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

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

Choose your area of interest.
Explore Majors & Degrees →
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
Accessing Banner Web Time Entry
Accessing Leave Report

Click on the **Employee** link.
Opening your leave report

1. Click the Salaried Employee Time Input.
Opening your leave report

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Report:</td>
<td>○</td>
</tr>
<tr>
<td>Access my Leave Request:</td>
<td></td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td></td>
</tr>
<tr>
<td>Approve All Departments:</td>
<td></td>
</tr>
<tr>
<td>Act as Proxy:</td>
<td>Self</td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td></td>
</tr>
</tbody>
</table>

Proxy Set Up

RELEASE: 8.10

NJIT
New Jersey's Science & Technology University
Opening your leave report

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.
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”.
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

<table>
<thead>
<tr>
<th>Earning</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>Vacation</td>
<td>7</td>
<td></td>
<td>Enter Hours</td>
<td>7</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>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>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>
</tr>
</tbody>
</table>
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](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.