

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



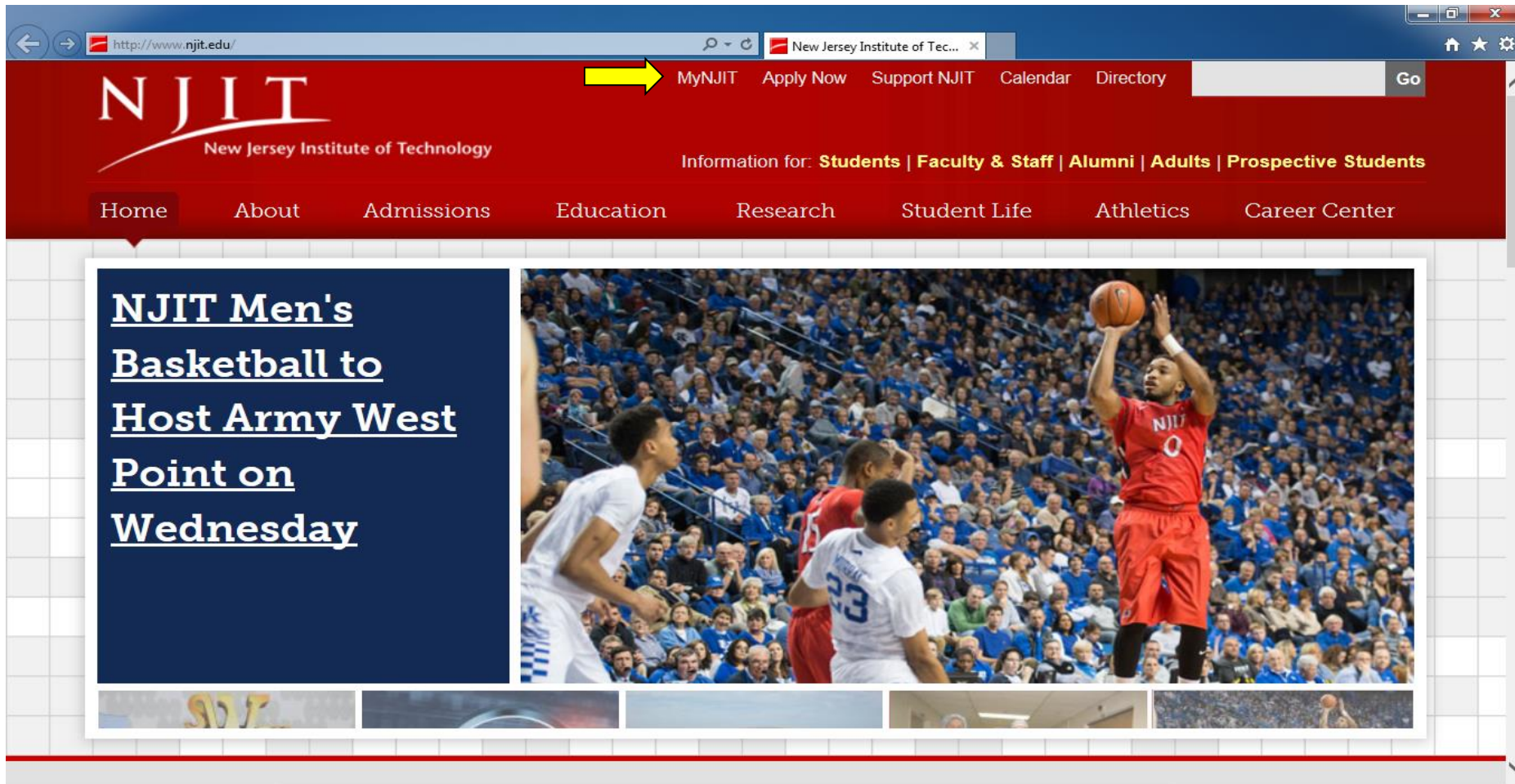
Presented By
Payroll Office

Objectives

At the end of this session you will know how to

- Approve time
- 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



The screenshot shows the NJIT website in a web browser. The address bar displays <http://www.njit.edu/>. The page features a red header with the NJIT logo and the text "New Jersey Institute of Technology". A yellow arrow points to the "MyNJIT" link in the top navigation bar, which also includes "Apply Now", "Support NJIT", "Calendar", "Directory", and a "Go" button. Below the header, a secondary navigation bar lists links for "Students", "Faculty & Staff", "Alumni", "Adults", and "Prospective Students". The main navigation menu includes "Home", "About", "Admissions", "Education", "Research", "Student Life", "Athletics", and "Career Center". A large banner on the left side of the page reads "NJIT Men's Basketball to Host Army West Point on Wednesday". To the right of the text is a photograph of a basketball player in a red jersey (number 0) jumping to shoot the ball, with other players in white jerseys (number 23) and a large crowd in the background.

