

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
- Start a timesheet or leave report
- Enter time
- Enter comments
- Adjust time
- Designate a Proxy

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.

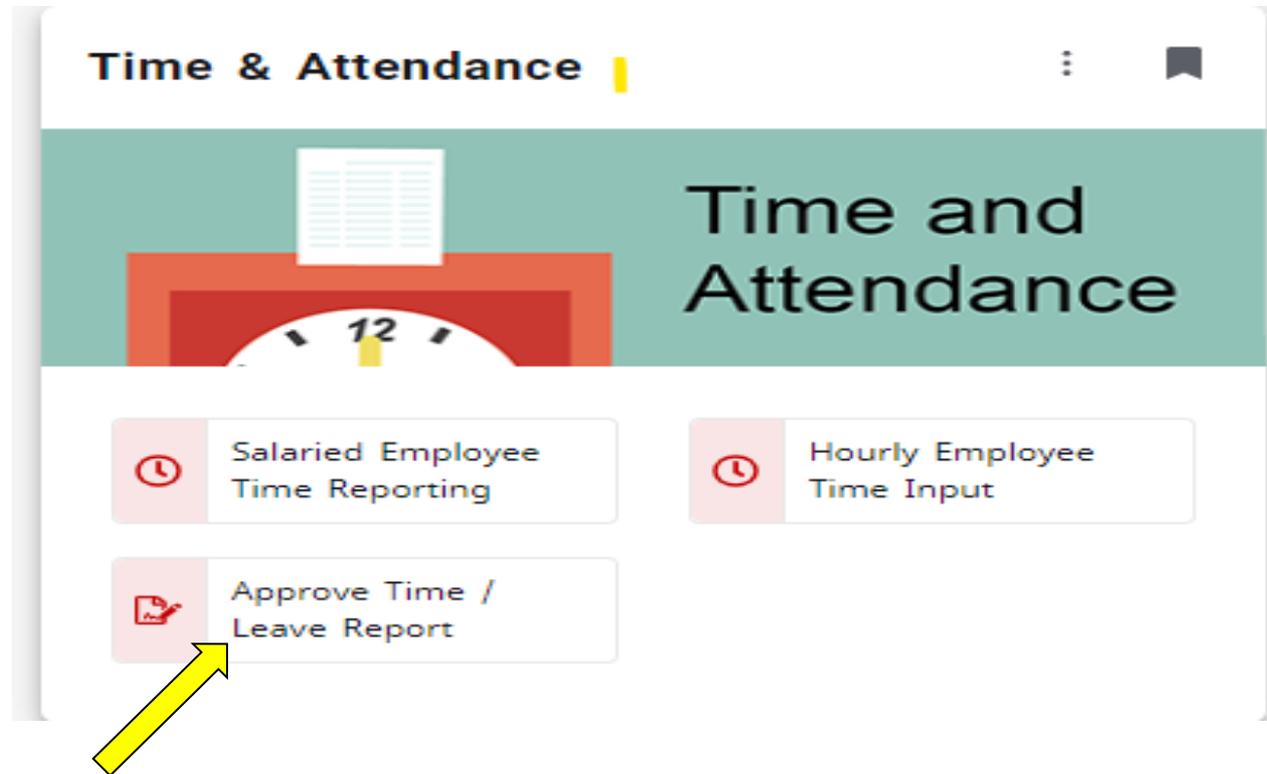
Need further assistance?

- [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 Approve Time/Leave Report.

Accessing Timesheet/Leave Report

board



Leave Balances as of 05/10/2021

Vacation in hours	146.95	Sick Leave in hours	309.92	Administrative Leave/Personal in hours	21.00
Bereavement Leave in hours	0.00	Emergency Paid Sick (Covid-19) in hours	70.00	Emergency FMLA (Covid-19) in hours	0.00

[Full Leave Balance Information](#)

Navigation menu with options: All Pay Stubs, Direct Deposit Information, Deductions History, My Activities, Enter Leave Report, Approve Time, Approve Leave Report, Approve Leave Request, Electronic Personnel Action Forms (EPAF), Faculty Load and Compensation, Effort Certification.

