

# 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
- Start a timesheet or leave report
- Enter time
- Enter comments
- Adjust time
- Designate a Proxy

# Accessing Banner Web Time Entry



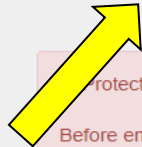
## Webauth Authentication Service

A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>.

UCID

Password

Login



Protect your privacy!

Before entering your UCID and password, verify that the URL for this page begins with:  
**<https://webauth.njit.edu/>**

Login will remain in effect until you completely exit your browser or several hours have elapsed. Completely exit your web browser when finished.

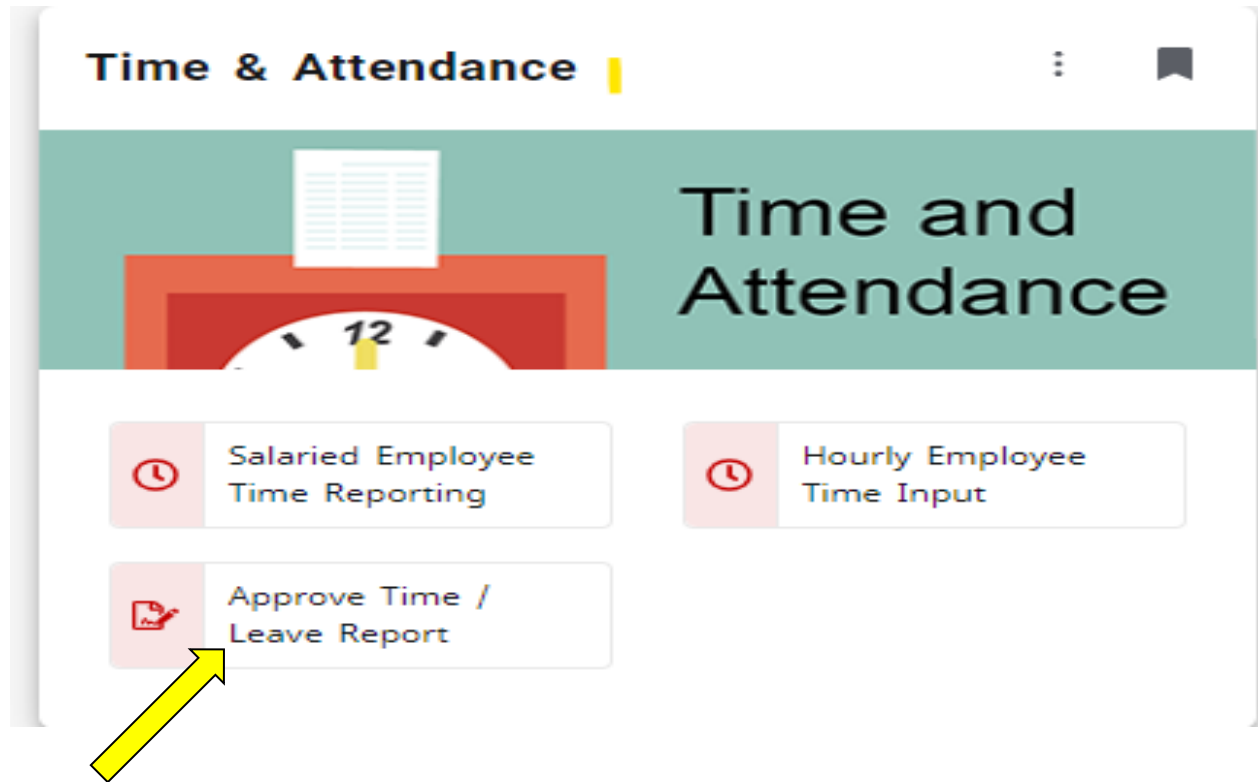
## Need further assistance?

- [Forgot your password?](#)
- [Need Help?](#)

New Jersey Institute of Technology will **NEVER** ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to [abuse@njit.edu](mailto:abuse@njit.edu). **NEVER** reply to any email asking for your account information or other personal details.

- Go to My.Njit.edu
- Enter UCID and Password and Click “Login”

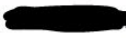
# Accessing Banner Web Time Entry



Under Time and Attendance tile, select Approve Time/Leave Report.

