Entering Time Using Banner Self Service
Training Session
Salaried Employees

Presented By
Payroll Office
Objectives

At the end of this session you will know how to

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

NJIT Men's Basketball to Host Army West Point on Wednesday
Accessing Banner Web Time Entry

Secure Access Login
UCID:  
Password:  
Login  Cancel
Forgot your UCID or password?

Use our new registration system
Plan ahead for your classes (DEMO)
Register for classes (DEMO)
FAQ

2016 Fall Registration

Plan ahead for your classes (DEMO)  Register for classes (DEMO)
FAQ

Copyright © SunGard Higher Education 1998 - 2010.

NJIT
New Jersey’s Science & Technology University
Accessing Banner Web Time Entry
Accessing Banner Web Time Entry
Accessing Leave Report

Click on the Employee link.
Opening your leave report

1. Click the **Salaried Employee Time Input**.

![ NJIT New Jersey's Science & Technology University ]

**RELEASE: 8.7**
Opening your leave report

Time Reporting Selection

Selection Criteria

- Access my Time Sheet: 
- Access my Leave Report: 
- Access my Leave Request: 
- Approve or Acknowledge Time: 
- Approve All Departments: 
- Act as Proxy: [Self] 
- Act as Superuser: 

Select

Proxy Set Up

RELEASE: 8.10
Opening your leave report

2. 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.

3. Click the Leave Report button and enter the time.
4. Click on Enter Hours on the appropriate earnings code.
Submit for Approval

5. Enter hours in box and “Save”.
6. Once hours have been entered, click on “Submit for Approval”.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Possible Insufficient Leave Balance.

Leave Report
Title and Number: [Details]
Department and Number: [Details]
Leave Report Period: [Details]
Submit By Date: [Details]
Earning: [Details]
Date: [Details]
Hours: [Details]

Vacation
Mar 14, 2016
7

Extras:
Total Hours: 7
Total Units: 0

Submit for Approval

Position Selection | Comments | Preview | Submit for Approval | Restart | Next
Submitted Leave Report

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠️ Your leave report was submitted successfully.

Leave Report

<table>
<thead>
<tr>
<th>Title and Number:</th>
<th>Director Payroll -- 410101-00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department and Number:</td>
<td>AVP Finance and Controller -- 410000</td>
</tr>
<tr>
<td>Submit By Date:</td>
<td>Mar 30, 2016 by 09:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>7</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal/Administrative Leave</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Extra Time Pay</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Family Leave Sick</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Family Leave Vacation</td>
<td>0</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>
Adjusting Your Hours

Changing hours you’ve entered for a particular day is not a problem as long as you haven’t submitted the leave report for approval.

1. Click the **Hours** link for the date that needs to be changed
2. In the **Hours** box, type the correct number next to appropriate earnings code
3. Click the **Save** button.
4. If the time has been submitted for approval, the approver may correct the leave report.

**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 leave report 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 leave report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report. **Note:** Comments on your leave report are only visible to you in **Preview** mode.
Submitting Your Leave Report

1. Review your leave report to make sure the days and hours are all correct.

2. Click the **Submit for Approval** button at the bottom of your leave report.

   **Note:** Once you click the **Submit** button, your leave report becomes view only and cannot be altered. If time permits you can ask your approver to Return (your leave report) for Correction. Once it is returned to you by your approver, you can make changes and resubmit.
Leave Report Statuses

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

• **NOT STARTED** You have not started your leave report. It can be opened/started.

• **IN PROGRESS** You are in the process of entering your time for the pay period. It can be opened/edited.

• **PENDING** You submitted your leave report and it’s awaiting approval from your supervisor. It **cannot** be edited by you.

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

• **COMPLETED** Your leave report has been approved and ready for Payroll to process. It cannot be edited by you or your approver.
Questions?

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