

Web Time Entry Via Banner Self Service Training Session Hourly/Student Employees



Presented By
Payroll Office

Objectives

At the end of this session you will know how to

- Open your timesheet
- Enter time
- Enter comments
- Adjust your time
- Submit your timesheet

Accessing Banner Web Time Entry

→ ↻ 🏠 webauth.njit.edu/idp/profile/cas/login?execution=e1s1

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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.

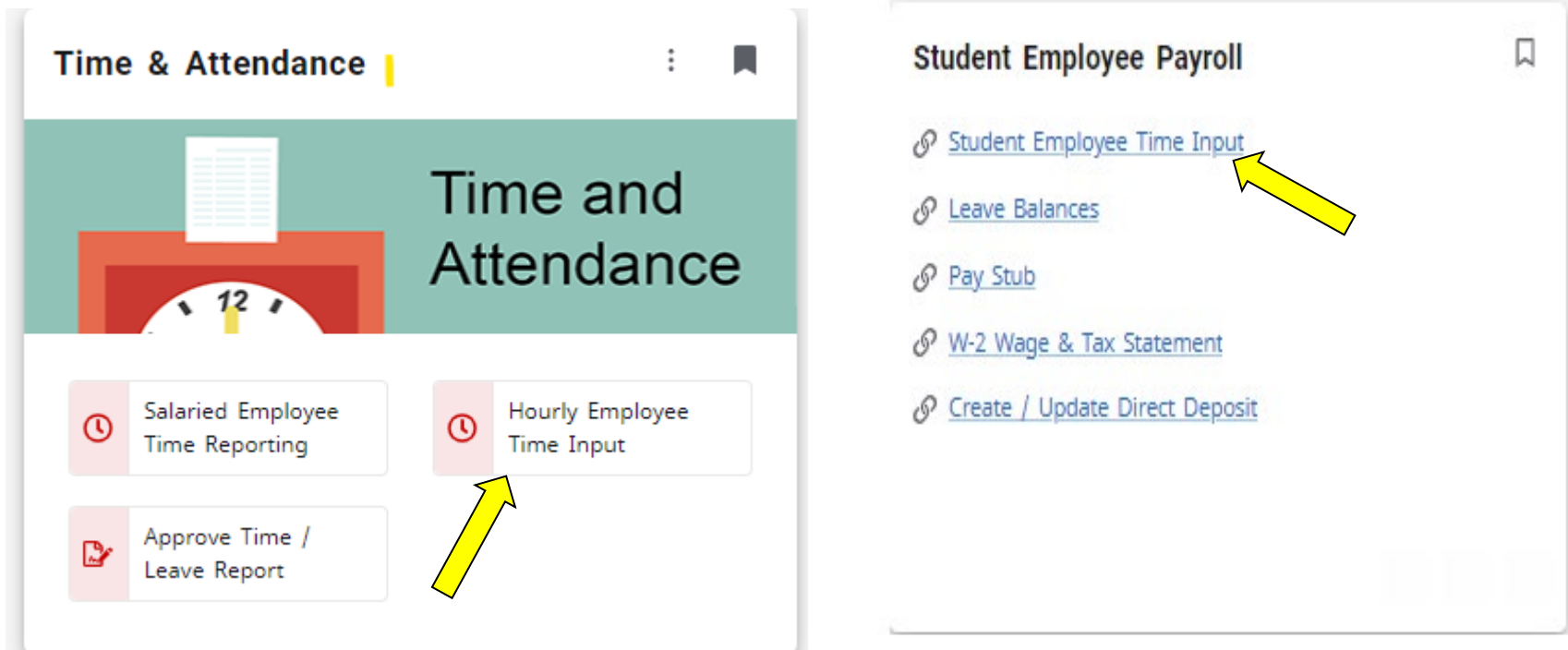
Need further assistance?

- [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.

