

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



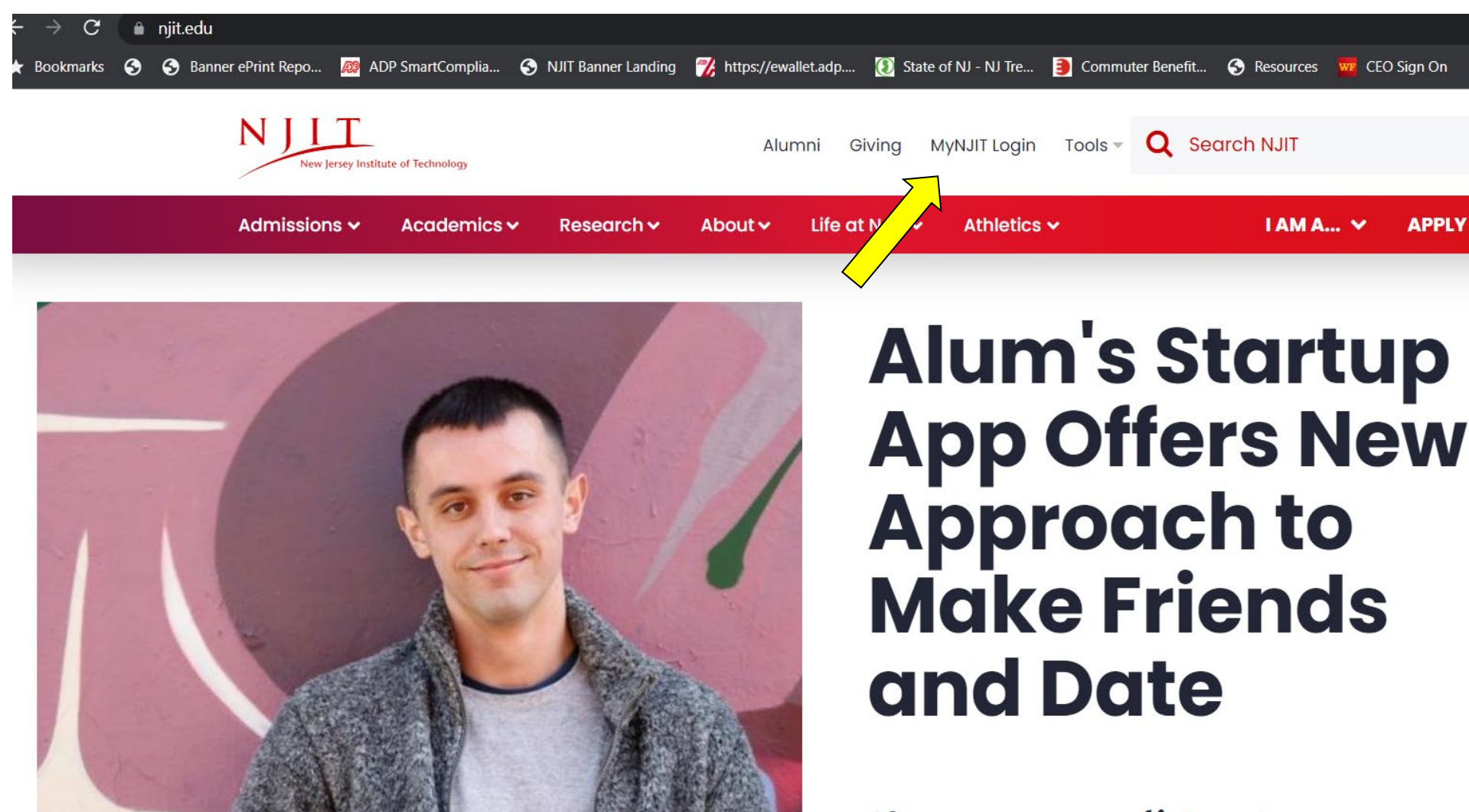
**Presented By
Payroll Office**

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



The screenshot shows the NJIT website interface. At the top, there is a browser address bar with 'njit.edu' and a bookmarks bar. Below the browser bar is the NJIT logo and a navigation menu with links: Alumni, Giving, MyNJIT Login, Tools, and a search bar labeled 'Search NJIT'. A red navigation bar contains links: Admissions, Academics, Research, About, Life at NJIT, Athletics, I AM A..., and APPLY. A yellow arrow points to the 'Life at NJIT' link. Below the navigation bar is a featured article with a photo of a man and the headline 'Alum's Startup App Offers New Approach to Make Friends and Date'.