# Accessing Timesheet/Leave Report

board

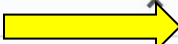

 [My Profile](#)

Leave Balances as of 05/10/2021

Vacation in hours	146.95	Sick Leave in hours	309.92	Administrative Leave/Personal in hours	21.00
Bereavement Leave in hours	0.00	Emergency Paid Sick (Covid-19) in hours	70.00	Emergency FMLA (Covid-19) in hours	0.00

[Full Leave Balance Information](#)

[All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

**My Activities**

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Faculty Load and Compensation](#)

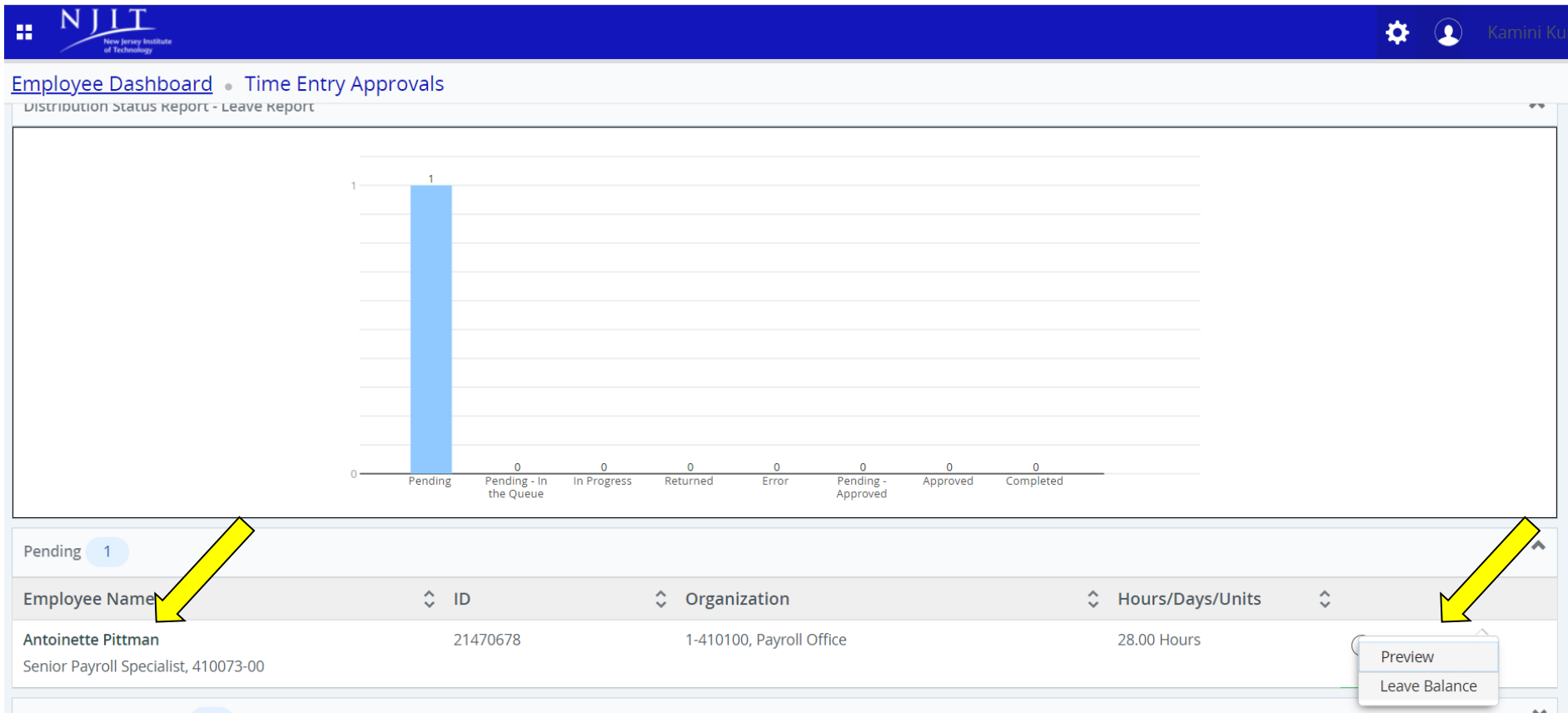
[Effort Certification](#)

1. To approve Hourly/Student Employees- Select “Approve Time”

OR




To approve Salaried Employees- Select “Approve Leave Report”

# Reviewing a Timesheet/Leave Report




2. Select the employee's name or click on the 3 dots on the right side to preview the time sheet or leave report.

# Reviewing and Approving a Timesheet/Leave Report

 Kamini Kumar

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office](#) • [Preview](#)

**Leave Report Detail Summary**

21470678, Antoinette Pittman

Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

Pay Period: 04/02/2023 - 04/15/2023 | 28.00 Hours | Pending Submitted On 03/06/2023, 03:15 PM

**Time Entry Detail**

Date	Earn Code	Shift	Total
04/04/2023	W02, Sick Leave	1	7.00 Hours
04/07/2023	W01, Vacation	1	7.00 Hours
04/11/2023	W02, Sick Leave	1	7.00 Hours
04/13/2023	W02, Sick Leave	1	7.00 Hours

**Summary**

Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00	14.00	21.00 Hours
W01, Vacation	1	7.00		7.00 Hours
<b>Total Hours</b>		14.00	14.00	


**Routing and Status**

Return

Details

Return for correction

Approve



3. Review the time sheet or leave report thoroughly to ensure the time entered by employees is correct then select **“Approve”**.

