

Entering Time Using Banner Self Service Training Session Salaried Employees



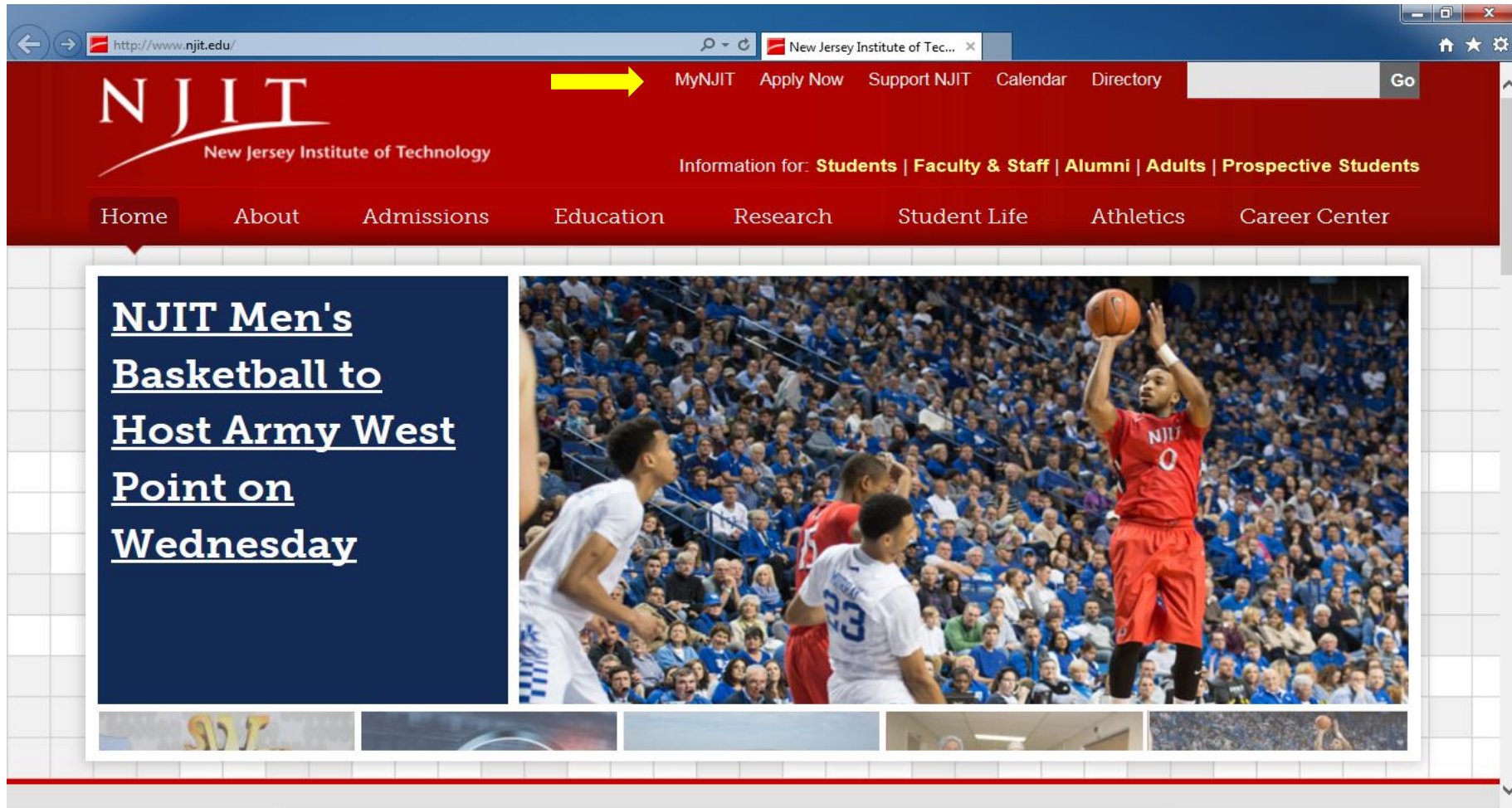
Presented By
Payroll Office

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



The screenshot shows the NJIT website in a web browser. The address bar displays <http://www.njit.edu/>. The NJIT logo is on the left, and a yellow arrow points to the [MyNJIT](#) link in the top navigation bar. Other links include [Apply Now](#), [Support NJIT](#), [Calendar](#), and [Directory](#). Below the navigation bar, there is a section for "Information for: [Students](#) | [Faculty & Staff](#) | [Alumni](#) | [Adults](#) | [Prospective Students](#)". The main navigation bar includes links for [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 NJIT 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 "Login" and "Cancel" buttons. 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 interface. 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 text "HIGHLANDER PIPELINE". A yellow arrow points to this header. Below the header, a navigation bar includes links for "My Account", "Content Layout", "Welcome Annette Aponte", "You are currently logged in.", "E-mail", "Calendar", "Groups", "Logout", and "Help". The main content area is divided into several sections: "My Pipeline", "Tutorial", "Faculty/Staff Services", "Student Services", and "Student Government". The "Faculty/Staff Services" section is active, showing a "Faculty Dashboard" with a message "There are no class assignments at this time." and a "Faculty Schedule" section. The "Faculty Schedule" section displays the date "Today is: Apr 19, 2016" and a search box with the date "04/19/2016". The "Employee News and Announcements" section features a notice about "Lot 7 Parking" for Wednesday, 4/20/2016. The "Faculty & Staff: Milestones, Transitions, Memorials and other Notable Events" section includes a notice about the "Passing of Mrs. Rosalee Smith".