NJIT
New Jersey Institute of Technology

Alumni Giving MyNJIT Login Tools Search NJIT

Admissions Academics Research About Life at NJIT Athletics I AM A... APPLY

Alum's Startup App Offers New Approach to Make Friends and Date

Accessing Banner Web Time Entry

COVID-19 Information

NJIT's COVID policies as well as common questions and answers can be found at NJIT's Pandemic Recovery Website.

If you are currently experiencing any new or unusual symptoms listed below, regardless of vaccination status, take the following steps:

1. Get tested for Covid-19.
2. Quarantine until your test result is known.
3. If positive, send notification to Covid.notify@njit.edu for further instruction.

COVID-19 Symptoms:

- Fever or chills
- New or worsening cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For more information, please visit the [Pandemic Recovery Website](#). Reach out to the Office of Campus Health with questions not addressed in the FAQ. Thank you!



UCID

Password

Login

Accessing Banner Web Time Entry

The screenshot shows a web browser at portal.njit.edu. The left sidebar is red with the NJIT logo and the text 'HIGHLANDER PIPELINE'. It contains three menu items: 'My Pipeline' (with a person icon), 'Faculty/Staff Services' (with a document icon), and 'Student Services' (with a graduation cap icon). Two yellow arrows point from the 'Faculty/Staff Services' and 'Student Services' items towards the main content area. The main content area has a white header with a hamburger menu icon and the title 'My Pipeline'. Below this, there are three main sections: 'NJIT SOS' (Service Outage System), 'Approval Alerts', and 'Time Approval'. The 'NJIT SOS' section contains text about service outages and a link to follow NJIT SOS directly. The 'Approval Alerts' section states 'You have no documents pending approval'. The 'Time Approval' section has links for 'Preferences', 'Update Approval Proxies', and 'Act as Superus'.

portal.njit.edu

★ Bookmarks Banner ePrint Repo... ADP SmartComplia... NJIT Banner Landing https://ewallet.adp... State of NJ - NJ Tre... Commuter

NJIT
HIGHLANDER PIPELINE

My Pipeline

Faculty/Staff Services

Student Services

My Pipeline

NJIT SOS

NJIT SOS: Service Outage System

NJIT SOS is used to update the NJIT community on service outages.

There are currently **no known or pending IT service outages.**

You can follow NJIT SOS directly at

Approval Alerts

You have no documents pending approval

Time Approval

Preferences

Update Approval Proxies

Act as Superus

Accessing Banner Web Time Entry

portal.njit.edu/web/home-community/faculty/staff-services

Bookmarks Banner ePrint Repo... ADP SmartComplia... NJIT Banner Landing https://ewallet.adp... State of NJ - NJ Tre... Cor

NJIT
HIGHLANDER PIPELINE

My Pipeline

Faculty/Staff Services

Student Services

Faculty/Staff Services

Banner Administrative Services

- [Self Service Banner \(SSB\)](#) - by Ellucian
- [Banner 9 Administrative Pages](#) - by Ellucian **
Getting Started with Banner 9 [[PDF](#), [VIDEO](#)]
- [Banner Communication Management](#) - by Ellucian
- [Slate](#) - Admissions CRM

** VPN required when off-campus

Finance Services

- [Highlander eMerchant](#) - by Unimar
- [Travel Reservation](#) - by Anthony Trav
- [Travel & Expense Reporting](#) - by C
- [U.Commerce Central](#) - by TouchNet
- [Executive Budget Management](#)
- [Labor Redistribution | Informatio](#)
- [Finance Division Web Site](#)
- [Quick Links for Reqs & POs](#)
 - [Check available balance](#)
- [Self Service Banner Finance 9](#) - by
- [BudgetPAK Budget Developmen](#)

Opening Your Timesheet

Main Menu

Personal Information

View Your Personal Information.