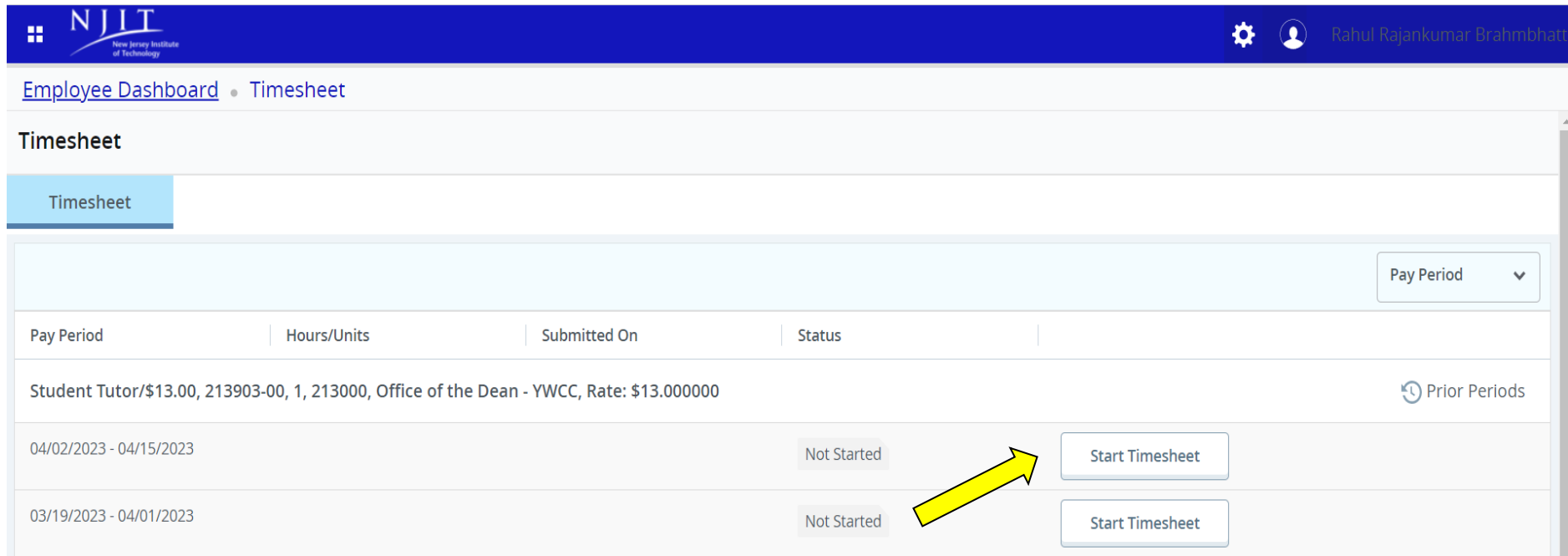
- Go to My.Njit.edu
- Enter UCID and Password and Click “Login”

Accessing Banner Web Time Entry




- Hourly employees- Under the Time and Attendance tile, Select Hourly Employee Time Input
- Student employees- Under the Student Employee Payroll tile, Select Student Employee Time Input (***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 timesheet



The screenshot shows the NJIT Employee Dashboard Timesheet page. The header includes the NJIT logo and the user name Rahul Rajankumar Brahmbhatt. The page title is "Timesheet". Below the title, there is a "Timesheet" tab. The main content area shows a table with the following columns: Pay Period, Hours/Units, Submitted On, Status, and a "Start Timesheet" button. The table has two rows of data. The first row is for the pay period 04/02/2023 - 04/15/2023, with a status of "Not Started". The second row is for the pay period 03/19/2023 - 04/01/2023, also with a status of "Not Started". A yellow arrow points to the "Start Timesheet" button for the 04/02/2023 - 04/15/2023 period.

