Approvers’ Web Time Entry Training Session using Banner Self Service

Presented By
Payroll Office
Objectives

At the end of this session you will know how to

• Approve time
• Extract a timesheet or leave report
• Enter time
• Enter comments
• Adjust time
• Submit timesheet or leave report
• Designate a Proxy
Accessing Banner Web Time Entry

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Accessing Banner Web Time Entry

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

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
Accessing Timesheets/Leave Report

Click on the **Employee** link.
1. Click on Hourly/Student Employee Time Input or Salaried Employee Time Input
2. Under **My Choice**, click the “**Approve or Acknowledge Time**” option. Note: If you are acting on behalf of another Approver, select the appropriate choice from the “**Act as Proxy**” dropdown arrow.

3. Click the **Select** button.
4. Select Department and whether you wish to approve Timesheet (Hourly) or Leave Report (Salaried)
5. Select Correct Pay Period
6. Select the **Sort Order** type.
7. Click the **Select** button.
8. In the **Name and Position** column, click on the employee’s name
9. Review the time sheet in detail. Be sure to scroll down to view all information.
10. Click the **Approve** button (or other options listed). Note: The page will refresh and display a message that the time sheet was approved.
Approved Timesheet/Leave Report

11. Click the **Previous Menu** button to return to the Department Summary Page
If you find a timesheet/leave report that the employee must correct, return it as follows (Web time entry period must be open for Timekeepers):

1. Click the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed for their timesheet/leave report to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employee’s time sheet/leave report.
5. Click the **Return for Correction** (goes back to employee) or **Change Record** (On behalf of the employee) button.

6. Click the **Previous Menu** button to return to the Department Summary Page.
Entering Time on Employees’ behalf

To enter employees’ time you have to “Act as a Superuser”.

NJIT
New Jersey’s Science & Technology University
Select type of record, payroll information, department and click select.
1. Click on “Extract” to start a timesheet/leave report for an employee.

   **Note:** At least one Employee must have opened their Timesheet in order for approver to “extract” other employees.
Designating a Proxy

A proxy is a person who can act as an Approver in your absence.

1. On the Time Reporting Selection page, click on **Proxy Set Up** located at the bottom of the page.
Designating a Proxy

2. From the **Name** dropdown box, select the person you want designated as a proxy.
3. Click the box beside the selected person’s name.
4. Click the **Save** button.
5. Email proxy’s name and UCID to payroll@njit.edu to complete the process.
Questions?

If you have any issues or questions, please contact the Payroll Office at payroll@njit.edu or at (973) 596-3161, 3167, 3159 or 3160.