Reviewing and Approving Web Time Entry Using Banner Self Service Training Session

Presented By
Payroll Office
Objectives

At the end of this session you will know how to

• Approve time
• Extract a timesheet or leave report
• Enter time
• Enter comments
• Adjust time
• Submit timesheet or leave report
• Designate a Proxy
Accessing Banner Web Time Entry
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Accessing Timesheets/Leave Report

Click on the **Employee** link.
1. Click on Hourly/Student Employee Time Input or Salaried Employee Time Input
Reviewing and Approving a Timesheet/Leave Report

2. Under **My Choice**, click the **Approve or Acknowledge Time** option. Note: If you are acting on behalf of another Approver, select the appropriate choice from the **Act as Proxy** dropdown arrow.

3. Click the **Select** button.
4. Select Department and whether you wish to approve Timesheet (Hourly) or Leave Report (Salaried)
5. Select Correct Pay Period
6. Select the **Sort Order** type.
7. Click the **Select** button.
8. In the **Name and Position** column, click on the employee’s name.
9. Review the time sheet in detail. Be sure to scroll down to view all information.
10. Click the Approve button (or other options listed). Note: The page will refresh and display a message that the time sheet was approved.
11. Click the **Previous Menu** button to return to the Department Summary Page
If you find a timesheet/leave report that the employee must correct, return it as follows (Web time entry period must be open):
1. Click the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed for their timesheet/leave report to be approved.

3. Click the **Save** button.

4. Click the **Previous Menu** button to return the employee’s time sheet/leave report.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Department Summary Page.
Overriding a Timesheet/Leave Report

You may need to make a correction to an employee’s timesheet/leave report.

1. Click the **Change Time Record** link in the Other Information column.
2. Click the **hyperlink** for the hours or entry to be changed.
3. Then, **type** the correct hours.
4. Click the **Save** button.
5. Click the **Comments** button.
6. Then, **type** a message indicating the corrections you have made.
7. Click the **Save** button.
8. Click the **Previous Menu** button to return to the time sheet/leave report.
9. Click the **Approve** button. The page will refresh and display a message that the timesheet was approved. Also, the *approved by* section will be populated with your name.
10. Click the **Previous Menu** button to return to the Department Summary Page.
Acting as Superuser

To enter employees’ time you have to act as a Superuser.
Acting as Superuser

Select type of record, payroll information, department and click select.
1. Click on “Extract” to start a timesheet/leave report for an employee.

Note: At least one person needs to have done their time for you to “extract” other employees.
A proxy is a person who can act as an Approver in your absence.

1. On the Time Reporting Selection page, click on Proxy Set Up located at the bottom of the page.
2. From the **Name** dropdown box, select the person you want designated as a proxy.
3. Click the box beside the selected person’s name.
4. Click the **Save** button.
5. Email proxy’s name and UCID to payroll@njit.edu.
Questions?

If you have any issues or questions, please contact the Payroll Office at payroll@njit.edu or at (973) 596-3161, 3167, 3159 or 3160.