1. To approve Hourly/Student Employees- Select “Approve Time”

OR

To approve Salaried Employees- Select “Approve Leave Report”

Reviewing a Timesheet/Leave Report

The screenshot shows the NJIT Employee Dashboard. At the top, there is a blue header with the NJIT logo and the name 'Kamini Ku'. Below the header, the navigation path is 'Employee Dashboard' > 'Time Entry Approvals'. The main content area is titled 'Distribution Status Report - Leave Report' and contains a bar chart. The chart has a single bar for 'Pending' with a value of 1, and all other categories (Pending - In the Queue, In Progress, Returned, Error, Pending - Approved, Approved, Completed) have a value of 0. Below the chart is a table with the following data:

Employee Name	ID	Organization	Hours/Days/Units
Antoinette Pittman Senior Payroll Specialist, 410073-00	21470678	1-410100, Payroll Office	28.00 Hours

Two yellow arrows point to the 'Pending' status in the chart and the employee name in the table. A dropdown menu is open on the right side of the table, showing 'Preview' and 'Leave Balance' options.

2. Select the employee's name or click on the 3 dots on the right side to preview the time sheet or leave report.

Reviewing and Approving a Timesheet/Leave Report

   Kamini Kumar

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office](#) • [Preview](#)

Leave Report Detail Summary

21470678, Antoinette Pittman 

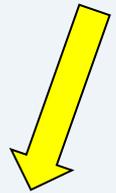
Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

Pay Period: 04/02/2023 - 04/15/2023 | 28.00 Hours | Pending Submitted On 03/06/2023, 03:15 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
04/04/2023	W02, Sick Leave	1	7.00 Hours
04/07/2023	W01, Vacation	1	7.00 Hours
04/11/2023	W02, Sick Leave	1	7.00 Hours
04/13/2023	W02, Sick Leave	1	7.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00	14.00	21.00 Hours
W01, Vacation	1	7.00		7.00 Hours
Total Hours		14.00	14.00	

Routing and Status



3. Review the time sheet or leave report thoroughly to ensure the time entered by employees is correct then select **“Approve”**.

Approved Timesheet/Leave Report

employeeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/531332/A

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#)

Leave Report successfully approved.

Leave Report Detail Summary

31552942, Keya P. Nam

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 05/28/2023 - 06/10/2023 | 7.00 Hours | Completed | Approved On 03/22/2023, 09:56 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/30/2023	W02, Sick Leave	1	7.00 Hours

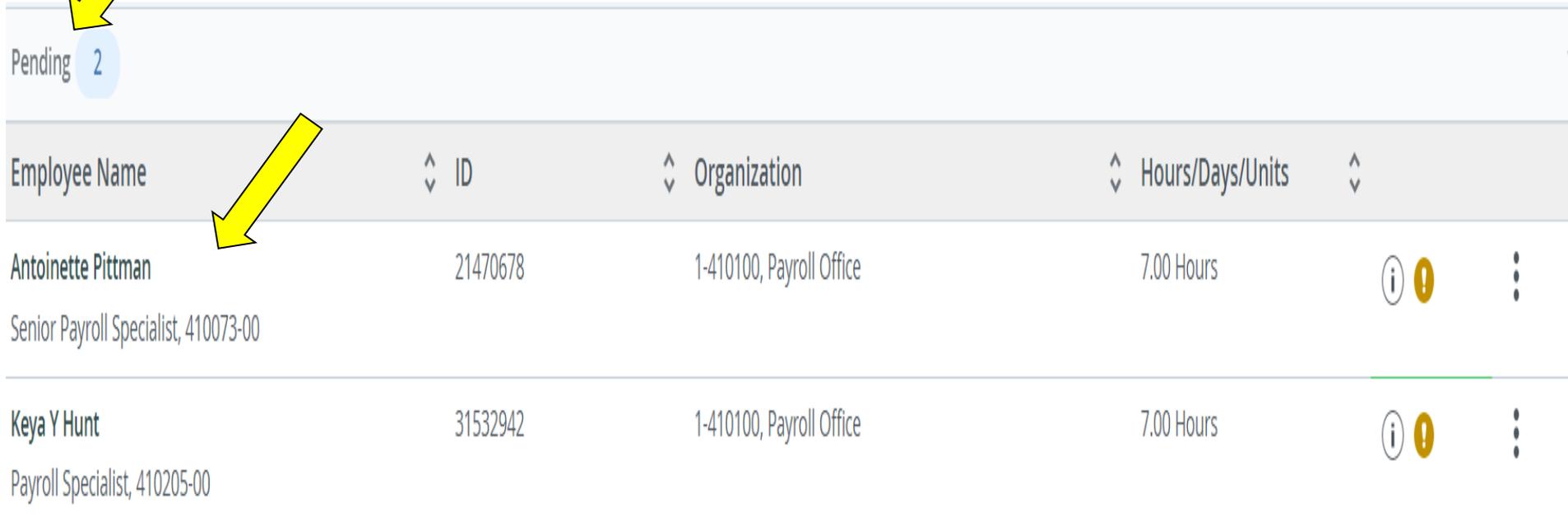
Summary				
Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00		7.00 Hours
Total Hours		7.00		