# Approved Timesheet/Leave Report

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Leave Report successfully approved.

## Leave Report Detail Summary

31552942, Reya T. Nam

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 05/28/2023 - 06/10/2023 | 7.00 Hours | Completed | Approved On 03/22/2023, 09:56 AM

### Time Entry Detail

Date	Earn Code	Shift	Total
05/30/2023	W02, Sick Leave	1	7.00 Hours

### Summary

Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00		7.00 Hours
Total Hours		7.00		

### Routing and Status



Name	Action	Date & Time
Kamini Kumar	Originated	03/20/2023, 10:31 AM
Kamini Kumar	Submitted	03/22/2023, 09:55 AM
Kamini Kumar	Approved	03/22/2023, 09:56 AM





[Return](#) [Details](#)

- The Leave report has been successfully approved. (***Please note once approved, further changes cannot be made to the timesheet/leave report***)
- Select the Back button to review and approve the remaining employees




# Overriding a Timesheet/Leave Report



Pending	2				
Employee Name	ID	Organization	Hours/Days/Units		
Antoinette Pittman Senior Payroll Specialist, 410073-00	21470678	1-410100, Payroll Office	7.00 Hours	 	
Keya Y Hunt Payroll Specialist, 410205-00	31532942	1-410100, Payroll Office	7.00 Hours	 	

1. Go back to “Employee Dashboard”
2. Select Approve leave report or Approve Time
3. Select the Employee’s name **(Please note Timesheet/Leave report must be on pending status)**

# Overriding a Timesheet/Leave Report

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[Employee Dashboard](#) • [Time Entry Approvals](#) • [Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office](#) • [Preview](#)

## Leave Report Detail Summary

21470678, Antoinette Pittman

Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

Pay Period: 04/02/2023 - 04/15/2023 | 28.00 Hours | Pending Submitted On 03/06/2023, 03:15 PM

**Time Entry Detail**

Date	Earn Code	Shift	Total
04/04/2023	W02, Sick Leave	1	7.00 Hours
04/07/2023	W01, Vacation	1	7.00 Hours
04/11/2023	W02, Sick Leave	1	7.00 Hours
04/13/2023	W02, Sick Leave	1	7.00 Hours

**Summary**

Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00	14.00	21.00 Hours
W01, Vacation	1	7.00		7.00 Hours
<b>Total Hours</b>		14.00	14.00	

**Routing and Status**

[Return](#) [Details](#) [Return for correction](#) [Approve](#)

- Select “Details” to override the timesheet/leave report

# Overriding a Timesheet/Leave Report

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Employee Dashboard • Time Entry Approvals • Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

21470678-Antoinette Pittman, Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

Leave Report Messages 2

04/02/2023 - 04/15/2023 28.00 Hours Pending Submitted On 03/06/2023, 03:15 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4 7.00 Hours	5	6	7 7.00 Hours	8

⊕ Add Earn Code

Sick Leave 7.00 Hours

Total: 7.00 Hours

Exit Page Cancel Save Preview

1. Select the day and select **“Edit”** or **“Delete”** time entries by clicking on the corresponding button on the right side. Or Select the day to enter missed hours.
2. Once hours have been corrected, Click on **“Preview”**.

# Approved Timesheet/Leave Report

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✓ Leave Report successfully approved.

**Leave Report Detail Summary**

31552942, Keya T. Hall

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 05/28/2023 - 06/10/2023 | 7.00 Hours | Completed | Approved On 03/22/2023, 09:56 AM

**Time Entry Detail**

Date	Earn Code	Shift	Total
05/30/2023	W02, Sick Leave	1	7.00 Hours

**Summary**

Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00		7.00 Hours
<b>Total Hours</b>		7.00		

**Routing and Status**


Name	Action	Date & Time
Kamini Kumar	Originated	03/20/2023, 10:31 AM
Kamini Kumar	Submitted	03/22/2023, 09:55 AM
Kamini Kumar	Approved	03/22/2023, 09:56 AM

[Return](#) [Details](#)