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)
- E~Print
- 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): 04/19/2016 Go

◀ ▶ 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

Accessing Banner Web Time Entry

The screenshot shows a web browser window displaying the NJIT Highlander Pipeline application. The browser's address bar shows the URL `cp4.njit.edu/tag.b3d3f754ef009973.render.userLayoutRootNode.u`. The application header features the NJIT logo and the title "HIGHLANDER PIPELINE". Below the header, a welcome message for "Annette Aponte" is displayed, along with navigation links for "My Account", "Content Layout", "E-mail", "Calendar", "Groups", "Logout", and "Help". A secondary navigation bar includes tabs for "My Pipeline", "Tutorial", "Faculty/Staff Services", "Student Services", and "Student Government", with the date "April 19, 2016" on the right. The main content area is divided into several panels. The "Administrative Services" panel on the left lists various tools, with a yellow arrow pointing to "Banner Self-Service (Production)". Other panels include "Faculty Dashboard" (stating no class assignments), "Faculty Schedule" (showing the date "Today is: Apr 19, 2016" and a search bar), "Employee News and Announcements" (featuring a "Lot 7 Parking Notice for Wednesday, 4/20/2016"), "Faculty & Staff: Milestones, Transitions, Memorials and other Notable Events" (mentioning the "Passing of Mrs. Rosalee Smith"), "Online Resources" (with a link to "Freshman Course"), and "Faculty Registration Tools" (with links for "Look Up Classes" and "Add or Drop Classes").

