

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



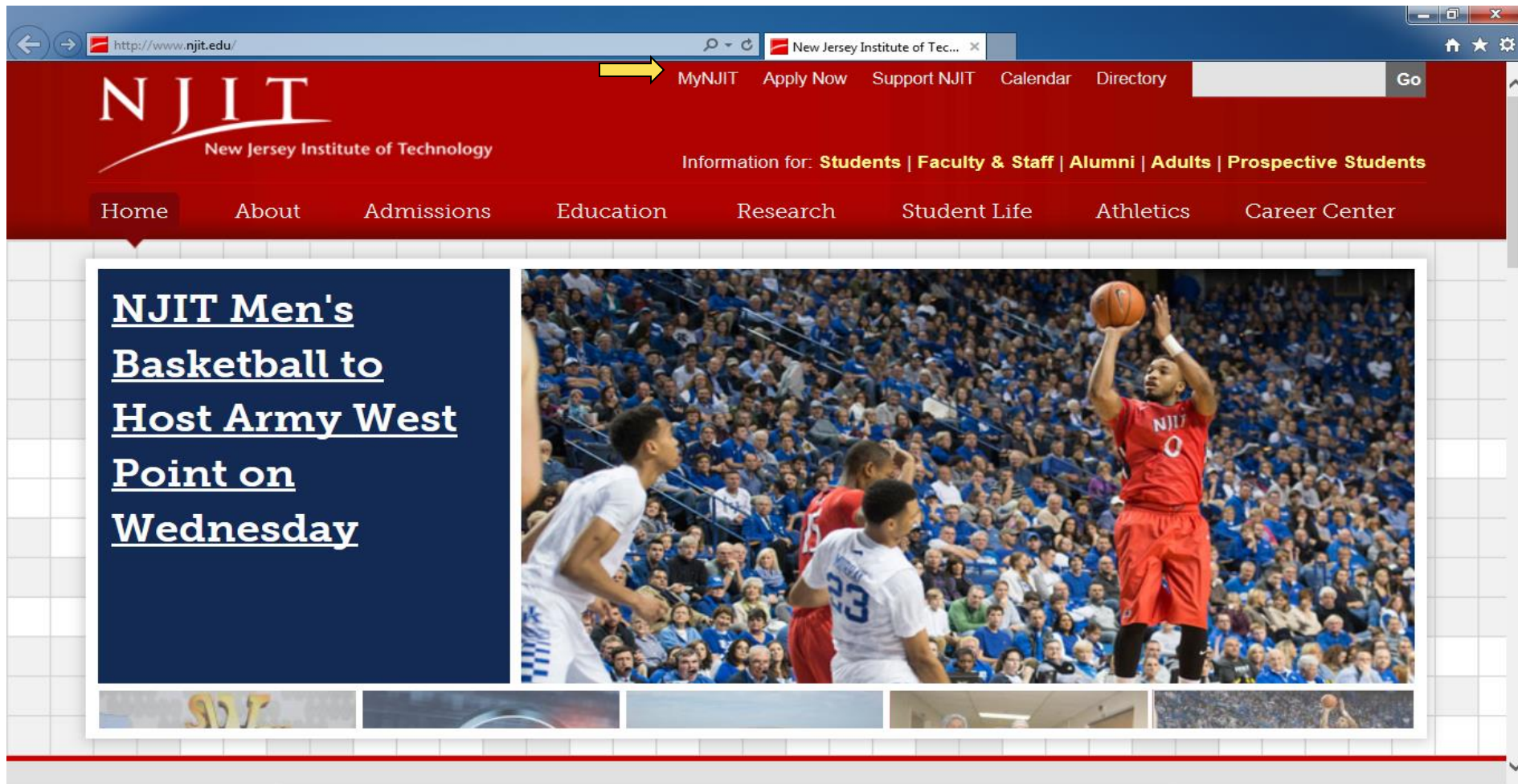
Presented By
Payroll Office

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



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 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

http://cp4.njit.edu/render.userLayoutRootNode.uP?uP_root=root

Add, rearrange, and delete slid... SunGard Higher Education

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

March 15, 2016

Personal Information

- Update Addresses and Phones
- Update E-mail Addresses
- Update Emergency Contacts