Student

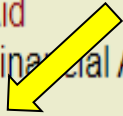
Register for courses, View your academic records, View and pay your bill.

Financial Aid

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.



1. Click on the **Employee** link.

Opening your timesheet

Employee

Welcome to Banner Employee Services

Ethnicity and Race Survey

Veteran Survey

Disability Survey

Hourly/Student Employee Time Input

Salaried Employee Time Input

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form, 1095-C.

Leave Balances

2. Click the **Hourly/Student Employee Time Input**.

Opening your timesheet

The screenshot shows the NJIT Employee portal interface. At the top, there are tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee', with 'Employee' being the active tab. Below the tabs is a search bar with a 'Go' button. The main heading is 'Time Sheet Selection'. A blue arrow icon points to the instruction: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' Below this, there are three columns: 'Title and Department', 'My Choice', and 'Pay Period and Status'. The 'Title and Department' column shows 'JG Student IWS/' and 'Office of the President, 100000'. The 'My Choice' column has a radio button selected. The 'Pay Period and Status' column has a dropdown menu showing 'Feb 06, 2022 to Feb 19, 2022 Not Started'. At the bottom left, there is a 'Time Sheet' button.

Personal Information Student Financial Aid **Employee**

Search Go

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
JG Student IWS/ Office of the President, 100000	<input checked="" type="radio"/>	Feb 06, 2022 to Feb 19, 2022 Not Started ▼

Time Sheet

3. Select the proper pay period and status from the dropdown menu in Pay Period and Status column. ***Note:*** There may be two pay periods available at the same time, please select the correct pay period for entry.
4. Click Time Sheet.

Entering Hours

Time Sheet

Title and Number: UG Student IWS [REDACTED]

Department and Number: Office of the President -- [REDACTED]

Time Sheet Period: Feb 06, 2022 to Feb 19, 2022

Submit By Date: Feb 23, 2022 by 09:00 PM

Earning: Student Hourly

Date: Feb 07, 2022

Shift:

Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 06, 2022	Monday Feb 07, 2022	Tuesday Feb 08, 2022	Wednesday Feb 09, 2022	Thursday Feb 10, 2022	Friday Feb 11, 2022
Student Hourly	1	0	3.5		Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Back Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			3.5		0	3.5	0	0	0	
Total Units:				0	0	0	0	0	0	

- Click on enter hours
- Enter hours in box and "Save"

Submitting Hours

Earning: Student Hourly
 Date: Feb 07, 2022
 Shift: 1
 Hours: 3.5

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 06, 2022	Monday Feb 07, 2022	Tuesday Feb 08, 2022	Wednesday Feb 09, 2022	Thursday Feb 10, 2022	Friday Feb 11, 2022
Student Hourly	1	0	3.5		Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours	Enter
Back Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Total Hours:			3.5		0	3.5	0	0	0	
Total Units:				0	0	0	0	0	0	

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted Timesheet

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

UG Student IWS [REDACTED]

Department and Number:

Office of the President -- 100000

Time Sheet Period:

Feb 06, 2022 to Feb 19, 2022

Submit By Date:

Feb 23, 2022 by 09:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 06, 2022	Monday Feb 07, 2022	Tuesday Feb 08, 2022	Wednesday Feb 09, 2022	Thursday Feb 10, 2022	Friday Feb 11, 2022
Student Hourly	1	0	3.5		Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Back Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			3.5		0	3.5	0	0	0	0
Total Units:				0	0	0	0	0	0	0

Position Selection

Comments

Preview

Next

Return Time

Submitted for Approval By:

You on Feb 16, 2022

Entering Time using the “Copy” feature

If you work the same number of hours each day during a pay period, you can fill out your timesheet 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

If you've entered wrong hours for a particular day, it can be updated **as long as you have not submitted the Timesheet for approval.**

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 has the ability to correct the timesheet.

Note: If the Timesheet has been already approved, then the Approver will need to submit a manual timesheet to the Payroll office via Payroll@njit.edu for any requested changes.

Excel Timesheet can be located on our Payroll Website:

https://www.njit.edu/finance/payroll_forms

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 time sheet.

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

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.