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

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Faculty Dashboard

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Faculty Schedule

Today is: Apr 19, 2016

Search (MM/DD/YYYY): 04/19/2016 Go

◀ ▶ Apr 19, 2016

Weekly View

Employee News and Announcements

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

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

Passing of Mrs. Rosalee Smith

04/18/2016

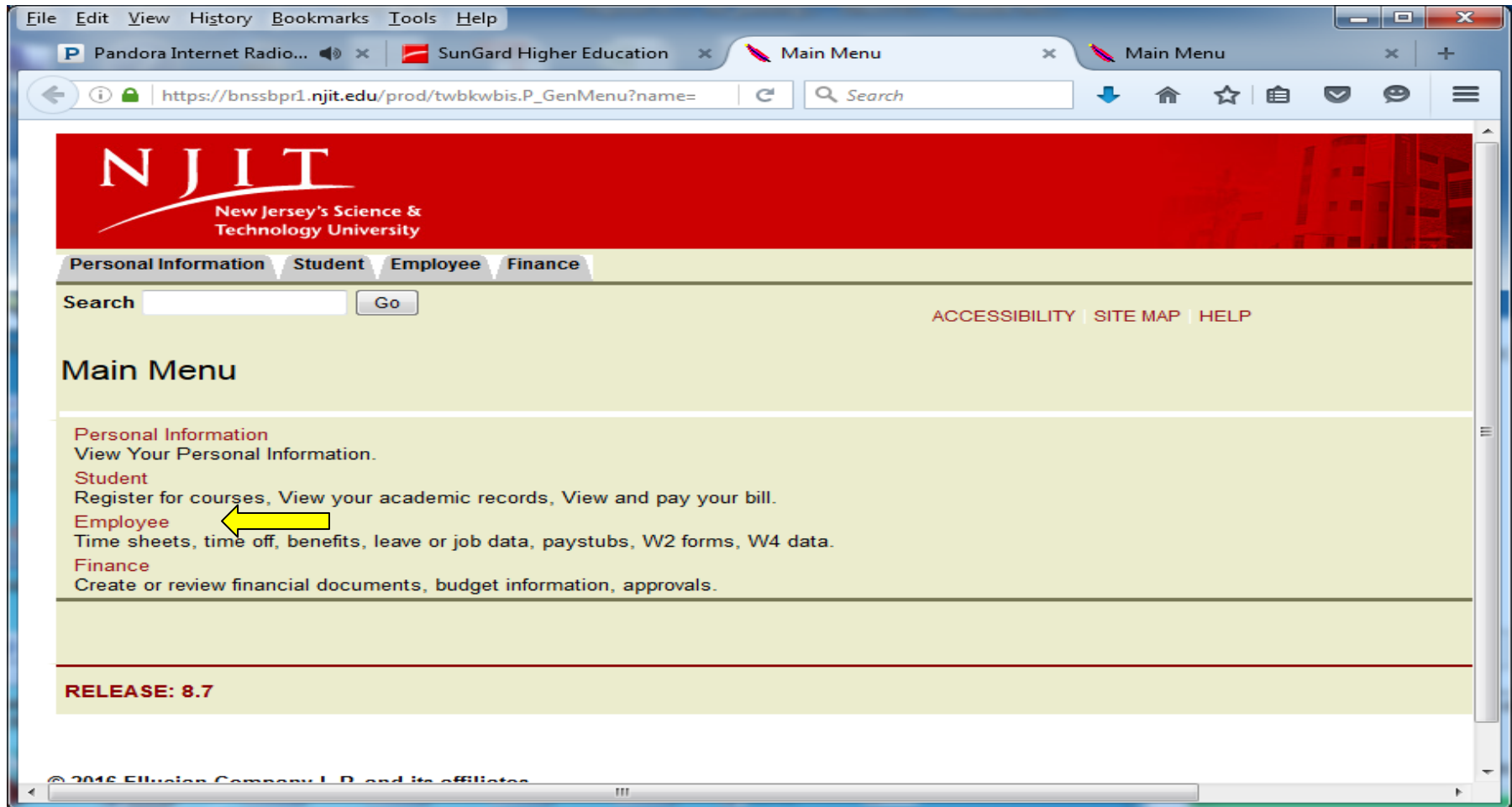
Online Resources

- Freshman Course

Faculty Registration Tools

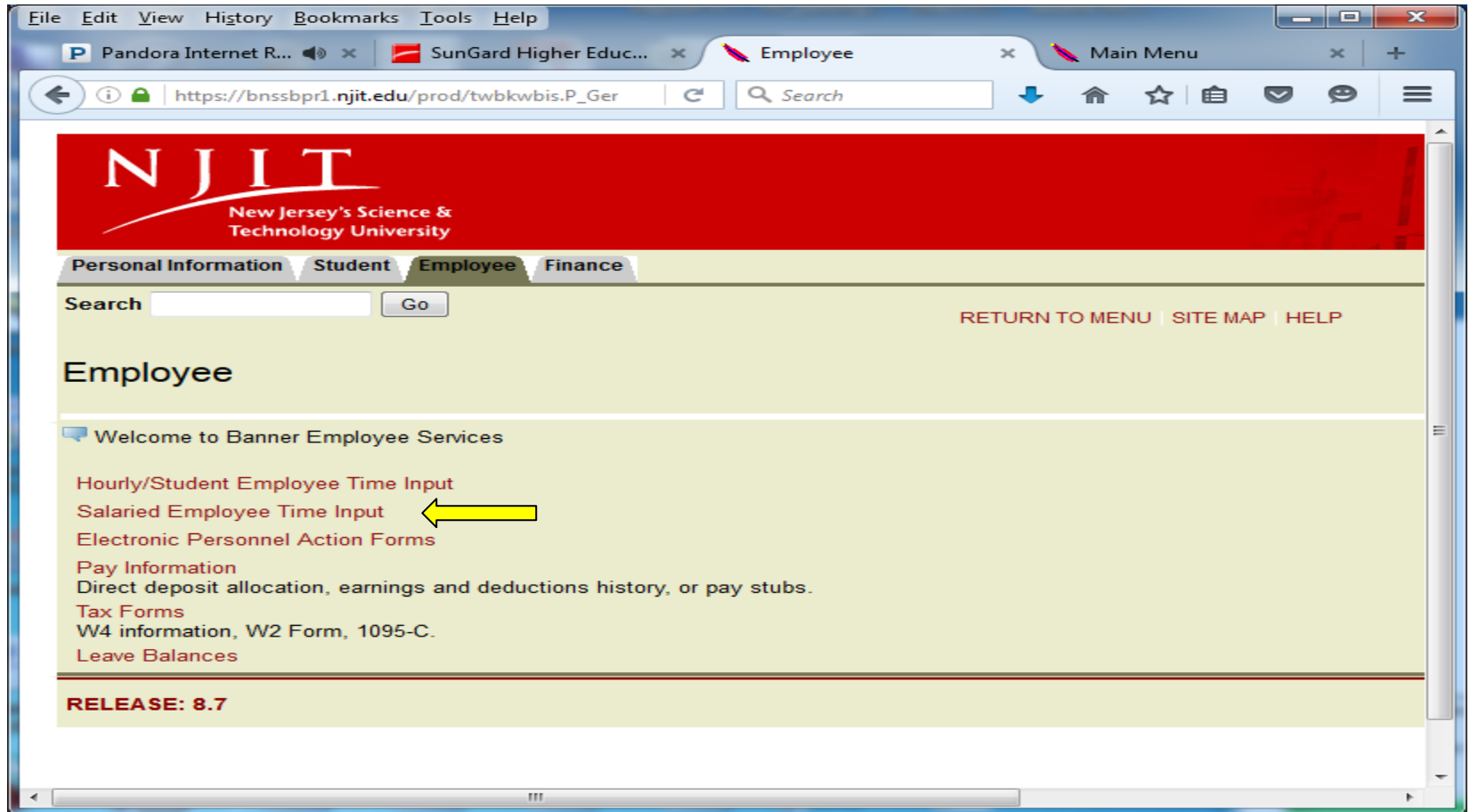
- Look Up Classes
- Add or Drop Classes

Accessing Leave Report



Click on the **Employee** link.

Opening your leave report



1. Click the **Salaried Employee Time Input**.

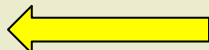
Opening your leave report

Personal Information Student **Employee** Finance

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

Time Reporting Selection

Selection Criteria

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

Select

[Proxy Set Up](#)

RELEASE: 8.10

Opening your leave report

The screenshot shows a web interface for NJIT. 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 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Leave Report Selection'. Below this is a table with three columns: 'Title and Department', 'My Choice', and 'Leave Report Period and Status'. The first row shows 'Director Payroll, 410101-00' under the first column, a radio button under the second column, and a dropdown menu under the third column showing 'Mar 13, 2016 to Mar 26, 2016 Not Started'. The second row shows 'AVP Finance and Controller, 410000' under the first column. At the bottom left is a 'Leave Report' button.

Title and Department	My Choice	Leave Report Period and Status
Director Payroll, 410101-00	<input type="radio"/>	Mar 13, 2016 to Mar 26, 2016 Not Started ▼
AVP Finance and Controller, 410000		

[Leave Report](#)

2. 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.
3. Click the Leave Report button and enter the time.

Entering Leave Hours

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

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.

Leave Report

Title and Number: Director Payroll -- 410101-00

Department and Number: AVP Finance and Controller -- 410000

Leave Report Period: Apr 10, 2016 to Apr 23, 2016

Submit By Date: Apr 27, 2016 by 09:00 PM

Earning	Total Hours	Total Units	Sunday Apr 10, 2016	Monday Apr 11, 2016	Tuesday Apr 12, 2016	Wednesday Apr 13, 2016	Thursday Apr 14, 2016
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Personal/Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Extra Time Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Family Leave Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter

4. Click on Enter Hours on the appropriate earnings code.

Submit for Approval

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.

⚠ Possible Insufficient Leave Balance.

Leave Report