Approval Alerts

You have no documents pending approval

Time Approval

1, 410100 , Payroll Office
Biweekly Hourly - 6, Period
Ending : Mar 12, 2016, Time Sheet

1, 410100 , Payroll Office
Biweekly Hourly - 6, Period
Ending : Mar 12, 2016, Leave Report

Update Approval Proxies Act as Superuser

Personal Announcements

There are no announcements

NJIT Campus Announcements

Interdisciplinary Program in Transportation SPRING 2016

Seminar Lecture 03/11/2016
Interdisciplinary Program in Transportation SPRING 2016 SEMINAR SERIES Wednesday, March 23, 2016 1:00 P.M. - 3:00 P.M. Central King...[More](#)

Rosetta Stone is No Longer Available from NJIT
02/05/2016
Effective January 31, 2016 Rosetta Stone is no longer available through the NJIT Library. If you are interested in learning a language you may access [More](#)

Planning Documents

- 2020 Vision - President's Memo to the BOT--February 5, 2015 (pdf, 121 KB)
- 2020 Vision: A Strategic Plan for NJIT--February 5, 2015 Final(pdf, 2.7MB)

System Maintenance

Meditation on Twin Hearts 02/03/2016
Explore, Experience Meditation on Twin Hearts! Recharge your body and brain through Super Brain Yoga Workshop! Bring a friend.

NJIT Newsroom

Transportation Expert to Speak About Careers on March 23 March 15, 2016
C. William "Bill" Kingsland, Assistant Commissioner of Transportation Systems Management in the New Jersey Department of Transportation (NJDOT), will speak on Wednesday, March 23, from 1:00 to 3:00 pm in Lecture Hall 303 of the Central King Building on "Careers in Transportation Systems Management and Operations."

Join Up for Jazz! Faculty Concert March 15, 2016
NJIT and Rutgers University-Newark faculty will join up for a jazz concert on **March 23 at NJIT's Jim Wise Theatre, with the performance starting at 2:30 p.m.** The concert is free for all students, faculty, staff and friends.

New Jersey Innovation Institute to Host Healthcare Cluster Innovation Showcase March 14, 2016
The New Jersey Innovation Institute (NJII), an NJIT corporation that applies the intellectual and technological resources of the state's science and technology university to challenges identified by industry partners, will host its second annual Healthcare Cluster Innovation Showcase Friday, March 18, 2016, from 8:30 a.m. to 1:30 p.m. at the NJIT Campus Center Atrium, University Heights, in Newark.

NJIT Men's Basketball to Host Army West Point on Wednesday March 14, 2016
The Highlanders Kick Off the 2016 CollegeInsider.com National Postseason Tournament at Fleisher Athletic Center

NJIT Resources

- Campus-Wide Notification System - Information

Accessing Banner Web Time Entry

http://cp4.njit.edu/tag.b3d3754ef009973.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u211s2&uP_tparam=frm&d

SunGard Higher Education Banner PROD Instance (PROD) ...

File Edit View Favorites Tools Help

NJIT HIGHLANDER PIPELINE

Welcome Yun Ling
You are currently logged in.

E-mail Calendar Groups Logout Help

My Pipeline Tutorial My Courses Faculty/Staff Services Student Services Student Government Admitted Grad Students Admitted Freshmen April 20, 2016

Online Resources

- Banner Self Service** - Access to academic, employment, financial aid, and student account records.
- Pay Your Bill** - View account balance, make payment, set up payment plans and authorized users. (If you have issue with payment site, please clean your web browser cache, close all currently open web browsers and try it again.)
- MAP-Works**
- Parking Services**
- On-campus Employment**
- Health Insurance Waiver/Enrollment**
- Student Health Service Patient Portal**
- NJ Transit Quik-Tik** - Student Pass Program
- OPT Employer Address update** - Welcome to the New Optional Practical Training (OPT) Employment System. For F-1 students on Optional Practical Training. Update your employment information here **ONLY**. Use the Banner Self Service link above to update your local, permanent, and mailing addresses.
- Prior Calendar Year Pay Stubs** - View Pay Stubs for 2010 and prior years.

