Reviewing and Approving Web Time Entry Using Banner Self Service Training Session

Presented By
Payroll Office
Objectives

At the end of this session, you will know how to

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

- Go to My.Njit.edu
- Enter UCID and Password and Click “Login”
Accessing Banner Web Time Entry

Under Payroll Services tile, select Approve Time/Leave Report
Accessing Timesheet/Leave Report

1. To approve Hourly/Student Employees- Select “Approve Time” 
   OR

   To approve Salaried Employees- Select “Approve Leave Report”
2. Select the employee’s name or click on the 3 dots on the right side to preview the timesheet or leave report.
Reviewing and Approving a Timesheet/Leave Report

3. Review the time sheet or leave report thoroughly to ensure the time entered by employees is correct then select “Approve”.

[Image of a timesheet/leave report with the approve button highlighted]
4. The Leave report has been successfully approved. *(Please note once approved, further changes cannot be made to the timesheet/leave report)*
5. Select the Back button to review and approve the remaining employees
Overriding a Timesheet/Leave Report

1. Go back to “Employee Dashboard”
2. Select Approve leave report or Approve Time
3. Select the Employee’s name *(Please note Timesheet/Leave report must be on pending status)*
Overriding a Timesheet/Leave Report

- Select “Details” to override the timesheet/leave report
Overriding a Timesheet/Leave Report

1. Select the day and select “Edit” or “Delete” time entries by clicking on the corresponding button on the right side. Or Select the day to enter missed hours.
2. Once hours have been corrected, Click on “Preview”.
3. Review the Timesheet/Leave report again and Select “Approve”
4. The Leave report has been successfully approved.
Returning a Timesheet/Leave Report for Corrections

1. Go back to “Employee Dashboard”
2. Select Approve leave report or Approve Time
3. Select the Employee’s name (Please note Timesheet/Leave report must be on pending status)
Returning a Timesheet/Leave Report for Corrections

1. Select “Return for correction” to return the timesheet/leave report to the employee. *(Please note web time entry period must be open for the employees)*

2. It will prompt you to Add a Comment to proceed.
3. Type a **message** to the employee explaining what corrections are needed for their timesheet/leave report.
4. Select **Return for correction** button to return the employee’s time sheet/leave report.
5. The Leave report has been successfully returned. (Please notify the employee that the timesheet has been returned for corrections)
6. Once the correction is made by the employee, Go back to “Employee Dashboard’ and click Approve “Leave report” or “Time” to approve the timesheet/leave report.
Acting as a Superuser

To enter employees’ time or approve all the employees at once you have to “Act as a Superuser”.

1. Go to Employee Dashboard
2. Select Approve leave report or Approve Time
3. Select “Proxy Super User” located at the top right corner of the page.
Acting as a Superuser

- To enter Employees’ time select “Act as Leave report Approvals Superuser”
- To enter Students/hourly’ time select “Act as Time entry Approvals Superuser” then select Navigate to Time and Leave approval application
Acting as Superuser

- **Note:** At least one employee must have opened their Timesheet in order for the approver to “Start” other employees’ time.
- Select the type of record, Pay Period, and department.
Acting as Superuser to enter time of your staff

• Please select timesheet/Leave report status “Not Started”.
• Select "Start Leave Report”, Select day, select earn code from the drop-down menu of “Earn code”,
• Enter hours, select save and, Click “Preview”
• Select “Submit” and “Approve”
Acting as Superuser to approve all timesheets/Leave reports

- Please select “Pending” to select all employees at once.
- Select “Approve/Acknowledge to approve all.”
Designating a Proxy

- A proxy is a person who can act as an Approver in your absence.
  1. Go to Employee Dashboard
  2. Select Approve leave report or Approve Time
  3. Select “Proxy Super User” located at the top right corner of the page.
Designating a Proxy

2. Select “Add a new Proxy” in the **Name** dropdown box, and select the person you want to designate a Proxy
3. Email the 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.