Accessing Banner Web Time Entry

The screenshot shows a web browser window with the URL <https://www.njit.edu/cp/login.php>. The page features a red header with the NJIT logo and the text "HIGHLANDER PIPELINE". Below the header, there is a "Secure Access Login" section with input fields for "UCID:" and "Password:", and buttons for "Login" and "Cancel". A link "Forgot your UCID or password?" is also present. To the right of the login section, there is a large banner for "2016 Fall Registration" with the text "Use our new system" and "USE IT TODAY". Below the banner, there are three buttons: "Plan ahead for your classes (DEMO)", "Register for classes (DEMO)", and "FAQ". On the left side of the page, there are several links: "Use our new registration system", "Plan ahead for your classes (DEMO)", "Register for classes (DEMO)", and "FAQ". At the bottom of the page, there is a copyright notice: "Copyright © SunGard Higher Education 1998 - 2010." and the SunGard Higher Education logo.

Secure Access Login

UCID:

Password:

[Forgot your UCID or password?](#)

2016 Fall Registration

Use our new system

USE IT TODAY

[Plan ahead for your classes \(DEMO\)](#)

[Register for classes \(DEMO\)](#)

[FAQ](#)

What is Highlander Pipeline?
"How do I logon" and other FAQ's

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Accessing Banner Web Time Entry

The screenshot shows a web browser window displaying the NJIT Highlander Pipeline. The browser's address bar shows the URL `cp4.njit.edu/tag.b3d3f754ef009973.render.userLayoutRoc`. The page features a red header with the NJIT logo and the title "HIGHLANDER PIPELINE". Below the header, a navigation bar includes links for "My Account", "Content Layout", and a welcome message for "Annette Aponte". A yellow arrow points to this welcome message. The main content area is divided into several sections: "Administrative Services" (with links like Banner Self-Service, Banner INB, E~Print, MAP-Works, Cognos Reporting, InfoSilem DCU, Banner Documentation, and Banner Computer-Base Training), "Faculty Dashboard" (stating "There are no class assignments at this time."), "Faculty Schedule" (showing the date "Today is: Apr 19, 2016" and a search bar), "Faculty Registration Tools" (with links for "Look Up Classes" and "Add or Drop Classes"), "Employee News and Announcements" (featuring a "Lot 7 Parking Notice for Wednesday, 4/20/2016"), and "Faculty & Staff: Milestones, Transitions, Memorials and other Notable Events" (mentioning the "Passing of Mrs. Rosalee Smith"). The date "April 19, 2016" is displayed in the top right corner.

Accessing Banner Web Time Entry

File Edit View History Bookmarks Tools Help

P Pandora Internet Radio... SunGard Higher Education Main Menu

cp4.njit.edu/tag.b3d3f754ef009973.render.userLayoutRootNode.u Search

NJIT HIGHLANDER PIPELINE

My Account Content Layout Welcome Annette Aponte You are currently logged in.

E-mail Calendar Groups Logout Help

My Pipeline Tutorial Faculty/Staff Services Student Services Student Government April 19, 2016

Administrative Services

- [Banner Self-Service \(Production\)](#)
- [Banner INB \(Production\)](#)
- [EPrint](#)
- [MAP-Works](#)
- [Cognos Reporting \(Production\)](#)
- [InfoSilem DCU \(Production\)](#)
- [Banner Documentation](#)
- [Banner Computer-Base Training](#)

Faculty Dashboard

There are no class assignments at this time.