3. Review the Timesheet/Leave report again and Select “**Approve**”

4. The Leave report has been successfully approved.

# Returning a Timesheet/Leave Report for Corrections



Pending 2

Employee Name	ID	Organization	Hours/Days/Units	
Antoinette Pittman Senior Payroll Specialist, 410073-00	21470678	1-410100, Payroll Office	7.00 Hours	  
Keya Y Hunt Payroll Specialist, 410205-00	31532942	1-410100, Payroll Office	7.00 Hours	  

1. Go back to “Employee Dashboard”
2. Select Approve leave report or Approve Time
3. Select the Employee’s name **(Please note Timesheet/Leave report must be on pending status)**

# Returning a Timesheet/Leave Report for Corrections


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⚙️ 👤 Kamini Kumar

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#)

### Leave Report Detail Summary

31532942, Keya Y Hunt 

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

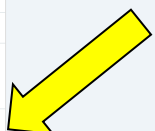
Pay Period: 03/05/2023 - 03/18/2023 | 14.00 Hours | Pending Submitted On 03/07/2023, 09:06 AM

#### Time Entry Detail

Date	Earn Code	Shift	Total
03/07/2023	W01, Vacation	1	3.50 Hours
03/07/2023	W02, Sick Leave	1	3.50 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

#### Summary

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	3.50		3.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
<b>Total Hours</b>		14.00		



[Return](#) [Details](#) [Return for correction](#) [Approve](#)

1. Select “**Return for correction**” to return the timesheet/leave report to the employee  
***(Please note web time entry period must be open for the employees)***
2. It will prompt you to **Add a Comment** to proceed.

# Returning a Timesheet/Leave Report for Corrections

employeeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/531311/A

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Employee Dashboard • Time Entry Approvals • Payroll Specialist, 410205-00, 1, 410100, Payroll Office • Preview

Please enter a comment to proceed.

### Leave Report Detail Summary

31532942, Keya Y Hunt

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 03/05/2023 - 03/18/2023 | 14.00 Hours | Pending Submitted On 03/07/2023, 09:06 AM

#### Time Entry Detail

Date	Earn Code	Shift	Total
03/07/2023	W01, Vacation	1	3.50 Hours
03/07/2023	W02, Sick Leave	1	3.50 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

#### Summary

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	3.50		3.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
Total Hours		14.00		

Return Details Return for correction Approve

3. Type a **message** to the employee explaining what corrections are needed for their timesheet/leave report.

4. Select **Return for correction** button to return the employee's time sheet/leave report.

# Returning a Timesheet/Leave Report for Corrections

employeeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/531311/A

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✓ Leave Report successfully returned.

03/07/2023	W02, Sick Leave	1	3.50 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

**Summary**

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	3.50		3.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
<b>Total Hours</b>		<b>14.00</b>		

**Routing and Status**

Name	Action	Date & Time
Keya Y Hunt	Originated	03/07/2023, 09:03 AM
Kamini Kumar	In the Queue	




**Kamini Kumar**  
Added on 03/07/2023 (09:27 AM)  
Please add vacation hours on 03/08/22

Return Details

5. The Leave report has been successfully returned. (***Please notify the employee that the timesheet has been returned for corrections***)



# Reviewing and Approving a Timesheet/Leave Report

 Kamini Kumar 1

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#)

✔ Leave Report successfully approved.

### Leave Report Detail Summary

31532942, Keya Y Hunt

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 03/05/2023 - 03/18/2023 | 21.00 Hours | Completed | Approved On 03/07/2023, 09:34 AM

#### Time Entry Detail

Date	Earn Code	Shift	Total
03/07/2023	W01, Vacation	1	3.50 Hours
03/07/2023	W02, Sick Leave	1	3.50 Hours
03/08/2023	W01, Vacation	1	7.00 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

