Web Time Entry Via Banner Self Service
Training Session
Hourly/Student Employees

Presented By
Payroll Office
Objectives

At the end of this session you will know how to

• Open your timesheet
• Enter time
• Enter comments
• Adjust your time
• Submit your timesheet
Accessing Banner Web Time Entry

NJIT Men's Basketball to Host Army West Point on Wednesday
Accessing Banner Web Time Entry
Accessing Banner Web Time Entry
1. Click on the **Employee** link.
2. Click the **Hourly/Student Employee Time Input**.
3. Select the proper pay period and status from the dropdown menu in Pay Period and Status column. Note: At times during pay periods you might see two pay periods within the dropdown menu.

4. Click Time Sheet.
5. Click on enter hours
6. Enter hours in box and “Save”
Entering Hours

7. Once hours have been entered, click on Submit for Approval
Submitted Timesheet

Time and Leave Reporting

Your timesheet was submitted successfully.

**Time Sheet**
**Title and Number:** UG Student IWS...$10.00 -- 410199-02
**Department and Number:** Payroll Office -- 410100
**Time Sheet Period:** Mar 27, 2016 to Apr 09, 2016
**Submit By Date:** Apr 13, 2016 by 09:00 PM

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday Mar 27, 2016</th>
<th>Monday Mar 28, 2016</th>
<th>Tuesday Mar 29, 2016</th>
<th>Wednesday Mar 30, 2016</th>
<th>Thursday Mar 31, 2016</th>
<th>Friday Apr 01, 2016</th>
<th>Saturday Apr 02, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Hourly</td>
<td>1</td>
<td></td>
<td>10.25</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>1.75</td>
<td>2</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td>10.25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.75</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted for Approval By: You on Apr 11, 2016
Approved By: Annette Aponte
Waiting for Approval From: 

**RELEASE: 8.11.1.3**

© 2016 Ellucian Company L.P. and its affiliates.
Entering Time

If you work the same number of hours each day during a pay period, you can fill out your time sheet just once by copying those hours through to the end of the pay period. Note: This is not the recommended practice but is a feature found on the time entry screen.

1. Click on **Enter Hours** under the appropriate dates.
2. In the **Hours** box, enter the number of hours you worked each day this pay period.
3. If you worked the same hours each day, you can Click the **Copy** button.
4. Check the box next to the “**Copy from date displayed to end of the pay period**” or check the appropriate days.
5. If your workweek includes Saturday and/or Sunday, check those boxes, too.
6. Click the **Copy** button.
7. Look for the verification message that says the hours have been successfully copied.
8. Click the **Time sheet** button. The hours have now been copied for all days in the pay period.
Adjusting Your Hours

Changing hours entered is not a problem as long as the timesheet is “In Progress”.

1. Click on the **Hours** for the date(s) that need to be changed
2. In the **Hours** box, type the correct number
3. Click the **Save** button
4. If the time has been submitted for approval, the approver may correct the timesheet.

**Note:** If the Pay Period Time Entry Status has passed, the approver will need to submit a manual timesheet (Excel Timesheet available on Payroll Website) with appropriate documentation to the Payroll Office explaining the necessary corrections.
Leaving a Comment

You can leave a comment on your time sheet so that your approver will see it when he or she opens it for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in **Preview** mode.
Submitting Your Timesheet

1. Review your timesheet to make sure the days and hours are all correct.
2. Click the **Submit for Approval** button at the bottom of your timesheet.

Note: Once you click the **Submit for Approval** button, you may still adjust your timesheet by clicking on the “**Return Time**” button. Adjustments must be done by “Submit by Date” indicated on timesheet.
Time Sheet Statuses

Following are the different statuses that you may/will see during the time input process.

• **NOT STARTED** You have not started your time sheet. It can be opened/started.

• **ERROR** No hours entered. **(Do not submit timesheet with zero hours!!!!)**

• **IN PROGRESS** You are in the process of entering your time for the pay period. It can be opened/edited. **Always submit your total hours before the “Submit by Date”**.

• **PENDING** You submitted your time sheet and it is in the approver’s queue waiting to be approved.

• **RETURNED FOR CORRECTION** Your timesheet is being returned to you for correction. You are **required** to make corrections and to **resubmit**.

• **APPROVED** Your time sheet has been approved and ready for Payroll to process. It cannot be edited by you or your approver.

• **COMPLETED** Payroll received and processed your timesheet.
Questions?

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