Pay Period	Hours/Units	Submitted On	Status	
Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000				 Prior Periods
04/02/2023 - 04/15/2023			Not Started	<button>Start Timesheet</button>
03/19/2023 - 04/01/2023			Not Started	<button>Start Timesheet</button>

1. Select the proper pay period under Timesheet

Note: There may be two pay periods available at the same time, please select the correct pay period for entry

2. Select “**Start Timesheet**” to enter the time

Entering Hours

The screenshot displays the NJIT Timesheet interface. At the top, the header includes the NJIT logo and the user's name, Rahul Rajankumar Brahmabhatt. Below the header, the page title is "Employee Dashboard • Timesheet • Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000". The main content area shows a calendar for the week of 04/02/2023 to 04/15/2023. The calendar grid has columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The date 04/03/2023 (Monday) is highlighted in blue. A yellow arrow points to the date '3' on Monday. Below the calendar, there is a section for "Add Earn Code". A dropdown menu is open, showing the "Earn Code" list with options: "Student Hourly", "Student Hourly", "Back Hours", and "Sick Leave". The "Student Hourly" option is selected. A yellow arrow points to the "Student Hourly" option. To the right of the dropdown menu is a text input field labeled "Hours*" with a red asterisk, indicating it is required. The input field is currently empty.

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

Entering Hours

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Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000 🔄 Restart Time 📅 Leave Balances

04/02/2023 - 04/15/2023 📄 🗨️ In Progress **Submit By 04/19/2023, 09:00 PM**

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

[⊕ Add Earn Code](#)

Earn Code Student Hourly ▼

Hours* ⊖

[Exit Page](#) Cancel Save Preview

4. Enter hours worked in the box and “Save”.

Entering Hours

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Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000

Restart Time Leave Balances

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

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

+ Add Earn Code

Earn Code Hours*

Student Hourly 5.00




Earn Code Hours*

Sick Leave 4.00

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 Hours

Rahul Rajankumar Brahmbhatt

[Employee Dashboard](#) • [Timesheet](#) • [Student Tutor/\\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \\$13.000000](#) • [Preview](#)

Timesheet Detail Summary

Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC , Rate: \$13.000000

Pay Period: 04/02/2023 - 04/15/2023 | 9.00 Hours | **In Progress** | Submit By 04/19/2023, 09:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/03/2023	STH, Student Hourly	1	5.00 Hours
04/03/2023	SIC, Sick Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
STH, Student Hourly	1	5.00		5.00 Hours
SIC, Sick Leave	1	4.00		4.00 Hours
Total Hours		9.00		

Routing and Status

Name	Action	Date & Time
Rahul Rajankumar Brahmbhatt	Originated	03/02/2023, 11:33 AM
Serena Branson	In the Queue	

Return

Submit

8. If the Timesheet looks good, please select **“Submit”** for approval

9. To make changes, select **“Return”** or **“Back button”** to return to the timesheet.

Adjusting Hours

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Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000

Restart Time Leave Balances

04/02/2023 - 04/15/2023 9.00 Hours In Progress Submit By 04/19/2023, 09:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 9.00 Hours	4	5	6	7	8

+ Add Earn Code

Student Hourly 5.00 Hours Total: 5.00 Hours Account Distribution




Sick Leave 4.00 Hours Total: 4.00 Hours Account Distribution

Exit Page Cancel Save Preview

10. Select the day and select **Edit, Copy, or Delete** time entries by clicking on the corresponding buttons on the right side.