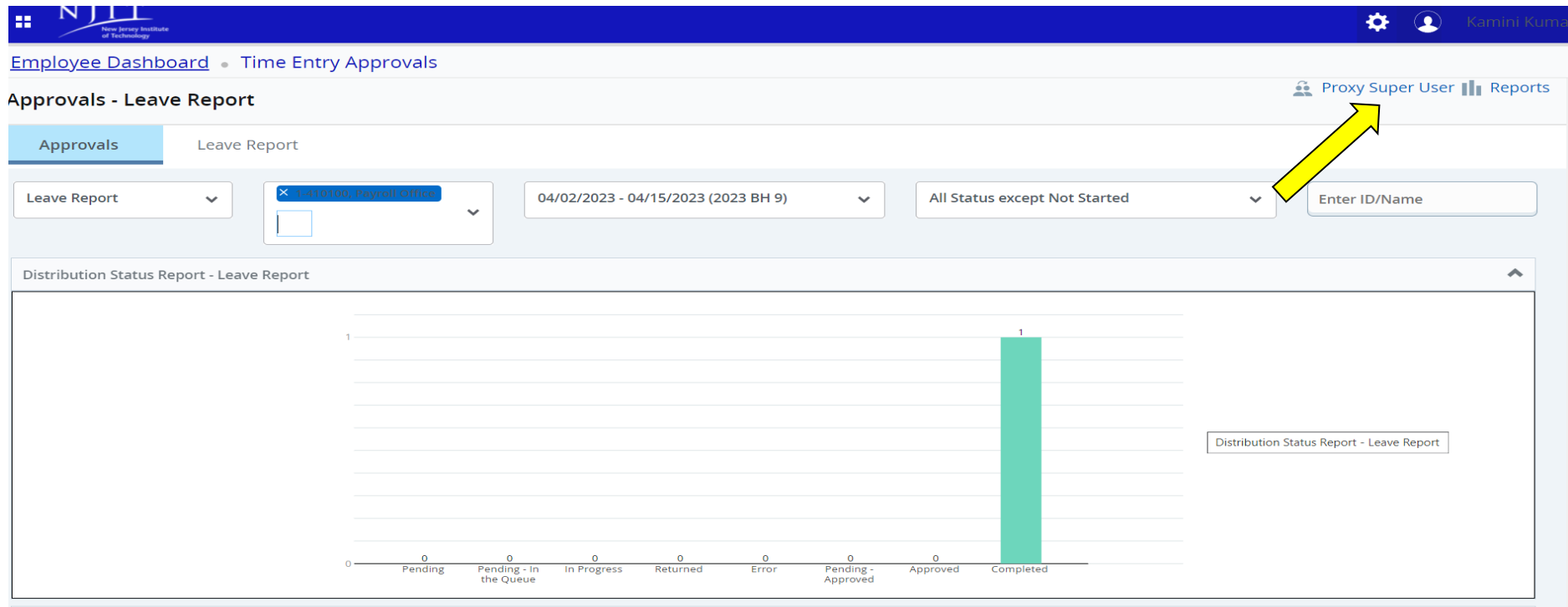
#### Summary

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	10.50		10.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
Total Hours		21.00		

ReturnDetails

6. Once the correction is made by the employee, Go back to “Employee Dashboard’ and click Approve “Leave report” or “Time” to approve the timesheet/leave report

# Acting as a Superuser



To enter employees' time or approve all the employees at once you have to “**Act as a Superuser**”.

1. Go to Employee Dashboard
2. Select Approve leave report or Approve Time
3. Select “**Proxy Super User**” located at the top right corner of the page.

# Acting as a Superuser

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[Employee Dashboard](#) • Proxy or Super User

You are acting as a Superuser for Time Entry Approvals & Leave

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

- ☒ Act as Time Entry Approvals Superuser
- ☒ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Kamini Kumar - [Payroll Office]

Existing Proxies

Add a new proxy

Delete proxies

Select single proxy to delete, remove and click on Delete Proxies to remove from list

Navigate to Time & Leave Approvals application

- To enter Employees' time select "**Act as Leave report Approvals Superuser**"
- To enter Students/hourly' time select "**Act as Time entry Approvals Superuser**" then select Navigate to Time and Leave approval application

# Acting as Superuser

The screenshot shows the NJIT Employee Dashboard. The top navigation bar includes the NJIT logo, a settings icon, a user profile icon for Kamini Kumar, and a page number 1. The breadcrumb trail is 'Employee Dashboard' > 'Time Entry Approvals'. The main section is titled 'Approvals - Leave Report'. Below this, there are two tabs: 'Approvals' (active) and 'Leave Report'. The 'Approvals' tab contains several filters: 'Leave Report' (a dropdown menu), 'Select Pay Period' (a dropdown menu), 'All Departments' (a text box), 'All Status except Not Started' (a text box), and 'Enter ID/Name' (a text box). A yellow arrow points to the 'Select Pay Period' dropdown. A green notification box at the top right says 'Please select a Pay Period to Continue'. Below this, it says 'You are acting as a Superuser for Time Entry Approvals & Leave'.

- **Note: At least one employee must have opened their Timesheet in order for the approver to “Start” other employees’ time.**
- Select the type of record, Pay Period, and department.

# Acting as Superuser to enter time of your staff

The screenshot shows the NJIT Employee Dashboard. The header includes the NJIT logo and the user 'Kamini Kumari'. The main section is titled 'Approvals - Leave Report'. There are two tabs: 'Approvals' and 'Leave Report'. The 'Leave Report' tab is active. The interface shows a list of leave reports. The first report is for 'Keya Y Hunt' with status 'Not Started'. A yellow arrow points to the 'Not Started' status dropdown, and another yellow arrow points to the 'Start Leave Report' button.