Routing and Status		
Name	Action	Date & Time
Kamini Kumar	Originated	03/20/2023, 10:31 AM
Kamini Kumar	Submitted	03/22/2023, 09:55 AM
Kamini Kumar	Approved	03/22/2023, 09:56 AM

[Return](#) [Details](#)

- The Leave report has been successfully approved. ***(Please note once approved, further changes cannot be made to the timesheet/leave report)***
- Select the Back button to review and approve the remaining employees

Overriding a Timesheet/Leave Report



The screenshot shows a table with the following columns: Employee Name, ID, Organization, Hours/Days/Units, and a set of action icons (info, warning, and menu). Two rows are visible, both with a 'Pending' status. A yellow arrow points to the 'Pending 2' status indicator, and another yellow arrow points to the first row of the table.

Employee Name	ID	Organization	Hours/Days/Units	
Antoinette Pittman Senior Payroll Specialist, 410073-00	21470678	1-410100, Payroll Office	7.00 Hours	  
Keya Y Hunt Payroll Specialist, 410205-00	31532942	1-410100, Payroll Office	7.00 Hours	  

1. Go back to “Employee Dashboard”
2. Select Approve leave report or Approve Time
3. Select the Employee’s name **(Please note Timesheet/Leave report must be on pending status)**

Overriding a Timesheet/Leave Report

 ⚙️ 👤 Kamini Kumar

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office](#) • [Preview](#)

Leave Report Detail Summary

21470678, Antoinette Pittman 

Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

Pay Period: 04/02/2023 - 04/15/2023 | 28.00 Hours | Pending Submitted On 03/06/2023, 03:15 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
04/04/2023	W02, Sick Leave	1	7.00 Hours
04/07/2023	W01, Vacation	1	7.00 Hours
04/11/2023	W02, Sick Leave	1	7.00 Hours
04/13/2023	W02, Sick Leave	1	7.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00	14.00	21.00 Hours
W01, Vacation	1	7.00		7.00 Hours
Total Hours		14.00	14.00	

Routing and Status

Return Details Return for correction Approve

- Select “Details” to override the timesheet/leave report

Overriding a Timesheet/Leave Report

Employee Dashboard • Time Entry Approvals • Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

21470678-Antoinette Pittman, Senior Payroll Specialist, 410073-00, 1, 410100, Payroll Office

Leave Report Messages 2

04/02/2023 - 04/15/2023 28.00 Hours Pending Submitted On 03/06/2023, 03:15 PM

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

⊕ Add Earn Code

Sick Leave 7.00 Hours

Total: 7.00 Hours

Exit Page

Cancel Save Preview

1. Select the day and select **“Edit”** or **“Delete”** time entries by clicking on the corresponding button on the right side. Or Select the day to enter missed hours.
2. Once hours have been corrected, Click on **“Preview”**.

Approved Timesheet/Leave Report

employeeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/531332/A

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Kamini Kumar

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#)

✔ Leave Report successfully approved.

Leave Report Detail Summary

31552942, Keya T. H...

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 05/28/2023 - 06/10/2023 | 7.00 Hours | Completed | Approved On 03/22/2023, 09:56 AM

Time Entry Detail

Date	Earn Code	Shift	Total
05/30/2023	W02, Sick Leave	1	7.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
W02, Sick Leave	1	7.00		7.00 Hours
Total Hours		7.00		

Routing and Status

Name	Action	Date & Time
Kamini Kumar	Originated	03/20/2023, 10:31 AM
Kamini Kumar	Submitted	03/22/2023, 09:55 AM
Kamini Kumar	Approved	03/22/2023, 09:56 AM