Faculty Schedule

Today is: Apr 19, 2016

Search (MM/DD/YYYY):

◀ ▶ Apr 19, 2016

[Weekly View](#)

Employee News and Announcements

Lot 7 Parking Notice for Wednesday, 4/20/2016

04/19/2016

Parking in lot #7 (located behind the Campus Center) will be limited on Wednesday, April 20, 2016. Please plan to make alternate parking arrangements ...[More](#)

Faculty & Staff: Milestones, Transitions, Memorials and other Notable Events

Passing of Mrs. Rosalee Smith

04/18/2016

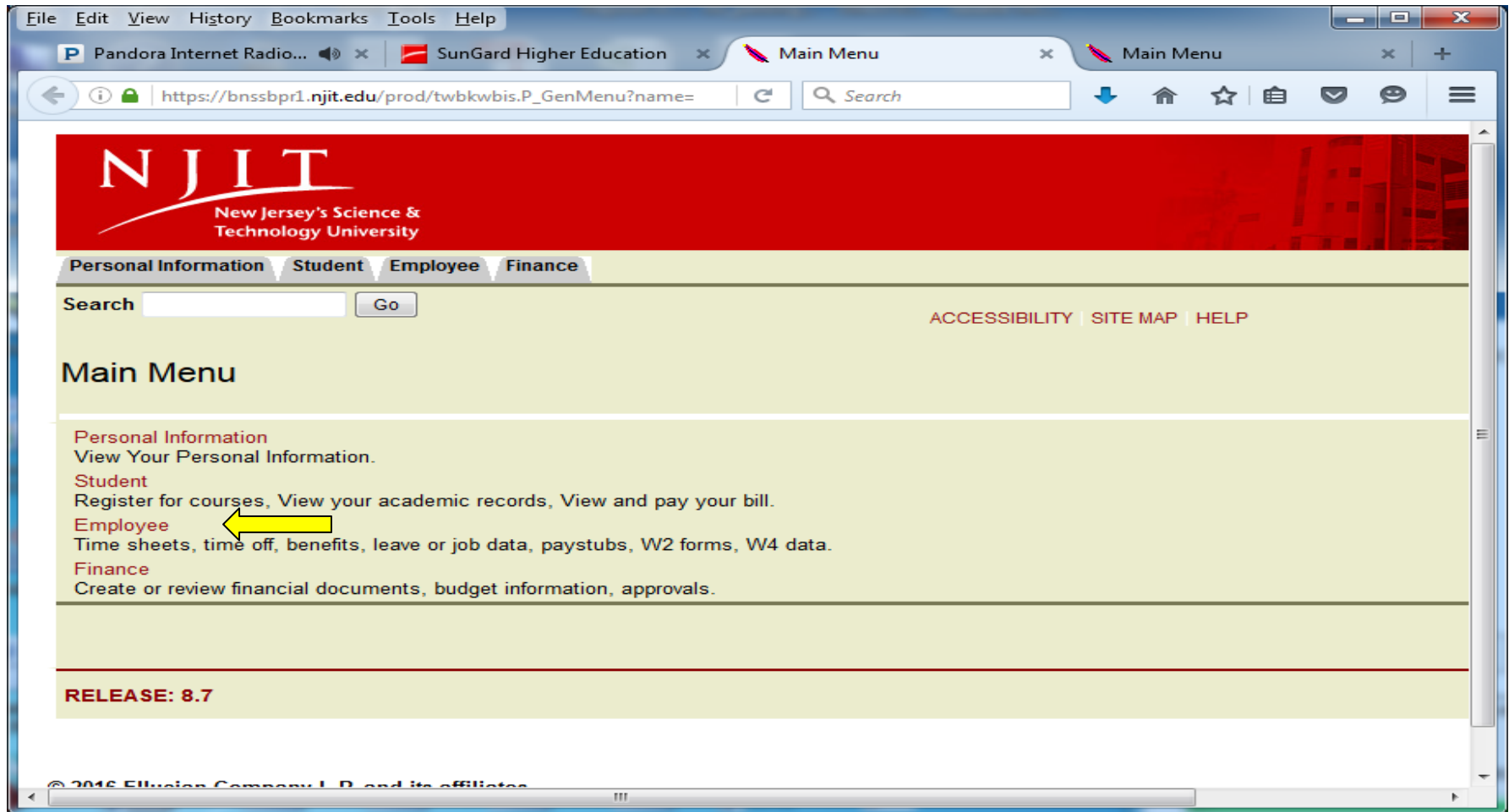
Online Resources

- [Freshman Course](#)