My Account

2014 Fall	\$0.00
2015 Spring	\$0.00
2015 Summer	\$0.00
2015 Fall	\$0.00
2016 Spring	\$0.00

Account Balance \$0.00

My Statement

Bill Date: Mar 07, 2016
Amount Due: \$0.00
Due Date: Mar 07, 2016
Term: 2016 Spring
Account Balance: \$0.00
[Statement and Payment History](#)

Registration Tools

- [Registration Status](#)
- [Look Up Classes](#)
- [Add or Drop Classes](#)
- [Change Class Options](#)

Student Grades

2016 Spring

CRN	Subject	Course	Course Title	Final
12252	ECON	266	Macroeconomics	
13247	MATH	340	Applied Numerical Methods	
13248	MATH	341	Stats Methods I	
13250	MATH	347	Mathematics Of Finance II	
13996	PHIL	334	Engineering Ethics	

[More](#) [Final](#)

Announcements for Students

Summer 2016 Project Management Course Open to all Students at NJIT 04/04/2016
New Multidisciplinary university-wide Course Offering for all NJIT students (Summer 2016) Software & IT Project Management...[More](#)

Meditation on Twin Hearts 02/03/2016
Explore, Experience Meditation on Twin Hearts! Recharge your body and brain through Super Brain Yoga Workshops! Bring a friend. Workshops are...[More](#)

[Announcements Archives](#)

Student Scholarship, Financial Aid, and Employment Opportunities

Discover Student Loans Scholarship 03/29/2016
Discover Loan is expanding their scholarship sweepstakes for 2016. A total of \$100,000 in scholarships money will be offered to 40 students. Now...[More](#)

2106 Carl Feltz Jr. Memorial Scholarship 03/01/2016
The Carl Feltz Jr. Memorial Scholarship will provide one (1) award, minimum of which will be \$2,000 to a full time matriculated students enrolled in ...[More](#)

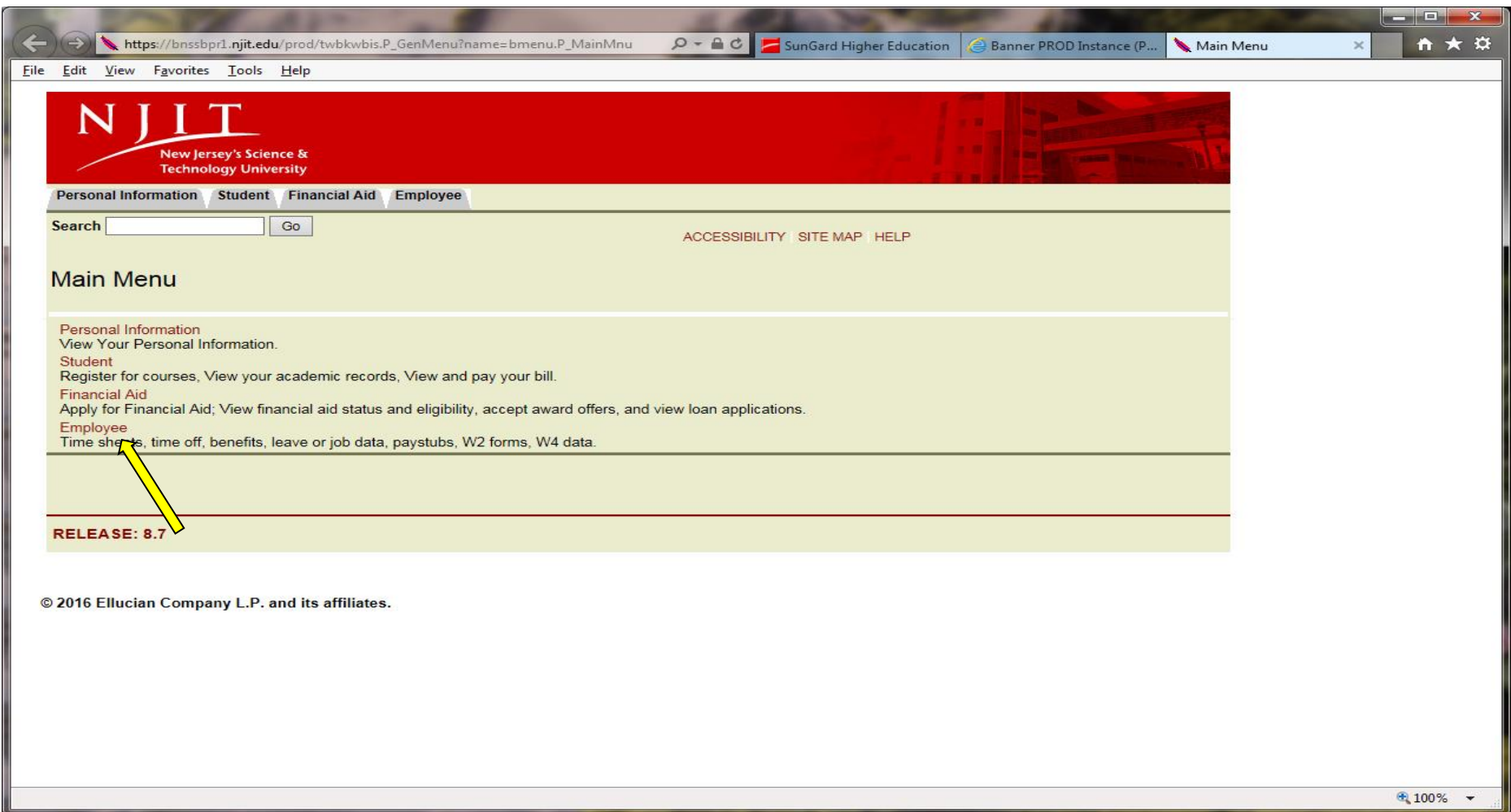
Brown PC 02/24/2016
Brown PC is now accepting applications for the firm's National Founder's Scholarship a \$500.00 stipend which will be awarded to a US Graduate...[More](#)

