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

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:
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
Enter your UCID

Password
Enter your Password

Login
Accessing Banner Web Time Entry

NJIT Highinder Pipeline

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
Opening Your Timesheet

1. Click on the **Employee** link.
Opening your timesheet

<table>
<thead>
<tr>
<th>Welcome to Banner Employee Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity and Race Survey</td>
</tr>
<tr>
<td>Veteran Survey</td>
</tr>
<tr>
<td>Disability Survey</td>
</tr>
<tr>
<td>Hourly/Student Employee Time Input</td>
</tr>
<tr>
<td>Salaried Employee Time Input</td>
</tr>
<tr>
<td>Pay Information</td>
</tr>
<tr>
<td>Direct deposit allocation, earnings and deductions history, or pay stubs.</td>
</tr>
<tr>
<td>Tax Forms</td>
</tr>
<tr>
<td>W4 information, W2 Form, 1095-C.</td>
</tr>
<tr>
<td>Leave Balances</td>
</tr>
</tbody>
</table>

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:** *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

<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 Feb 06, 2022</th>
<th>Monday Feb 07, 2022</th>
<th>Tuesday Feb 08, 2022</th>
<th>Wednesday Feb 09, 2022</th>
<th>Thursday Feb 10, 2022</th>
<th>Friday Feb 11, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Hourly</td>
<td>1</td>
<td>0</td>
<td>3.5</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>
</tr>
<tr>
<td>Back Hours</td>
<td>1</td>
<td>0</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>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</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>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td></td>
<td></td>
<td><strong>3.5</strong></td>
<td></td>
<td><strong>3.5</strong></td>
<td><strong>3.5</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td></td>
<td></td>
<td><strong>0</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

5. Click on enter hours
6. Enter hours in box and “Save”
Submitting Hours

7. Once hours have been entered, click on Submit for Approval
Your time sheet was submitted successfully.

<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 Feb 06, 2022</th>
<th>Monday Feb 07, 2022</th>
<th>Tuesday Feb 08, 2022</th>
<th>Wednesday Feb 09, 2022</th>
<th>Thursday Feb 10, 2022</th>
<th>Friday Feb 11,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Hourly</td>
<td>1</td>
<td>0</td>
<td>3.5</td>
<td></td>
<td>Enter Hours</td>
<td>3.5</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Back Hours</td>
<td>1</td>
<td>0</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>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</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>
</tr>
</tbody>
</table>

Total Hours:

- Student Hourly: 3.5
- Back Hours: 0
- Sick Leave: 0

Total Units:

- Student Hourly: 0
- Back Hours: 0
- Sick Leave: 0

Submitted for Approval: Tues, Feb 14, 2023
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 timesheet.

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.