Faculty Registration Tools

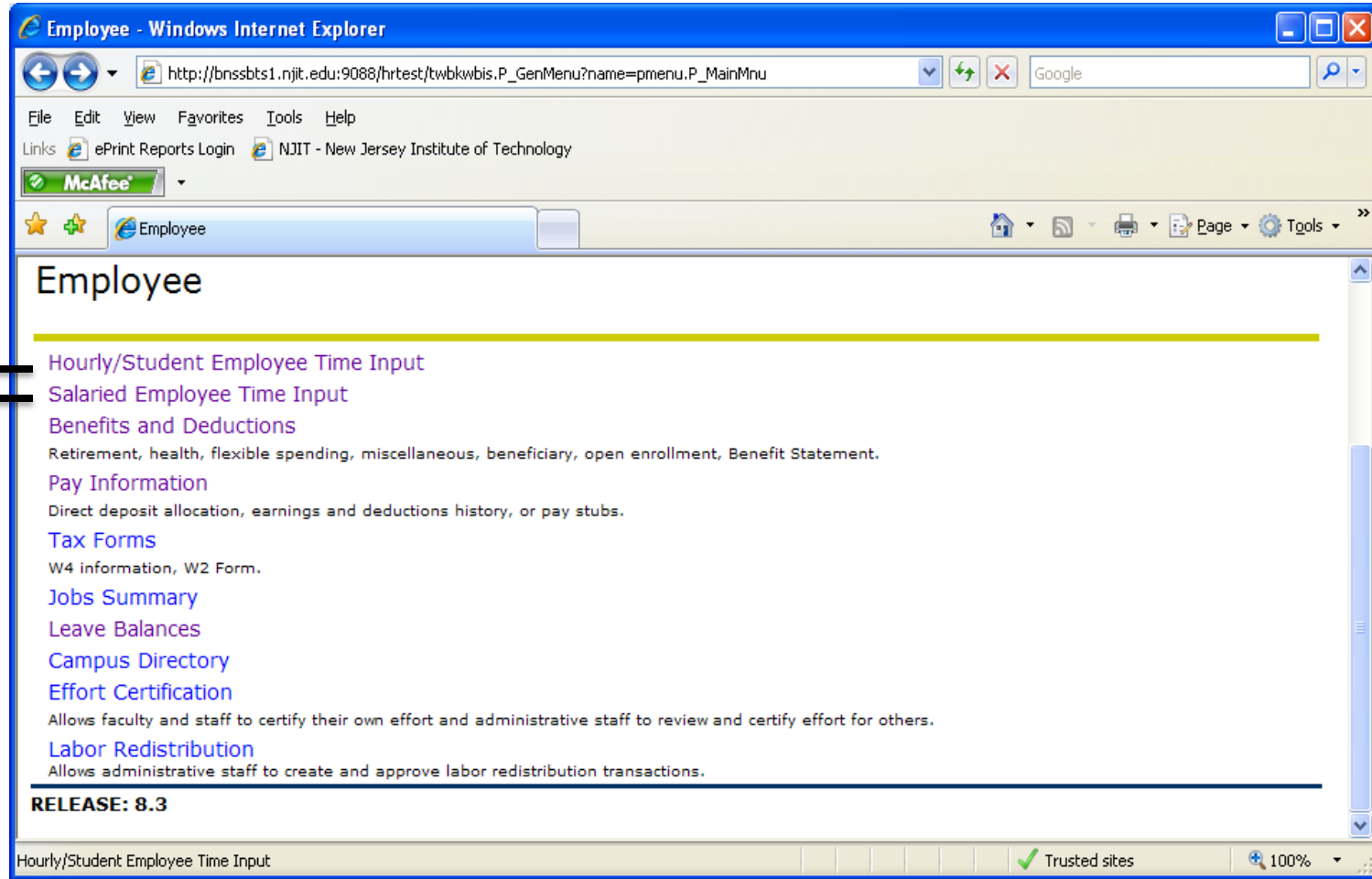
- [Look Up Classes](#)
- [Add or Drop Classes](#)

Accessing Timesheets/Leave Report



Click on the **Employee** link.

