

Web Time Entry Via 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

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New Jersey's Science & Technology University

THE EDGE IN KNOWLEDGE

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 the NJIT portal.njit.edu website. The browser's address bar displays 'portal.njit.edu'. The left sidebar is red and contains the NJIT logo, the text 'HIGHLANDER PIPELINE', and three menu items: 'My Pipeline' (with a person icon), 'Faculty/Staff Services' (with a document icon), and 'Student Services' (with a graduation cap icon). A yellow arrow points to the 'My Pipeline' link. The main content area is white and features a 'My Pipeline' header with a hamburger menu icon. 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 includes links for 'Preferences', 'Update Approval Proxies', and 'Act as Superuser'. At the bottom of the main content area, there is a 'Campus Announcements' section.

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... Commuter Benefit... Resource

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

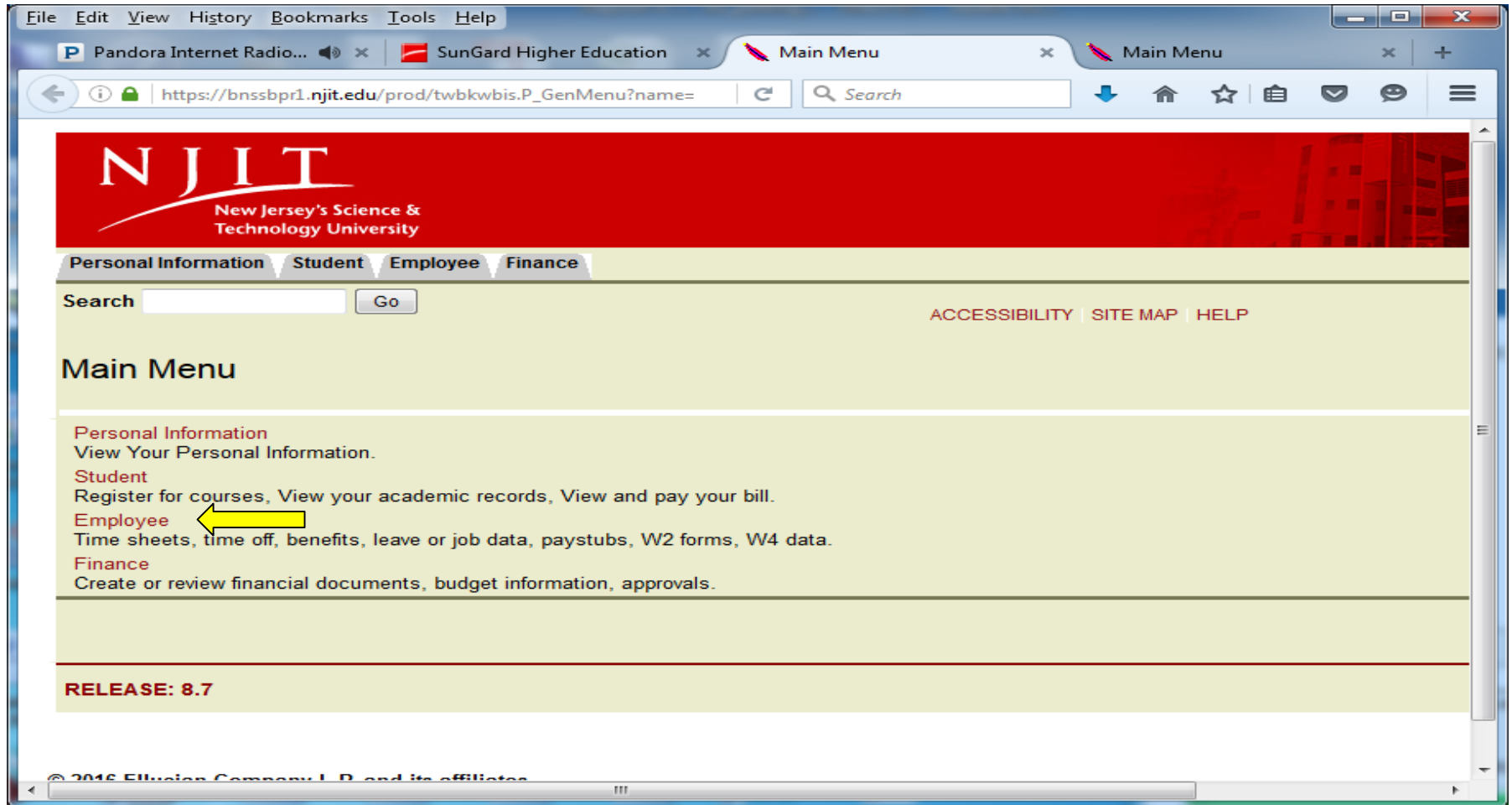
** VPN required when off-campus

Finance Services

- **Highlander eMerchant** - by Unimarket
- **Travel Reservation** - by Anthony Travel
- **Travel & Expense Reporting** - by Chrome River
- **U.Commerce Central** - by TouchNet
- **Executive Budget Management**
- **Labor Redistribution | Information** - by Ellucian
- **Finance Division Web Site**
- **Quick Links for Reqs & POs**
 - **Check available balance**
- **Self Service Banner Finance 9** - by Ellucian
- **BudgetPAK Budget Development** - by Xlerant

