

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

Accessing Banner Web Time Entry



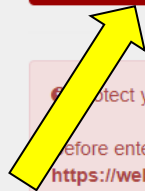
Webauth Authentication Service

A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>.

UCID

Password

Login



Protect your privacy!

Before entering your UCID and password, verify that the URL for this page begins with:
<https://webauth.njit.edu/>

Login will remain in effect until you completely exit your browser or several hours have elapsed. Completely exit your web browser when finished.

Need further assistance?

- [Forgot your password?](#)
- [Need Help?](#)

New Jersey Institute of Technology will **NEVER** ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to abuse@njit.edu. **NEVER** reply to any email asking for your account information or other personal details.

- Go to My.NJIT.edu
- Enter UCID and Password and Click “Login”

Accessing Banner Web Time Entry




Under Time and Attendance 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

Employee Dashboard • Leave Report

Leave Report

Approvals **Leave Report**

Leave Period	Hours/Days/Units	Submitted On	Status	
Director Payroll, 410101-00, 1, 410000, AVP Accounting & Treasury Mgmt				
04/02/2023 - 04/15/2023			Not Started	 <button>Start Leave Report</button>
03/19/2023 - 04/01/2023			Not Started	<button>Start Leave Report</button>

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

AVP Accounting & Treasury Mgmt

04/02/2023 - 04/15/2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2	3	4	5	6
+ Add Earn Code				

