please note: ID is case sensitive.

   To protect your privacy, please Exit and close your browser.

5. Select the Employee Tab.

6. Select the Employee Dashboard.
7. Select Enter Time to the bottom right of your Dashboard

8. Select Access my Time Sheet. Click Select.

9. Select Web Time Entry Training Materials at the bottom under your timesheet.

10. Link to the Payroll web site.