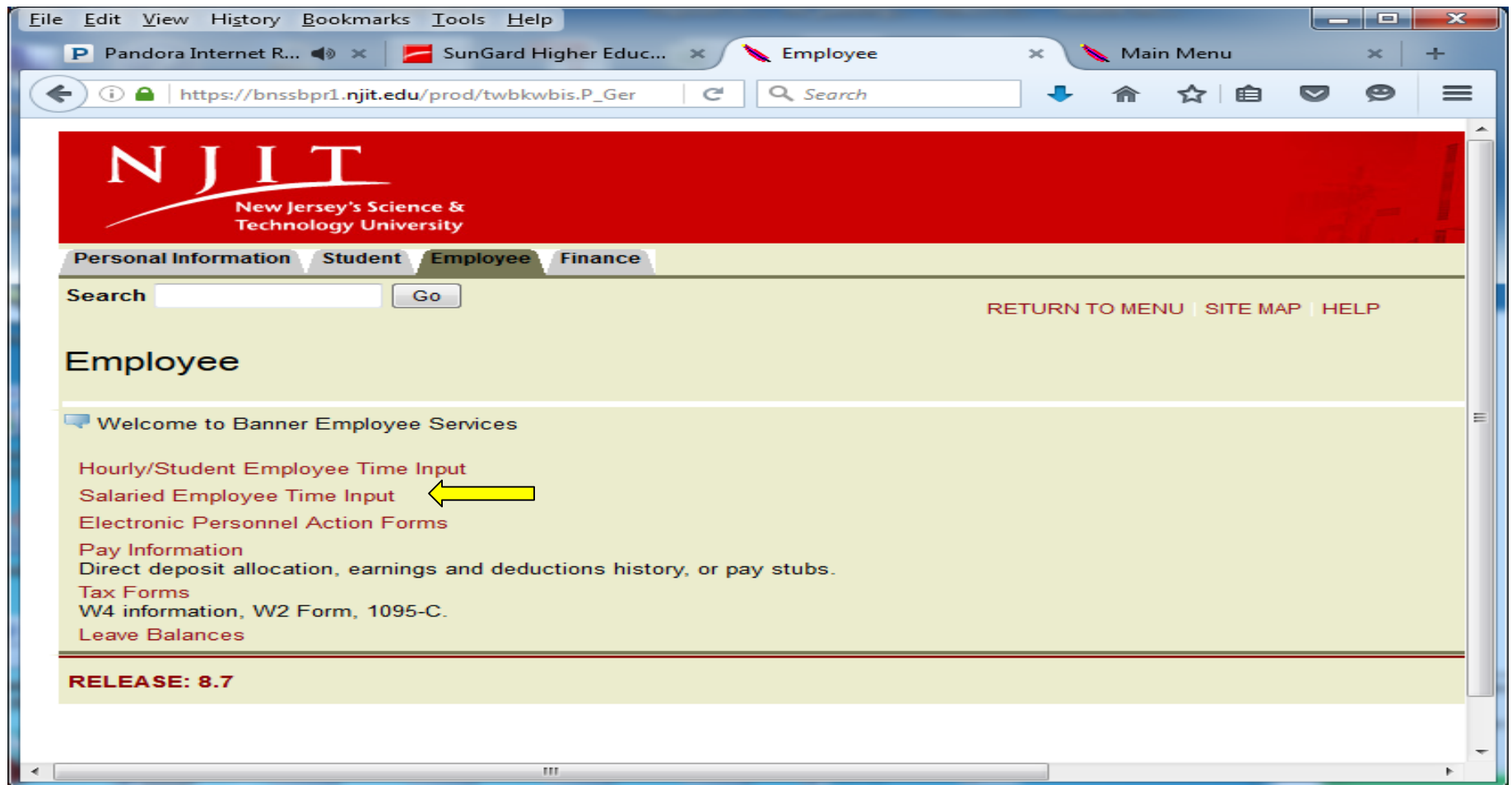
Other Administrative Services

Accessing Leave Report



Click on the **Employee** link.

Opening your leave report



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

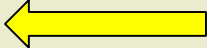
Opening your leave report

Personal Information Student **Employee** Finance

Search Go SITE MAP HELP EXIT

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/> 
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/> ▼
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

RELEASE: 8.10

Opening your leave report

Personal Information **Employee** Finance

Search

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Director Payroll, 410101-00 Sr VP for Finance and CFO, 400000	<input checked="" type="radio"/>	Feb 06, 2022 to Feb 19, 2022 Not Started ▼

2. 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.***
3. Click the Leave Report button and enter the time.

Entering Leave Hours

Personal Information

Employee

Finance

Search

Go

SITE M

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.

Leave Report

Title and Number: Director Payroll -- 410101-00

Department and Number: Sr VP for Finance and CFO -- 400000

Leave Report Period: Feb 06, 2022 to Feb 19, 2022

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

Earning	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
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal/Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Time Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

4. Click on Enter Hours on the appropriate earnings code.

Submit for Approval

Leave Report

Title and Number: Director Payroll -- 410101-00

Department and Number: Sr VP for Finance and CFO -- 400000

Leave Report Period: Feb 06, 2022 to Feb 19, 2022

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

Earning: Vacation

Date: Feb 06, 2022

Hours:

Earning	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	Saturday Feb 12, 2022
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal/Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Time Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Unpaid	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:

5. Enter hours in box and “Save”.

6. Once hours have been entered, click on “Submit for Approval”.

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

Title and Number: Director Payroll -- 410101-00
Department and Number: Sr VP for Finance and CFO -- 400000
Leave Report Period: Feb 06, 2022 to Feb 19, 2022
Submit By Date: Feb 23, 2022 by 09:00 PM

Earning	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
Vacation	7		Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Personal/Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	

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 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 has ability to correct the leave report.

Note: If the Leave report 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 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 for Approval**' 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 **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.