Earn Code

Select Earn Code

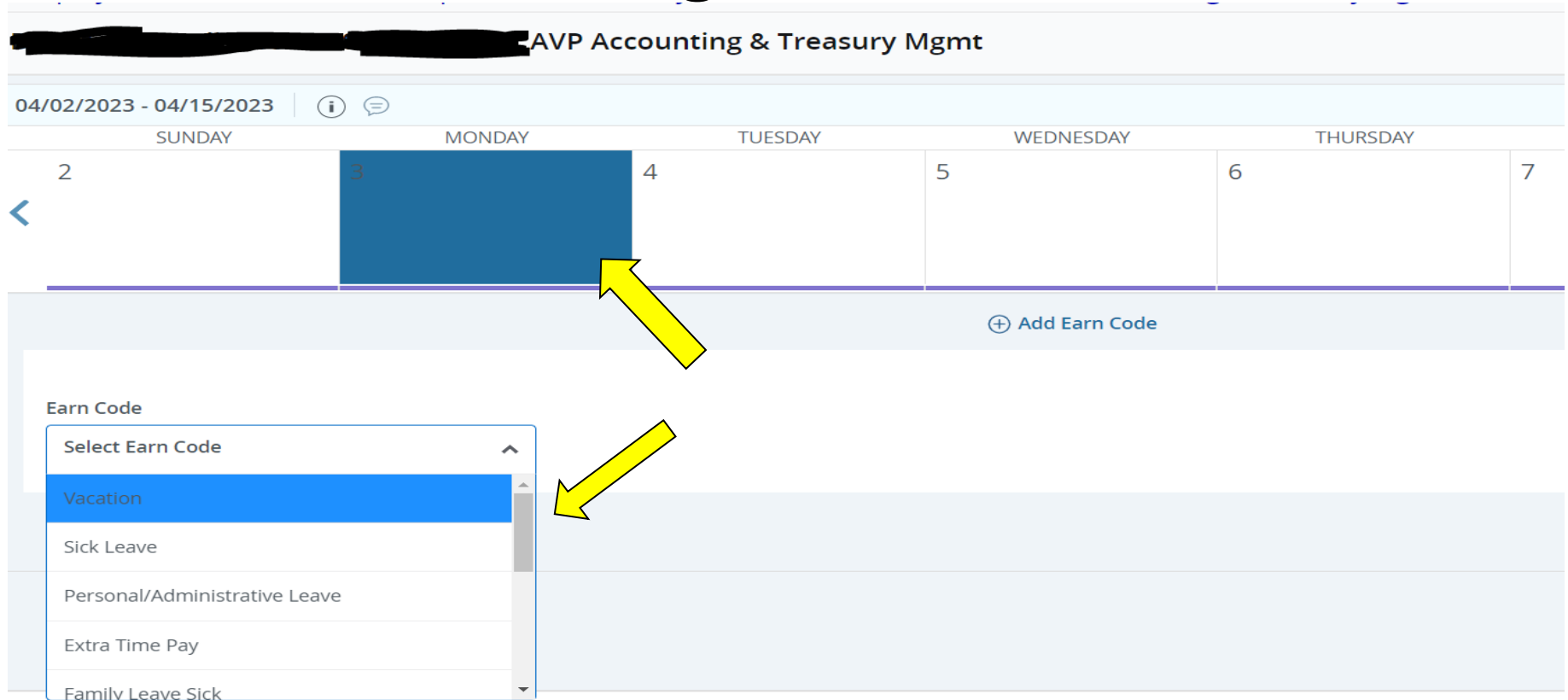
Vacation

Sick Leave

Personal/Administrative Leave

Extra Time Pay

Family Leave Sick



3. Select the day and select the appropriate earnings code from the drop-down menu of Earn Code.

Entering Leave Hours

04/02/2023 - 04/15/2023 ⓘ 💬 In Progress Submit By 04/19/

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

<

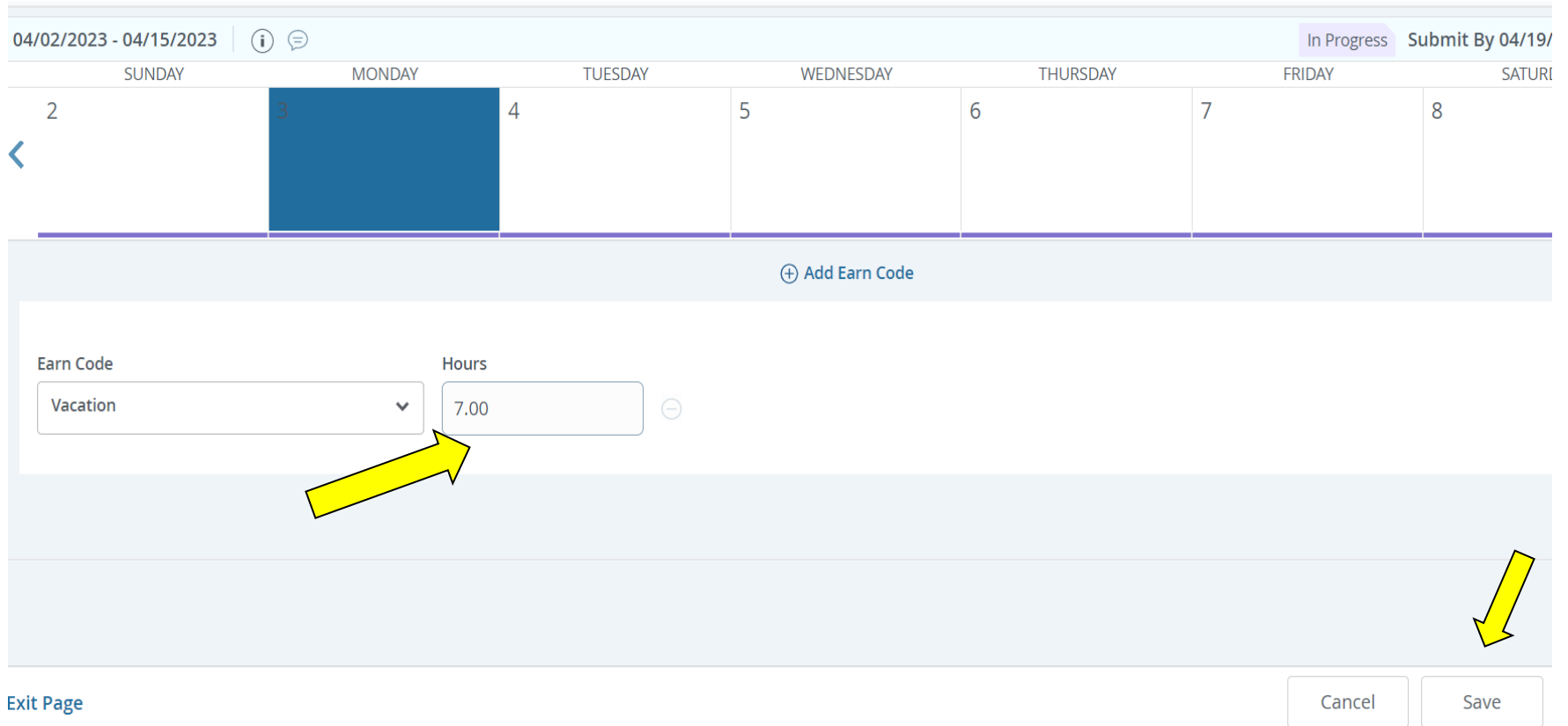
⊕ Add Earn Code

Earn Code Hours

Vacation 7.00

Exit Page