Accessing Timesheet/Leave Report



1. Click on Hourly/Student Employee Time Input
or
Salaried Employee Time Input

Reviewing and Approving a Timesheet/Leave Report

Personal Information Employee Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

RELEASE: 8.3

- 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.
- Click the **Select** button.

Reviewing and Approving a Timesheet/Leave Report

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
1, 410100, Payroll Office	<input checked="" type="radio"/>	BH, Mar 27, 2016 to Apr 09, 2016 ▼

Leave Report

Department and Description	My Choice	Leave Period
1, 410100, Payroll Office	<input type="radio"/>	BH, Mar 27, 2016 to Apr 09, 2016 ▼

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

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.

Reviewing a Timesheet/Leave Report

Department Summary

Select the employee's name to access additional details.

COA: 1, New Jersey Institute of Technology
Department: 410100, Payroll Office
Pay Period: Mar 27, 2016 to Apr 09, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Closed as of Apr 18, 2016, 11:00 AM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correcti
31338575	Yun Ling 410199 - 02 UG Student IWS...\$10.00		10.25	.00	Pending		<input type="checkbox"/>

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	3
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	4
Total Hours:	10.25
Total Units:	.00

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

RELEASE: 8.12.1

8. In the **Name and Position** column, click on the employee's name.

Reviewing and Approving a Timesheet/Leave Report

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:
Title:

31338575 Yun Ling
 410199-02 UG Student IWS...\$10.00

Department and Description:
Transaction Status:

1 410100 Payroll Office
 Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Mar 13, 2016	Monday , Mar 14, 2016	Tuesday , Mar 15, 2016	Wednesday , Mar 16, 2016	Thursday , Mar 17, 2016	Friday , Mar 18, 2016	Saturday , Mar 19, 2016	Sunday , Mar 20, 2016	Monday , Mar 21, 2016	Tuesday , Mar 22, 2016	Wednesday , Mar 23, 2016	Thursday , Mar 24, 2016	Friday , Mar 25, 2016
Student Hourly	1		7			7											
Total Hours:			7			7											
Total Units:				0													

Routing Queue

Name	Action and Date
Yun Ling	Originated Mar 16, 2016 12:44 pm
Yun Ling	Submitted Mar 16, 2016 12:44 pm
Annette Aponte	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Mar 13, 2016	100.00		100000	410100	619113	350010				

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

- Review the time sheet in detail. Be sure to scroll down to view all information.
- Click the **Approve** button (or other options listed). Note: The page will refresh and display a message that the time sheet was approved.

Reviewing and Approving a Timesheet/Leave Report

Personal Information Student **Employee** Finance

Search Go SITE MAP HELP EXIT

Employee Details

Select Next or Previous to access another employee.

Time transaction successfully approved.

Employee ID and Name: 31338575 Yun Ling
Title: 410199-02 UG Student IWS...\$10.00
Department and Description: 1 410100 Payroll Office
Transaction Status: Approved

Previous Menu Return Time

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Mar 13, 2016	Monday, Mar 14, 2016	Tuesday, Mar 15, 2016	Wednesday, Mar 16, 2016	Thursday, Mar 17, 2016	Friday, Mar 18, 2016	Saturday, Mar 19, 2016	Sunday, Mar 20, 2016	Monday, Mar 21, 2016	Tuesday, Mar 22, 2016	Wednesday, Mar 23, 2016	Thursday, Mar 24, 2016	Friday, Mar 25, 2016
Student Hourly	1		7			7											
Total Hours:			7			7											
Total Units:				0													

Routing Queue

Name	Action and Date
Yun Ling	Originated Mar 16, 2016 12:44 pm
Yun Ling	Submitted Mar 16, 2016 12:44 pm
Annette Aponte	Approved Mar 21, 2016 03:26 pm

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Mar 13, 2016	100.00		100000	410100	619113	350010				

Previous Menu Return Time

Time Sheet | Routing Queue | Account Distribution

RELEASE: 8.10

11. Click the **Previous Menu** button to return to the Department Summary Page

Returning a Timesheet/Leave Report for Corrections

The screenshot shows the 'Employee Details' page for Yun Ling (Employee ID: 31338575). The page includes a search bar, navigation tabs (Personal Information, Student, Employee, Finance), and a 'Go' button. Below the employee information, there are buttons for 'Previous Menu', 'Approve', 'Return for Correction', 'Change Record', 'Delete', and 'Add Comment'. The 'Return for Correction' button is highlighted.