Academic Profile

Primary

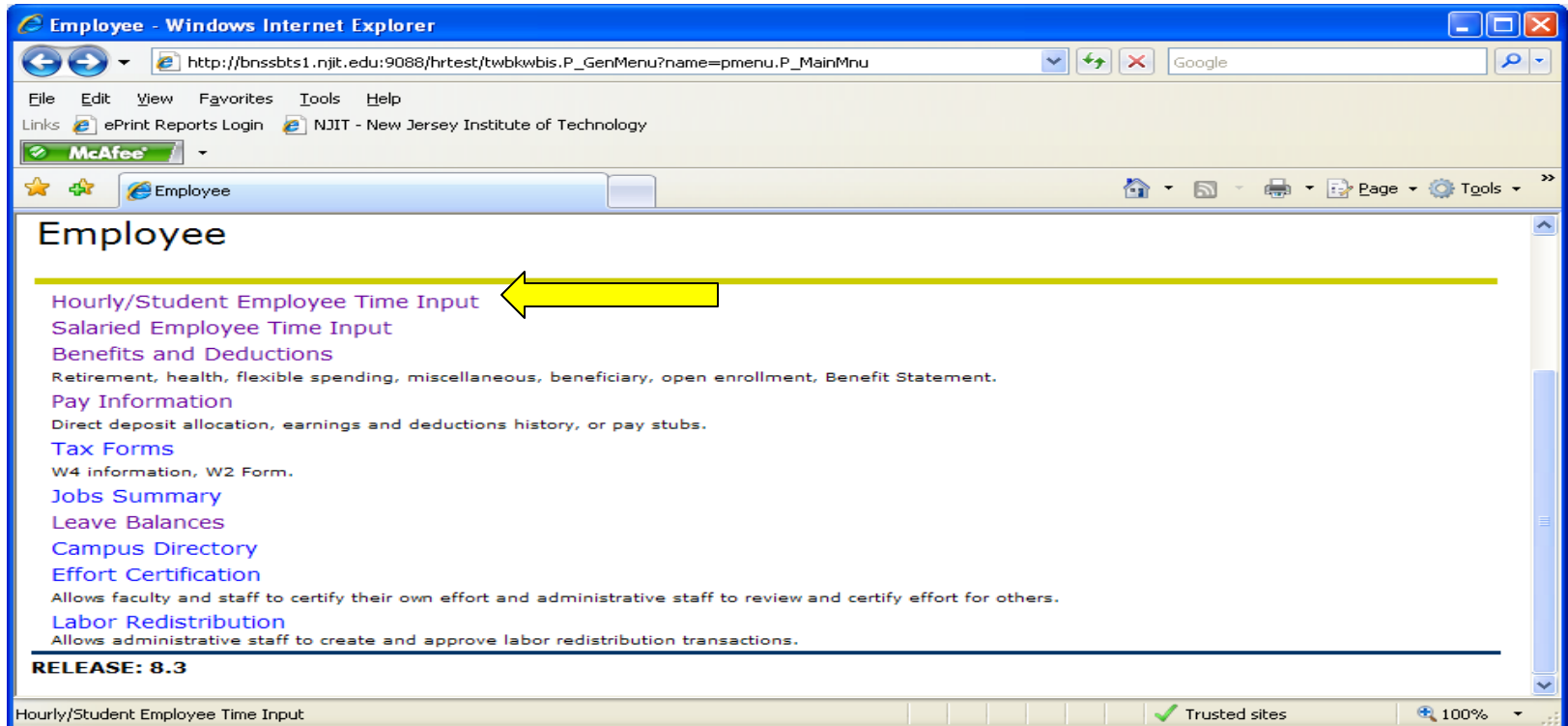
Class Standing: Junior (57-90)
Degree: Bachelor of Science
Level: Undergraduate
Program: Mathematical Sciences
Admit Term: 2014 Fall
Catalog Term: 2015 Catalog