Cancel Save



4. Enter hours in the box and “Save”.

Entering Leave Hours

04/02/2023 - 04/15/2023 | 14.00 Hours | In Progress | Submit By 04/19/2023, 09:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 7.00 Hours	4 7.00 Hours	5	6	7	8

[+ Add Earn Code](#)

Vacation 3.50 Hours

Total: 3.50 Hours

Personal/Administrative Leave 3.50 Hours

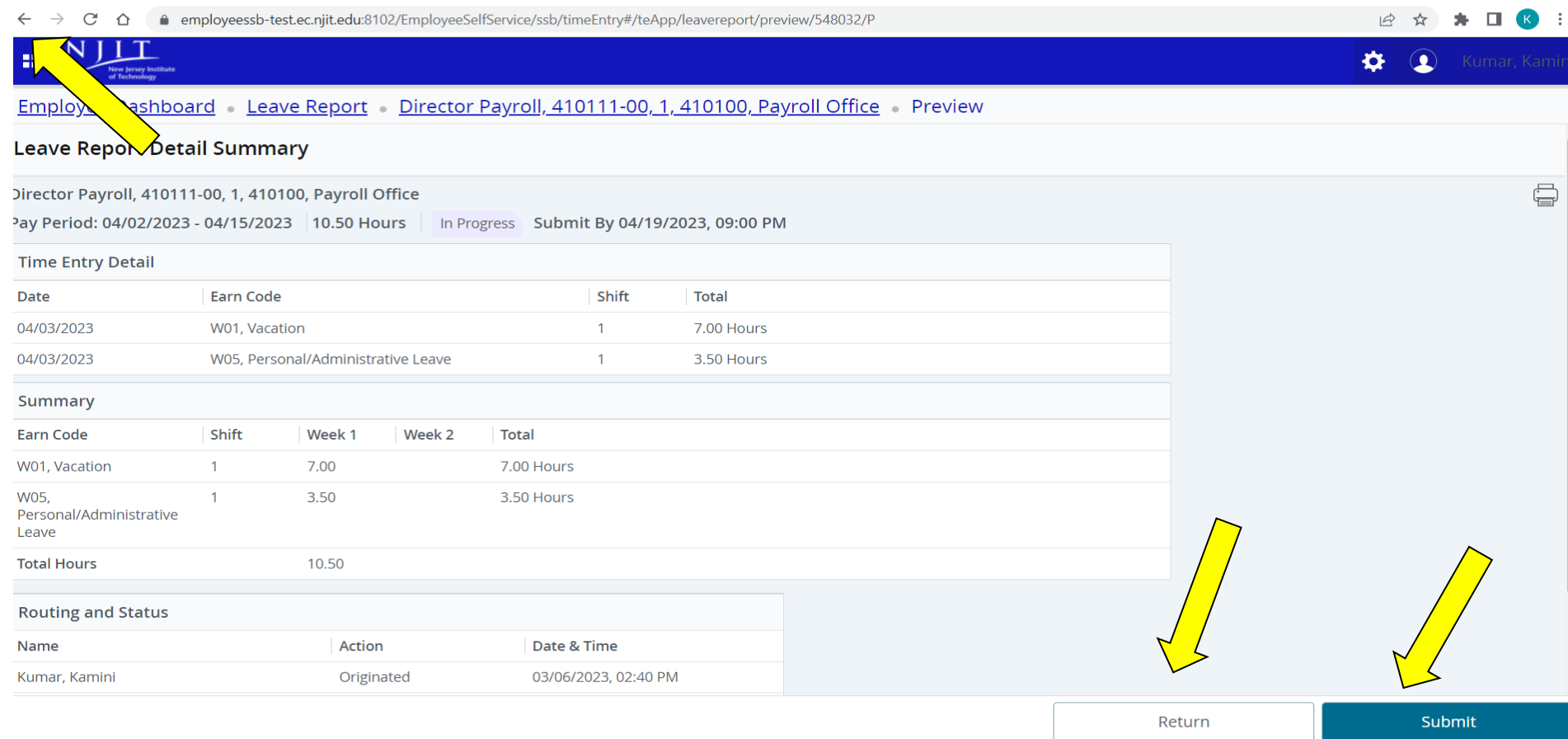
Total: 3.50 Hours

Exit Page

Cancel Save Preview

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"**.