Employee ID and Name: 31338575 Yun Ling
Title: 410199-02 UG Student IWS...\$10.00
Department and Description: 1 410100 Payroll Office
Transaction Status: Pending

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Mar 27, 2016	Monday Mar 28, 2016	Tuesday Mar 29, 2016	Wednesday Mar 30, 2016	Thursday Mar 31, 2016	Friday Apr 01, 2016	Saturday Apr 02, 2016	Sunday Apr 03, 2016	Monday Apr 04, 2016	Tuesday Apr 05, 2016	Wednesday Apr 06, 2016	Thursday Apr 07, 2016	Friday Apr 08, 2016
Student	1		10.25				1.75	2							3.5		
Hourly																	
Total Hours:			10.25				1.75	2							3.5		
Total Units:				0													

Comments

Date	Made by	Confidential	Comments
Apr 13, 2016 10:11 am	Annette Aponte	No	Time Sheet Returned
Apr 11, 2016 10:26 am	Yun Ling	No	Time Sheet Returned

Routing Queue

Name	Action and Date
Yun Ling	Originated Apr 11, 2016 10:04 am
Yun Ling	Submitted Apr 11, 2016 10:30 am
Annette Aponte	Pending Apr 13, 2016 10:11 am

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Mar 27, 2016		100.00	100000	410100	619113	350010				

At the bottom of the page, there are buttons for 'Previous Menu', 'Approve', 'Return for Correction', 'Change Record', 'Delete', and 'Add Comment'. The 'Return for Correction' button is highlighted.

If you find a timesheet/leave report that the employee must correct, return it as follows (Web time entry period must be open):

1. Click the **Add Comment** button.

Returning a Timesheet/Leave Report for Corrections

https://bnssbpr1.njit.edu/prod/bwptkapp.P_ButtonsDriver

SunGard Higher Ed... Comments Google

NJIT
New Jersey's Science & Technology University

Personal Information Student **Employee** Finance

Search [SITE MAP](#) [HELP](#)

Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

Employee: Yun Ling, 31338575
Pay Period: Mar 27, 2016 to Apr 09, 2016

Made By: Annette Aponte
Comment Date: Apr 13, 2016
Confidential Indicator: ☐

Enter or Edit Comment:

Made By: Annette Aponte
Comment Date: Apr 13, 2016
Comment is not Confidential
Comment: Time Sheet Returned

Made By: Yun Ling
Comment Date: Apr 11, 2016
Comment is not Confidential
Comment: Time Sheet Returned

RELEASE: 8.8

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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.

Returning a Timesheet/Leave Report for Corrections

The screenshot shows the NJIT Employee Details page in a web browser. The browser address bar displays the URL: https://bnssbpr1.njit.edu/prod/bwptais.P_ProcDeleteAppr. The page header includes the NJIT logo and navigation tabs for Personal Information, Student, Employee, and Finance. The Employee Details section shows the following information:

- Employee ID and Name: 31338575 Yun Ling
- Title: 410199-02 UG Student IWS...\$10.00
- Department and Description: 1 410100 Payroll Office
- Transaction Status: Pending

Below the employee information, there are several buttons: Previous Menu, Approve, Return for Correction, Change Record, Delete, and Add Comment. The Return for Correction button is highlighted in the original image.

Below the buttons, there are links for Comments, Routing Queue, and Account Distribution. The Time Sheet section shows a table with columns for Earnings, Shift, Special Rate, Total Hours, Total Units, and days of the week from Sunday to Friday. The table contains data for a student named Yun Ling, showing 1.75 hours on Tuesday and 2 hours on Thursday, totaling 3.5 hours.

The Comments section shows two entries:

Date	Made by	Confidential	Comments
Apr 13, 2016 10:11 am	Annette Aponte	No	Time Sheet Returned
Apr 11, 2016 10:26 am	Yun Ling	No	Time Sheet Returned

The Routing Queue section shows a table with columns for Name and Action and Date. It contains three entries:

Name	Action and Date
Yun Ling	Originated Apr 11, 2016 10:04 am
Yun Ling	Submitted Apr 11, 2016 10:30 am
Annette Aponte	Pending Apr 13, 2016 10:11 am

The Account Distribution Default Data section shows a table with columns for Pay Period Effective Date, Percent, Index, Fund, Organization, Account, Program, Activity, Location, Project Type, and Cost Type.

