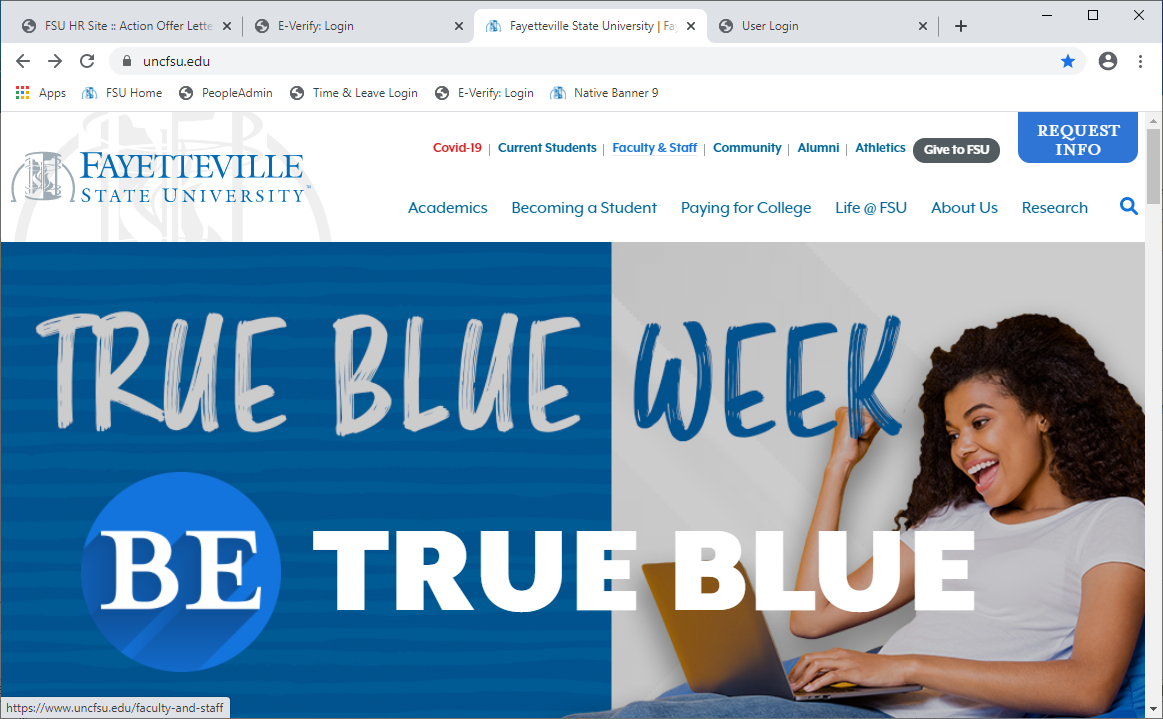
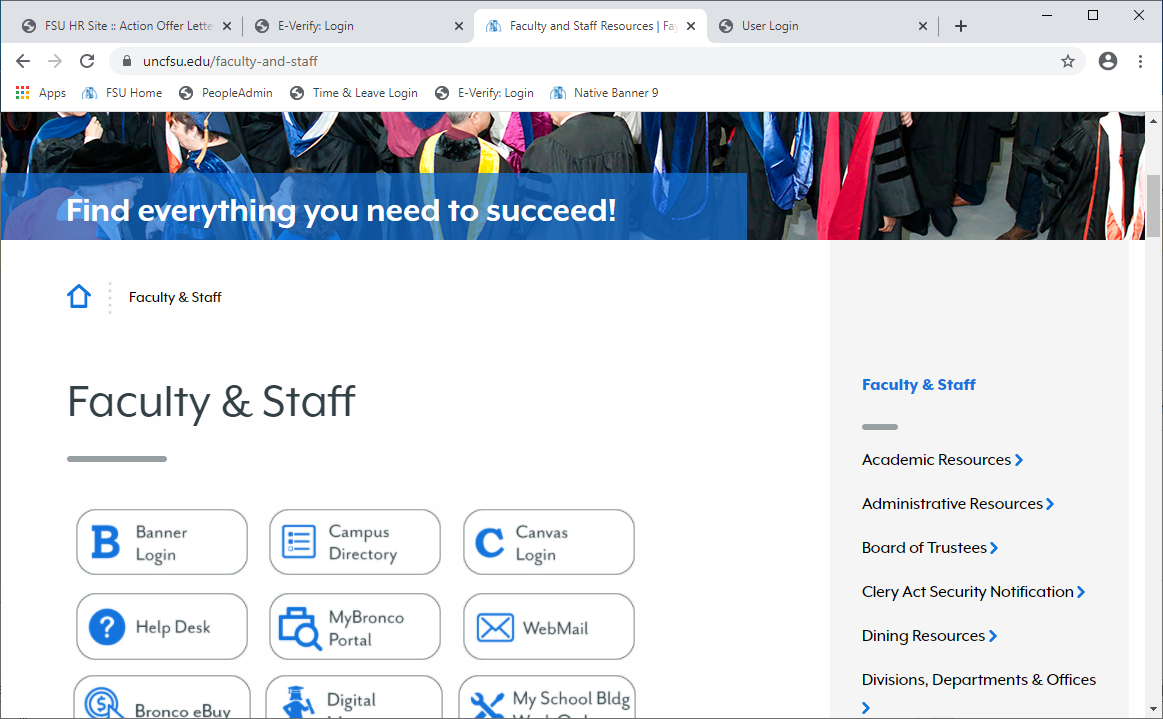
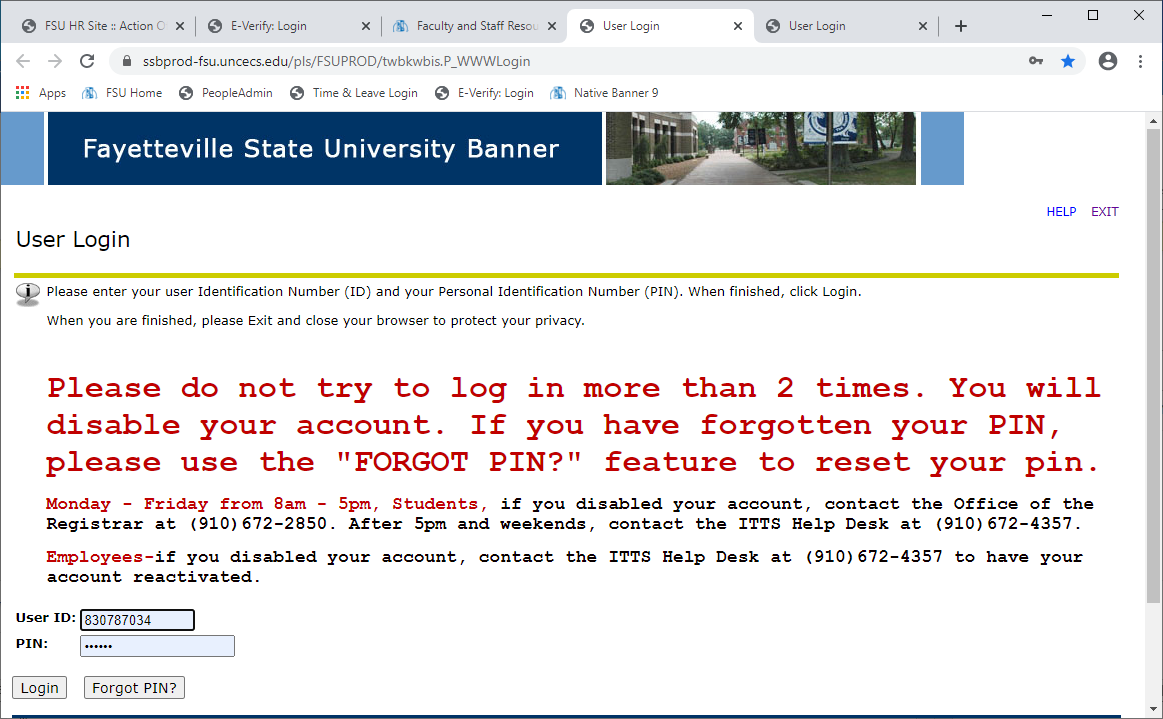
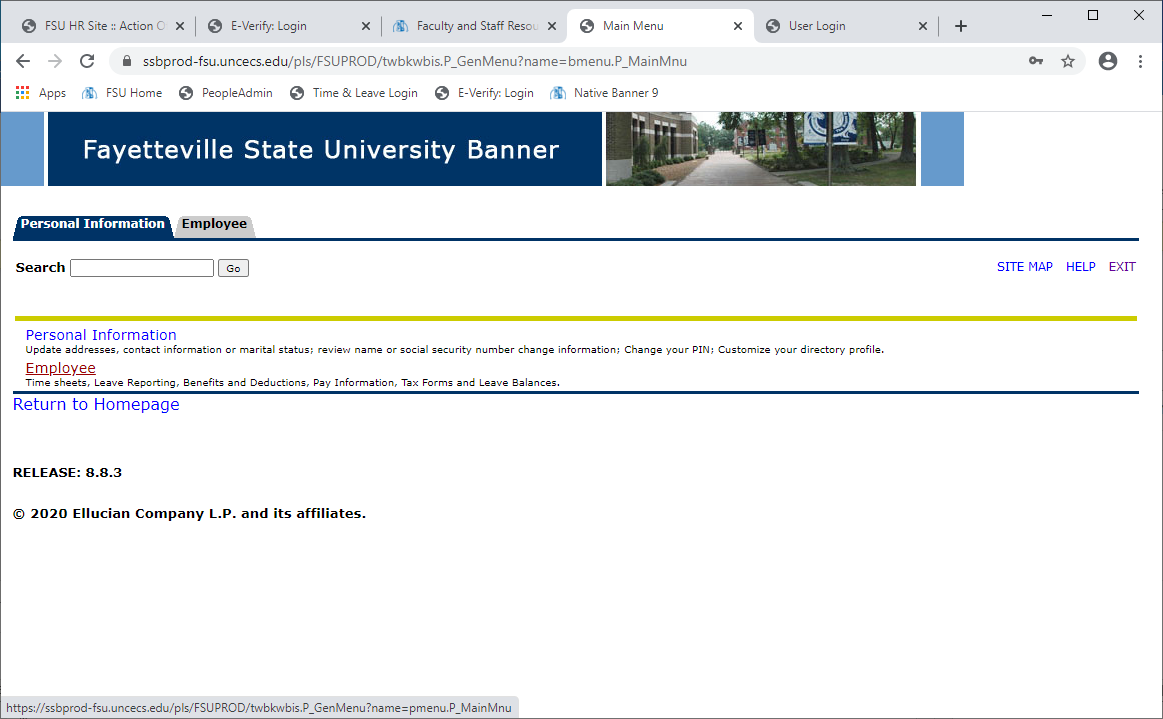
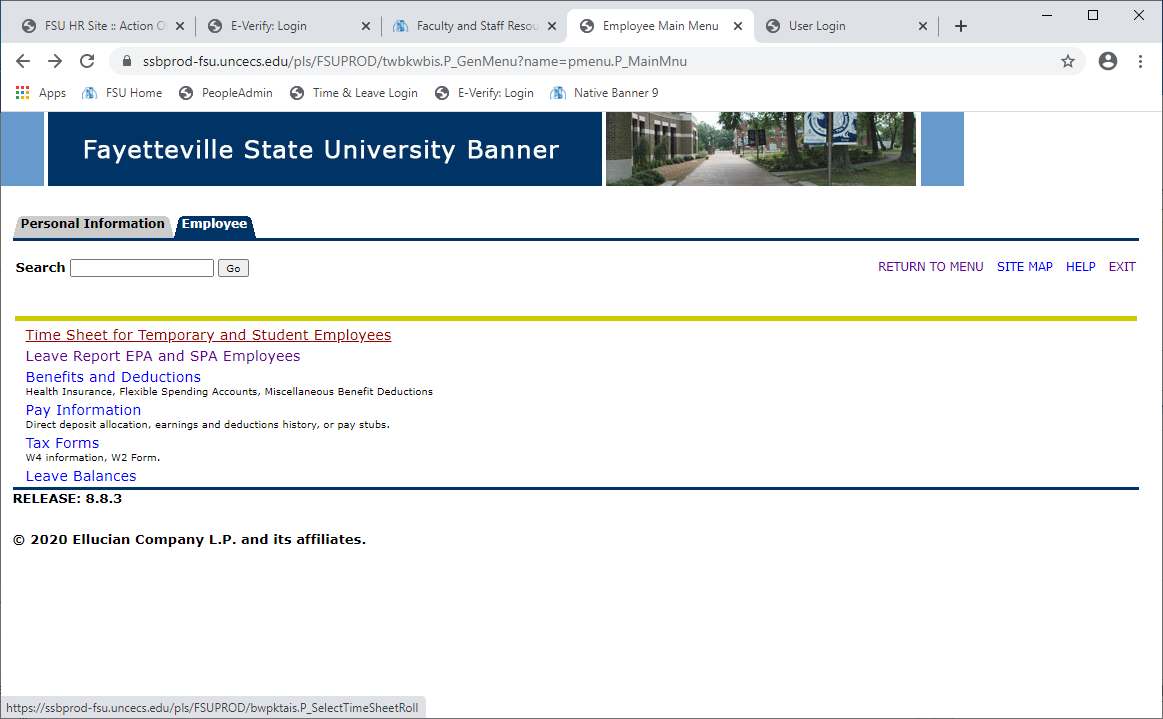
Accessing Your Banner Account

1. Go to Fayetteville State University home page <https://www.uncfsu.edu/>
2. Select “Faculty and Staff” tab at the top of the page
3. Select “Banner Login” icon
4. Enter your employee Banner ID into the “User ID” field and your password into the password field. Click the “SUBMIT” button.
5. Select “Employee” link or the “Employee” tab.
6. Select “Time Sheet for Temporary and Student Employees”. 
7. Select the appropriate job title from the dropdown menu.
8. Enter your hours worked. You must use the 08:00 format. Enter “time-in” and “time-out”
9. Select “Save”
10. Select “Submit”