Title and Number: Director Payroll -- 410101-00
Department and Number: AVP Finance and Controller -- 410000
Leave Report Period: Mar 13, 2016 to Mar 26, 2016
Submit By Date: Mar 30, 2016 by 09:00 PM

Earning: Vacation
Date: Mar 14, 2016
Hours:

Earning	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
Vacation	7		Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal/Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Time Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Unpaid	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	7		0	7	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

5. Enter hours in box and “Save”.

6. Once hours have been entered, click on “Submit for Approval”.

Submitted Leave Report

Personal Information Student **Employee** Finance

Search

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

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 leave report was submitted successfully.

Leave Report

Title and Number: Director Payroll -- 410101-00
Department and Number: AVP Finance and Controller -- 410000
Leave Report Period: Mar 13, 2016 to Mar 26, 2016
Submit By Date: Mar 30, 2016 by 09:00 PM

Earning	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
Vacation	7		Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal/Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Time Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Leave Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Adjusting Your Hours

Changing hours you've entered for a particular day is not a problem as long as you haven't submitted the leave report for approval.

1. Click the **Hours** link for the date that needs to be changed
2. In the **Hours** box, type the correct number next to appropriate earnings code
3. Click the **Save** button.
4. If the time has been submitted for approval, the approver may correct the leave report.

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 leave report 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 leave report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report. **Note:** Comments on your leave report are only visible to you in **Preview** mode.

Submitting Your Leave Report

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

Note: Once you click the **Submit** button, your leave report becomes view only and cannot be altered. If time permits you can ask your approver to Return (your leave report) for Correction. Once it is returned to you by your approver, you can make changes and resubmit.

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. It cannot be edited by you.
- **RETURNED FOR CORRECTION** Your leave report is being returned to you for correction. You are **required** to make corrections and to **resubmit**.
- **COMPLETED** Your leave report has been approved and ready for Payroll to process. It cannot be edited by you or your approver.

Questions?



If you have any issues or questions, please contact the Payroll Office at payroll@njit.edu or at (973) 596-3167, 3161, 3159 or 3160.