11. Select **“Save”** and **“Preview”**.

Submit for Approval

 **Rahul Rajankumar Brahmbhatt**

[Employee Dashboard](#) • [Timesheet](#) • [Student Tutor/\\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \\$13.000000](#) • [Preview](#)

Timesheet Detail Summary

Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC , Rate: \$13.000000 

Pay Period: 04/02/2023 - 04/15/2023 | 9.00 Hours | In Progress | Submit By 04/19/2023, 09:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/03/2023	STH, Student Hourly	1	5.00 Hours
04/03/2023	SIC, Sick Leave	1	4.00 Hours

Summary


Earn Code	Shift	Week 1	Week 2	Total
STH, Student Hourly	1	5.00		5.00 Hours
SIC, Sick Leave	1	4.00		4.00 Hours
Total Hours		9.00		

Routing and Status

Name	Action	Date & Time
Rahul Rajankumar Brahmbhatt	Originated	03/02/2023, 11:33 AM
Serena Branson	In the Queue	


Return



Submit



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

Submitted Timesheet



Rahul Rajankumar Brahmbhatt1

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✓ Timesheet successfully submitted.

Timesheet Detail Summary

Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC , Rate: \$13.000000

Pay Period: 04/02/2023 - 04/15/2023 9.00 Hours Pending Submitted On 03/02/2023, 11:39 AM

Time Entry Detail

Date	Earn Code	Shift	Total
04/03/2023	STH, Student Hourly	1	5.00 Hours
04/03/2023	SIC, Sick Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
STH, Student Hourly	1	5.00		5.00 Hours
SIC, Sick Leave	1	4.00		4.00 Hours
Total Hours		9.00		


Routing and Status

Name	Action	Date & Time
Rahul Rajankumar Brahmbhatt	Originated	03/02/2023, 11:33 AM
Rahul Rajankumar Brahmbhatt	Submitted	03/02/2023, 11:39 AM

Return


13. The Timesheet has been successfully submitted to the approver.

Recall Pending Timesheet


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Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000 [Leave Balances](#)

04/02/2023 - 04/15/2023 9.00 Hours  Pending Submitted On 03/02/2023, 11:39 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 9.00 Hours	4	5	6	7	8

Student Hourly  5.00 Hours

Total: 5.00 Hours [Account Distribution](#)

Sick Leave  4.00 Hours

Total: 4.00 Hours [Account Distribution](#)

[Exit Page](#) [Recall Timesheet](#) [Preview](#)

- The Timesheet 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 Student Employee Services tile/Payroll Services tile, select Employee Time Reporting, and select "**Pending**".
- Select "**Recall Timesheet**", and the status will change to "**InProgress**"

Recall Pending Timesheet

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Student Tutor/\$13.00, 213903-00, 1, 213000, Office of the Dean - YWCC, Rate: \$13.000000

Restart Time Leave Balances

04/02/2023 - 04/15/2023 | 9.00 Hours | 1

In Progress Submit By 04/19/2023, 09:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 9.00 Hours	4	5	6	7	8

+ Add Earn Code

Student Hourly 5.00 Hours

Total: 5.00 Hours | Account Distribution

Sick Leave 4.00 Hours

Total: 4.00 Hours | Account Distribution

Exit Page Cancel Save Preview

- The Timesheet 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 timesheet and select “Submit” for approval

When to Submit Manual Timesheet

In the unlikely event that an employee's hours worked are not properly recorded or an employee missed submitting the Timesheet in the electronic Web Time Entry system. The approver/Proxy must approve and submit a Manual Timesheet to payroll@njit.edu explaining the reasons and necessary corrections.

The Manual Timesheet can be downloaded from the Payroll webpage.

Time Sheet Statuses

Following are the different statuses that you may/will see during the time input process.

- **NOT STARTED**-You have not started your time sheet. It can be opened/started.
- **ERROR**- No hours entered.
- **IN PROGRESS**- You are in the process of entering your time for the pay period. It can be opened/edited.
- **PENDING**- You submitted your time sheet and it is in the approver's queue waiting to be approved.
- **RECALL**- Your Timesheet is being recalled by you to make the corrections
- **RETURNED FOR CORRECTION** Your timesheet is being returned to you for correction. You are **required** to make corrections and **resubmit**.
- **APPROVED** Your timesheet has been approved and is ready for Payroll to process. It cannot be edited by you or your approver.
- **COMPLETED** Payroll received and processed your timesheet.

Questions?



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