Employee Dashboard • Time Entry Approvals

Proxy Super User Reports

You are acting as a Superuser for Time Entry Approvals & Leave

Approvals Leave Report

Leave Report 04/02/2023 - 04/15/2023 (2023 BH 9) 1-410100, Payroll Office Not Started Enter ID/Name

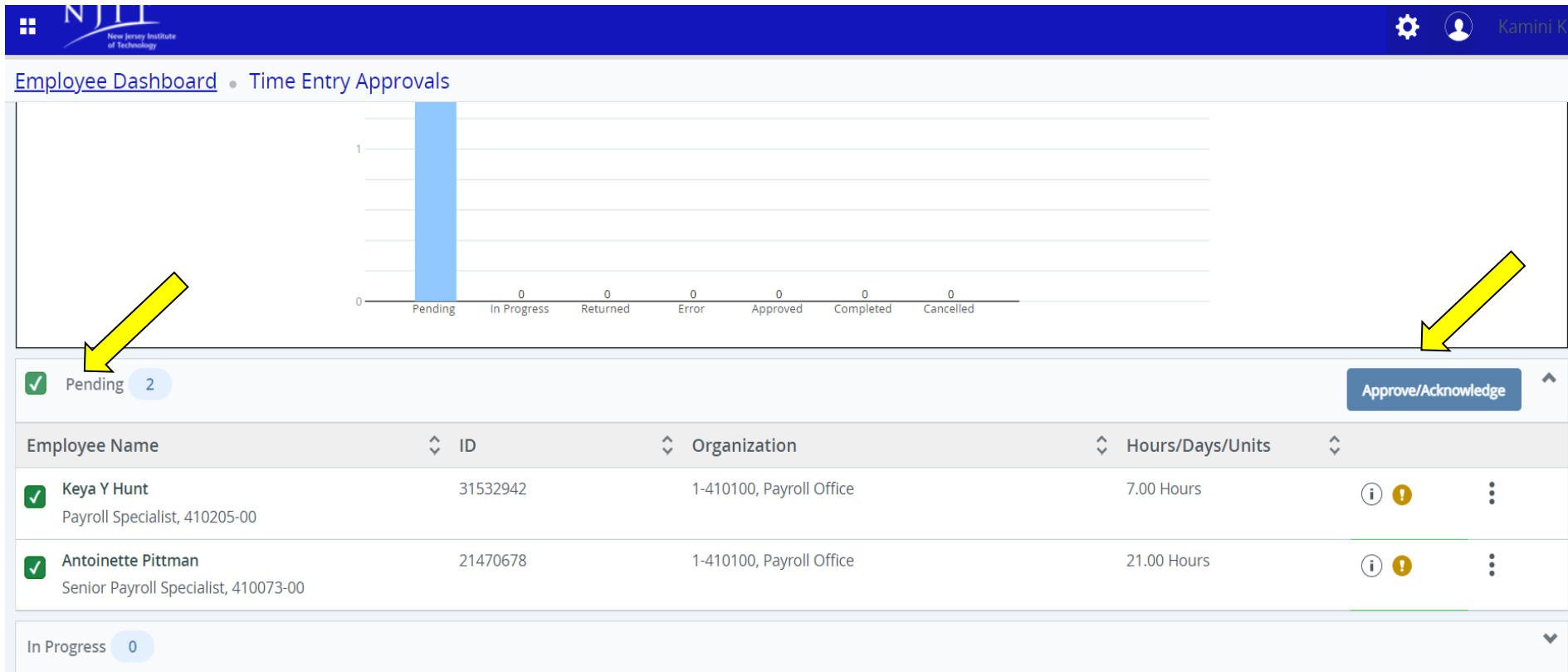
Not Started 1

Employee Name	ID	Organization
Keya Y Hunt Payroll Specialist, 410205-00	31532942	1-410100, Payroll Office