5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Department Summary Page.

Overriding a Timesheet/Leave Report

You may need to make a correction to an employee's time sheet/leave report.

1. Click the **Change Time Record** link in the Other Information column.
2. Click the **hyperlink** for the hours or entry to be changed.
3. Then, **type** the correct hours.
4. Click the **Save** button.
5. Click the **Comments** button.
6. Then, **type** a message indicating the corrections you have made.
7. Click the **Save** button.
8. Click the **Previous Menu** button to return to time sheet/leave report.
9. Click the **Approve** button. The page will refresh and display a message that the time sheet was approved. Also, the *approved by* section will be populated with your name.
10. Click the **Previous Menu** button to return to Department Summary Page.

Acting as Superuser

The screenshot shows a web browser window titled "Time Reporting Selection - Windows Internet Explorer". The address bar displays the URL "http://bnssbts1.njit.edu:9080/test/bwpktais.P_SelectLeaveReportRoll". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Links bar shows "ePrint Reports Login" and "NJIT - New Jersey Institute of Technology". The McAfee security bar is visible above the main content area. The page title is "Time Reporting Selection". Below the title is a search bar with a "Go" button. The main content area is titled "Time Reporting Selection" and contains a section for "Selection Criteria". Under this section, there are several options with radio buttons: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:", "Approve All Departments:", "Act as Proxy:", and "Act as Superuser:". The "Act as Superuser:" option is selected, indicated by a green checkmark. To the right of these options, the text "My Choice" is displayed. Below the "Act as Proxy:" option, there is a dropdown menu showing "Self". At the bottom left of the form, there is a "Select" button, which is highlighted with a red rectangle. At the bottom right of the form, there is a link labeled "Proxy Set Up". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

Time Reporting Selection

Selection Criteria

My Choice

Access my Time Sheet: ☐

Access my Leave Report: ☐

Access my Leave Request: ☐

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy: Self

Act as Superuser: ☒

Select

Proxy Set Up

To enter employees' time you have to act as a Superuser.

Acting as Superuser

The screenshot shows a web browser window with the URL https://bnssbpr1.njit.edu/prod/bwpktais.P_. The page features the NJIT logo and navigation tabs for Personal Information, Student, Employee, and Finance. A search bar is present with a 'Go' button. The main section is titled 'Approver Selection' and includes a help text: 'Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department. Select a sort order and choose Sele'. Below this, there are several dropdown menus: 'Type of Records' (set to 'Leave Report'), 'Year' (set to '2016'), 'Leave Frequency' (set to 'BH, Biweekly Hourly'), 'Leave Number' (set to '8'), 'COA' (set to '1, New Jersey Institute of Technology'), and 'Department' (set to 'ALL'). A 'Sort Order' section contains two radio buttons: 'My Choice' (selected) and 'Sort employees' records by Status then by Name'. A 'Select' button is located at the bottom of the form. The footer displays 'RELEASE: 8.10' and '© 2016 Ellucian Company L.P. and its affiliates.'

Select type of record, payroll information, department and click select.

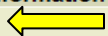
Acting as Superuser

Select the employee's name to access additional details.

COA: 1, New Jersey Institute of Technology
Department: 410100, Payroll Office
Leave Frequency: BH, Biweekly Hourly
Leave Period: Mar 27, 2016 to Apr 09, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Apr 14, 2016, 09:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
31386946	Jong K. Park 410204 - 00 Payroll Clerk	Override	.00	9.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Comments Leave Balance Warning

Not Started		
ID	Name, Position and Title	Other Information
21470678	Antoinette Pittman 410203 - 16 Payroll Clerk	Extract 

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
21484655	Kamini Kumar 410107 - 00 Payroll Manager		.00	35.00	.00	Approved				Leave Balance Leave Updated Warning

Pay Event Transactions

Action required by all approvers: 0
Time or Leave Transactions Approved or FYI: 1

1. Click on "Extract" to start a timesheet/leave report for an employee.

Note: At least one person needs to have done their time for you to "extract" other employees.

