Entering Time Using 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
Go to My.NJIT.edu
Enter UCID and Password and Click “Login”
Accessing Banner Web Time Entry

Under Payroll Services tile, Select Salaried Time reporting (Please note if the page doesn’t render correctly the first time, please click on the link again for the page to render correctly)
Opening your leave report

1. Select the proper pay period under Leave Report
   Note: **There may be two pay periods available at the same time, please select the correct pay period for entry**
2. Select “Start Leave Report” button to enter the time.
Entering Leave Hours

3. Select the day and select the appropriate earnings code from the drop-down menu of Earn Code.
4. Enter hours in the box and “Save”.
5. To enter multiple Earn codes on the same day, choose **+ Add Earn code**, select the appropriate Earn code from the drop-down menu for Earn code.

6. Enter hours in the box and select “Save”

7. Once hours have been entered, Select “Preview”.
8. If the Leave report looks good, please select “Submit” for approval.

9. To make changes, Select “Return” or “Back Button” to return to the leave report.
10. Select the day and select **Edit**, **Copy**, or **Delete** time entries by clicking on the corresponding button on the right side.

11. Select “**Save**” and “**Preview**”.
12. Please review the leave report and select “Submit” for approval.
Submitted Leave Report

13. The Leave report has been successfully submitted to the approver.
Recall Pending Leave Report

- The Leave report can be recalled and edited as long as it’s on “Pending status”. *(Please note, the web time entry period must be open for employees)*
- Log into my.njit.edu. Under the Payroll Services tile, select Salaried Employee Time Reporting, and select “Pending”.
- Select “Recall Leave report”, and the status will change to “InProgress”
Recall Pending Leave Report

- The leave report status has been changed to **In Progress**
- Select the day and select the “Edit” or “Delete” button to modify the hours and select “save”
- Select “Preview” to review the Leave report and select “submit” for approval
When to Submit Manual Leave Report

In the unlikely event that an employee’s leave usage is not properly recorded or an employee missed submitting the Leave Report in the electronic Web Time Entry system. The approver/Proxy must approve and submit a Manual leave report to payroll@njit.edu explaining the reasons and necessary corrections.

The Manual Leave report can be downloaded from the Payroll webpage.
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.

• **RECALL** Your leave report is being recalled by you to make the corrections

• **RETURNED FOR CORRECTION** Your leave report is being returned to you for correction. You are **required** to make corrections and **submit**.

• **COMPLETED** Your leave report has been approved and is ready for Payroll to process. It cannot be edited by you or your approver.
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.