Start Leave Report

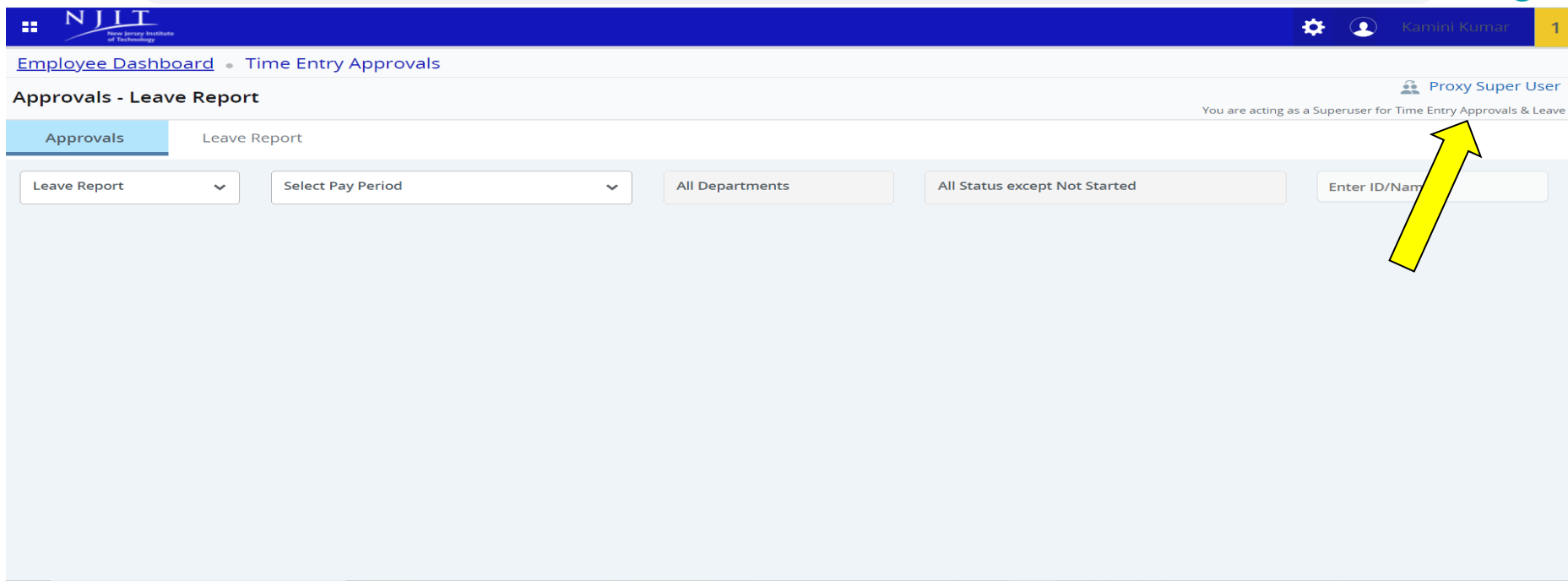
- Please select timesheet/Leave report status “**Not Started**”.
- Select “**Start Leave Report**”, Select day, select earn code from the drop-down menu of “**Earn code**”,
- Enter hours, select save and, Click “Preview”
- Select “Submit” and “Approve”

# Acting as Superuser to approve all timesheets/Leave reports



- Please select “Pending” to select all employees at once.
- Select “Approve/Acknowledge to approve all.