Adjusting Leave Hours



← → ↻ 🏠 employeeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/548032/P

NJIT New Jersey Institute of Technology

Kumar, Kamini

[Employee Dashboard](#) • [Leave Report](#) • [Director Payroll, 410111-00, 1, 410100, Payroll Office](#) • [Preview](#)

Leave Report Detail Summary

Director Payroll, 410111-00, 1, 410100, Payroll Office

Pay Period: 04/02/2023 - 04/15/2023 | 10.50 Hours | In Progress | Submit By 04/19/2023, 09:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/03/2023	W01, Vacation	1	7.00 Hours
04/03/2023	W05, Personal/Administrative Leave	1	3.50 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	7.00		7.00 Hours
W05, Personal/Administrative Leave	1	3.50		3.50 Hours
Total Hours		10.50		

Routing and Status

Name	Action	Date & Time
Kumar, Kamini	Originated	03/06/2023, 02:40 PM

[Return](#) [Submit](#)

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.

Adjusting Leave Hours

Leave Report Messages 1 ▼

04/02/2023 - 04/15/2023 | 7.00 Hours i ≡ In Progress Submit By 04/19/2023, 09:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 7.00 Hours	4	5	6	7	8

⊕ Add Earn Code

Vacation 🕒 7.00 Hours ➡ ✎ 📄 ⊖

Total: 7.00 Hours

[Exit Page](#) Cancel Save Preview

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**”.

Submit for Approval

Pay Period: 04/02/2023 - 04/15/2023 | 14.00 Hours | In Progress | Submit By 04/19/2023, 09:00 PM

Time Entry Detail

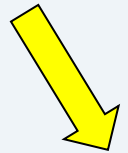
Date	Earn Code	Shift	Total
04/03/2023	W01, Vacation	1	7.00 Hours
04/04/2023	W01, Vacation	1	3.50 Hours
04/04/2023	W05, Personal/Administrative Leave	1	3.50 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	10.50		10.50 Hours
W05, Personal/Administrative Leave	1	3.50		3.50 Hours
Total Hours		14.00		

Routing and Status

Name	Action	Date & Time
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Return

Submit

12. Please review the leave report and select “**Submit**” for approval.

Submitted Leave Report

[Employee Dashboard](#) • [Leave Report](#) • [\[Redacted\]](#) • [1, 110000, AVP Accounting & Treasury Mgmt](#) • ✓ Leave Report successfully submitted.

Leave Report Detail Summary

[\[Redacted\]](#)

Pay Period: 04/02/2023 - 04/15/2023 | 14.00 Hours | Pending | Submitted On 02/24/2023, 03:26 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/03/2023	W01, Vacation	1	7.00 Hours
04/04/2023	W01, Vacation	1	3.50 Hours
04/04/2023	W05, Personal/Administrative Leave	1	3.50 Hours


Summary

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	10.50		10.50 Hours
W05, Personal/Administrative Leave	1	3.50		3.50 Hours
Total Hours		14.00		

Routing and Status

Name	Action	Date & Time
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Return



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

Recall Pending Leave Report

Leave Report Messages 2

04/02/2023 - 04/15/2023 | 10.50 Hours i 3 Pending Submitted On 02/27/2023, 12:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4 3.50 Hours	5 7.00 Hours	6	7	8

Exit Page

Recall Leave Report

Preview

- 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

Leave Report Messages 2

04/02/2023 - 04/15/2023 10.50 Hours 4 In Progress Submit By 04/19/2023, 09:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4 7.00 Hours	5	6	7	8

[+ Add Earn Code](#)

Vacation 3.50 Hours Total: 3.50 Hours

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

- 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.

Questions?



If you have any issues or questions, please email us at payroll@njit.edu.