Opening Your Timesheet



1. Click on the **Employee** link.

Opening your timesheet



2. Click the **Hourly/Student Employee Time Input**.

Opening your timesheet

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

Search

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

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
UG Student IWS...\$10.00, 262099-00 Mathematical Sciences, 262000	<input checked="" type="radio"/>	Jun 07, 2015 to Jun 20, 2015 In Progress ▼
UG Student IWS...\$10.00, 262099-01 Mathematical Sciences, 262000	<input type="radio"/>	Feb 28, 2016 to Mar 12, 2016 Not Started ▼
UG Student IWS...\$10.00, 410199-00 Payroll Office, 410100	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Completed ▼
UG Student IWS...\$10.00, 410199-01 Mathematical Sciences, 262000	<input type="radio"/>	Sep 13, 2015 to Sep 26, 2015 In Progress ▼
UG Student IWS...\$10.00, 410199-01 AVP Finance and Controller, 410000	<input type="radio"/>	Oct 11, 2015 to Oct 24, 2015 Completed ▼
UG Student IWS...\$10.00, 410199-02 Payroll Office, 410100	<input type="radio"/>	Feb 28, 2016 to Mar 12, 2016 Not Started ▼

Time Sheet

RELEASE: 8.8

3. Select the proper pay period and status from the dropdown menu in Pay Period and Status column. Note: At times during pay periods you might see two pay periods within the dropdown menu.
4. Click Time Sheet.

Entering Hours

The screenshot shows the NJIT Highlander Pipeline web application. The page title is "Time and Leave Reporting". Below the title, there is a search bar and a "Go" button. The page content includes a "Time Sheet" section with the following details:

- Title and Number:** UG Student IWS...\$10.00 -- 410199-02
- Department and Number:** Payroll Office -- 410100
- Time Sheet Period:** Mar 27, 2016 to Apr 09, 2016
- Submit By Date:** Apr 13, 2016 by 09:00 PM

Earning	Shift	Default Hours or Units	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
Student Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Below the table, there are buttons for "Position Selection", "Comments", "Preview", "Submit for Approval", "Restart", and "Next".