Designating a Proxy

Time Reporting Selection - Windows Internet Explorer

http://bnssbts1.njit.edu:9080/test/bwpltais.P_SelectTimeSheetRoll

File Edit View Favorites Tools Help

Links ePrint Reports Login NJIT - New Jersey Institute of Technology

McAfee

Time Reporting Selection

NJIT
New Jersey's Science & Technology University

Personal Information **Employee** Finance

Search Go

SITE MAP HELP EXIT

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

☐ My Choice

Access my Time Sheet: ☐

Access my Leave Report: ☐

Access my Leave Request: ☐

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy:

Act as Superuser: ☐

Select

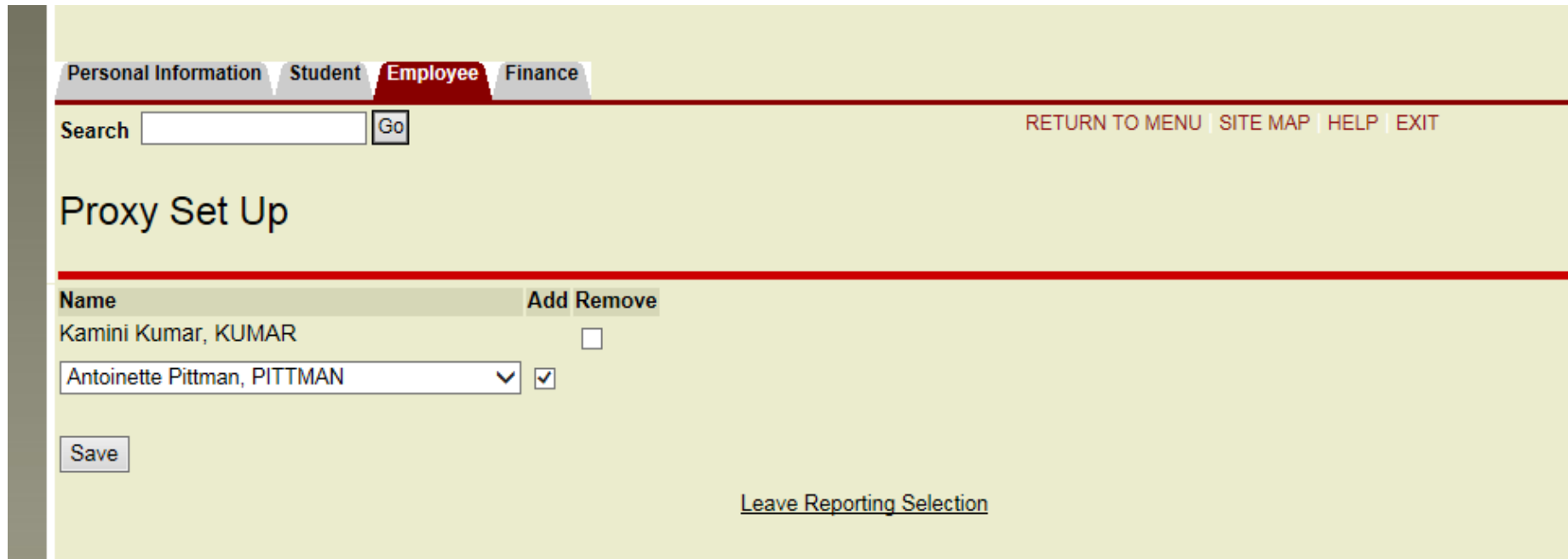
Proxy Set Up

RELEASE: 8.3

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



The screenshot shows a web interface for designating a proxy. At the top, there are four tabs: 'Personal Information', 'Student', 'Employee' (which is highlighted in red), and 'Finance'. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Proxy Set Up'. Below this, there is a table with two columns: 'Name' and 'Add Remove'. The 'Name' column contains two entries: 'Kamini Kumar, KUMAR' and 'Antoinette Pittman, PITTMAN'. The 'Add Remove' column contains two checkboxes. The first checkbox is unchecked, and the second checkbox is checked. Below the table is a 'Save' button. At the bottom right, there is a link that says 'Leave Reporting Selection'.

Name	Add Remove
Kamini Kumar, KUMAR	<input type="checkbox"/>
Antoinette Pittman, PITTMAN	<input checked="" type="checkbox"/>

[Leave Reporting Selection](#)

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.

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.