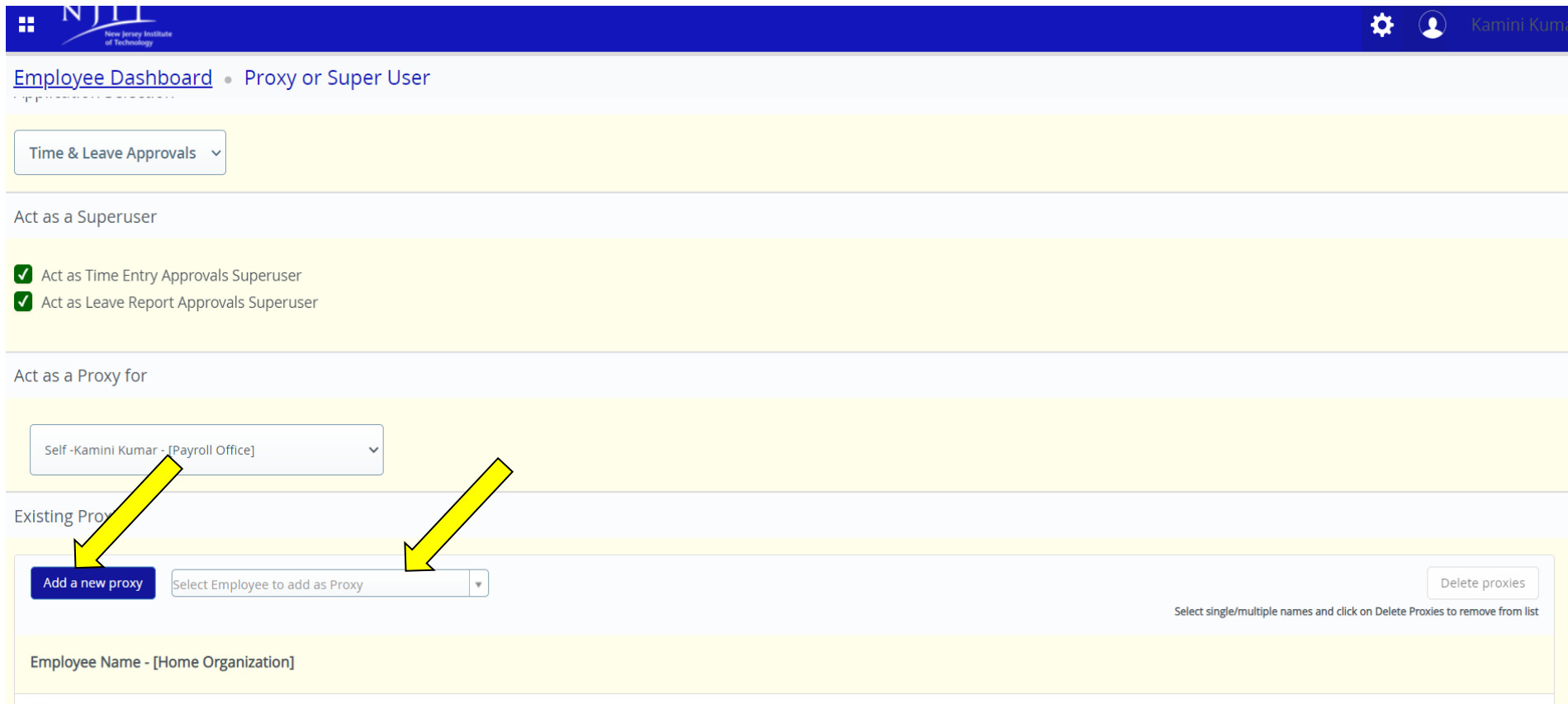
# Designating a Proxy



The screenshot displays the NJIT Employee Dashboard. The top navigation bar includes the NJIT logo, a settings icon, a user profile icon labeled 'Kamini Kumar', and a page number '1'. Below the navigation bar, the breadcrumb trail shows 'Employee Dashboard' and 'Time Entry Approvals'. The main section is titled 'Approvals - Leave Report'. On the right side of this section, there is a link for 'Proxy Super User' with a small icon of two people. Below this link, a message states 'You are acting as a Superuser for Time Entry Approvals & Leave'. The main content area contains several filters: 'Leave Report' (a dropdown menu), 'Select Pay Period' (a dropdown menu), 'All Departments' (a text box), 'All Status except Not Started' (a text box), and 'Enter ID/Name' (a text box). A large yellow arrow points from the bottom right towards the 'Proxy Super User' link.

- A proxy is a person who can act as an Approver in your absence.
1. Go to Employee Dashboard
  2. Select Approve leave report or Approve Time
  3. Select “**Proxy Super User**” located at the top right corner of the page.

# Designating a Proxy



The screenshot shows the NJIT Employee Dashboard. At the top, there's a blue header with the NJIT logo and the user's name, Kamini Kumar. Below the header, the breadcrumb trail reads "Employee Dashboard • Proxy or Super User". A dropdown menu for "Time & Leave Approvals" is visible. The main content area is divided into sections. The "Act as a Superuser" section has two checked checkboxes: "Act as Time Entry Approvals Superuser" and "Act as Leave Report Approvals Superuser". The "Act as a Proxy for" section has a dropdown menu showing "Self -Kamini Kumar - [Payroll Office]". Below this, the "Existing Proxy" section contains a table with a button "Add a new proxy" and a dropdown menu "Select Employee to add as Proxy". A yellow arrow points to the "Add a new proxy" button, and another yellow arrow points to the "Select Employee to add as Proxy" dropdown. To the right of the table is a "Delete proxies" button and a note: "Select single/multiple names and click on Delete Proxies to remove from list".

Employee Dashboard • Proxy or Super User

Time & Leave Approvals

Act as a Superuser

- ✓ Act as Time Entry Approvals Superuser
- ✓ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Kamini Kumar - [Payroll Office]

Existing Proxy

Add a new proxy

Select Employee to add as Proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

2. Select “Add a new Proxy” in the **Name** dropdown box, and select the person you want to designate a Proxy
3. Email the Proxy’s name and UCID to [payroll@njit.edu](mailto:payroll@njit.edu) to complete the process.



# Questions?



If you have any issues or questions, please contact the Payroll Office at [payroll@njit.edu](mailto:payroll@njit.edu)