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.11.1.3

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5. Click on enter hours
6. Enter hours in box and "Save"

Entering Hours

SunGard Higher Education

cp4.njit.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://bnssbpr1.njit.edu/prod/bwpkte

NJIT HIGHLANDER PIPELINE

Back to Student Services Tab

SITE MAP | HELP | Calendar | Groups | Logout | Help

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: UG Student IWS...\$10.00 -- 410199-02
Department and Number: Payroll Office -- 410100
Time Sheet Period: Mar 27, 2016 to Apr 09, 2016
Submit By Date: Apr 13, 2016 by 09:00 PM

Earning: Student Hourly
Date: Apr 08, 2016
Shift: 1
Hours: 3


Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 03, 2016	Monday Apr 04, 2016	Tuesday Apr 05, 2016	Wednesday Apr 06, 2016	Thursday Apr 07, 2016	Friday Apr 08, 2016	Saturday Apr 09, 2016
Student Hourly	1	0	10.25		Enter Hours	Enter Hours	Enter Hours	3.5	Enter Hours	3	Enter Hours
Total Hours:			10.25		0	0	0	3.5	0	3	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.11.1.3



7. Once hours have been entered, click on Submit for Approval

Submitted Timesheet

SunGard Higher Education

cp4.njit.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://bnssbpr1.njit.edu/prod/bwpkte

NJIT HIGHLANDER PIPELINE

Back to Student Services Tab

Search

SITE MAP | HELP

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: UG Student IWS...\$10.00 -- 410199-02

Department and Number: Payroll Office -- 410100

Time Sheet Period: Mar 27, 2016 to Apr 09, 2016

Submit By Date: Apr 13, 2016 by 09:00 PM

Earning	Shift	Default Hours or Units	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
Student Hourly	1	0	10.25		Enter Hours	Enter Hours	1.75	2	Enter Hours	Enter Hours	Enter Hours
Total Hours:			10.25		0	0	1.75	2	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next | Return Time

Submitted for Approval By: You on Apr 11, 2016

Approved By:

Waiting for Approval From: Annette Aponte

RELEASE: 8.11.1.3

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10:24 AM 4/11/2016

Entering Time

If you work the same number of hours each day during a pay period, you can fill out your time sheet just once by copying those hours through to the end of the pay period. Note: This is not the recommended practice but is a feature found on the time entry screen.

1. Click on **Enter Hours** under the appropriate dates.
2. In the **Hours** box, enter the number of hours you worked each day this pay period.
3. If you worked the same hours each day, you can Click the **Copy** button.
4. Check the box next to the “**Copy from date displayed to end of the pay period**” or check the appropriate days.
5. If your workweek includes Saturday and/or Sunday, check those boxes, too.
6. Click the **Copy** button.
7. Look for the verification message that says the hours have been successfully copied.
8. Click the **Time sheet** button. The hours have now been copied for all days in the pay period.

Adjusting Your Hours

Changing hours entered is not a problem as long as the timesheet is “In Progress”.

1. Click on the **Hours** for the date(s) that need to be changed
2. In the **Hours** box, type the correct number
3. Click the **Save** button
4. If the time has been submitted for approval, the approver may correct the timesheet.

Note: If the Pay Period Time Entry Status has passed, the approver will need to submit a manual timesheet (Excel Timesheet available on Payroll Website) with appropriate documentation to the Payroll Office explaining the necessary corrections.

Leaving a Comment

You can leave a comment on your time sheet so that your approver will see it when he or she opens it for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in **Preview** mode.

Submitting Your Timesheet

1. Review your timesheet to make sure the days and hours are all correct.
2. Click the **Submit for Approval** button at the bottom of your time sheet.

Note: Once you click the **Submit for Approval** button, you may still adjust your timesheet by clicking on the “**Return Time**” button. Adjustments must be done by “Submit by Date” indicated on timesheet.

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. **(Do not submit timesheet with zero hours!!!!)**
- **IN PROGRESS** You are in the process of entering your time for the pay period. It can be opened/edited.
Always submit your total hours before the “Submit by Date”.
- **PENDING** You submitted your time sheet and it is in the approver’s queue waiting to be approved.
- **RETURNED FOR CORRECTION** Your timesheet is being returned to you for correction. You are **required** to make corrections and to **resubmit**.
- **APPROVED** Your time sheet has been approved and 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 contact the Payroll Office at (973) 596-3161, 3167, 3159 or 3160 or email us at payroll@njit.edu.