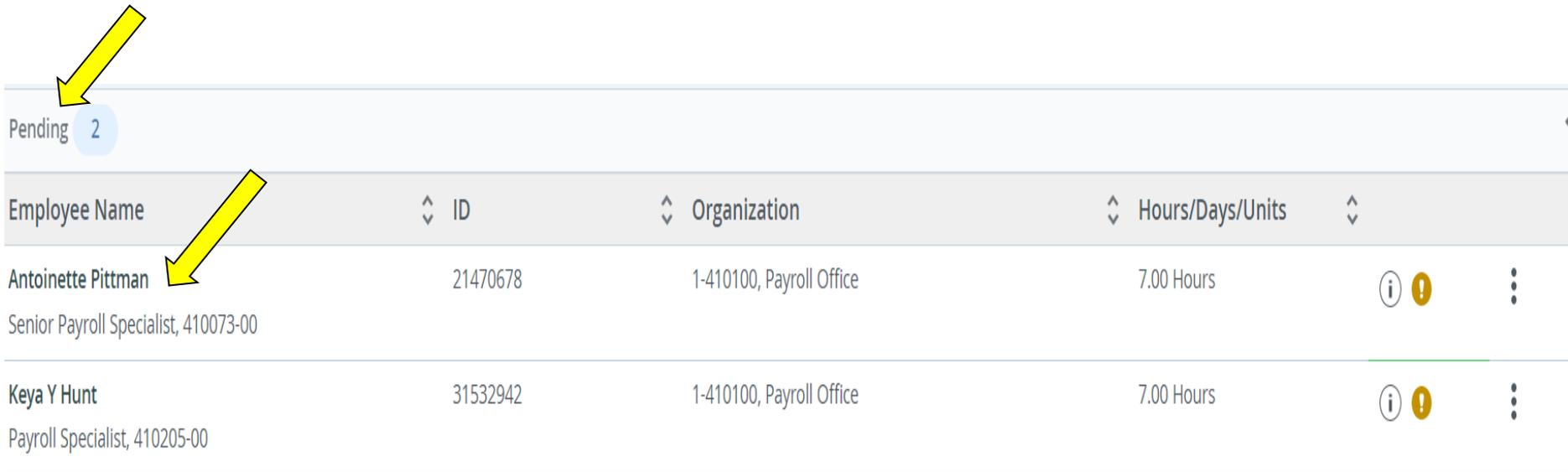
Return

Details

3. Review the Timesheet/Leave report again and Select **“Approve”**
4. The Leave report has been successfully approved.



Returning a Timesheet/Leave Report for Corrections



The screenshot shows a table with a header row and two data rows. The first row is highlighted in grey. A yellow arrow points to the 'Pending 2' status in the top left corner. Another yellow arrow points to the first row of the table, specifically to the 'Employee Name' column.

Employee Name	ID	Organization	Hours/Days/Units	
Antoinette Pittman Senior Payroll Specialist, 410073-00	21470678	1-410100, Payroll Office	7.00 Hours	  
Keya Y Hunt Payroll Specialist, 410205-00	31532942	1-410100, Payroll Office	7.00 Hours	  

1. Go back to “Employee Dashboard”
2. Select Approve leave report or Approve Time
3. Select the Employee’s name ***(Please note Timesheet/Leave report must be on pending status)***

Returning a Timesheet/Leave Report for Corrections

← → ↻ 🏠 🔒 employeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/531311/A

NJIT New Jersey Institute of Technology   Kamini Kumar

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#)

Leave Report Detail Summary

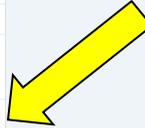
31532942, Keya Y Hunt 

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 03/05/2023 - 03/18/2023 | 14.00 Hours | Pending Submitted On 03/07/2023, 09:06 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/07/2023	W01, Vacation	1	3.50 Hours
03/07/2023	W02, Sick Leave	1	3.50 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	3.50		3.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
Total Hours		14.00		



1. Select “**Return for correction**” to return the timesheet/leave report to the employee ***(Please note web time entry period must be open for the employees)***
2. It will prompt you to **Add a Comment** to proceed.

Returning a Timesheet/Leave Report for Corrections

employeeessb-test.ec.njit.edu:8102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/531311/A

NJIT New Jersey Institute of Technology Kamini Kumar 1

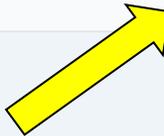
[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#) Please enter a comment to proceed.

Leave Report Detail Summary

31532942, Keya Y Hunt
Payroll Specialist, 410205-00, 1, 410100, Payroll Office
Pay Period: 03/05/2023 - 03/18/2023 | 14.00 Hours | Pending Submitted On 03/07/2023, 09:06 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/07/2023	W01, Vacation	1	3.50 Hours
03/07/2023	W02, Sick Leave	1	3.50 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	3.50		3.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
Total Hours		14.00		




Return Details Return for correction Approve

3. Type a **message** to the employee explaining what corrections are needed for their timesheet/leave report.

4. Select **Return for correction** button to return the employee's time sheet/leave report.

Returning a Timesheet/Leave Report for Corrections

The screenshot shows the NJIT Employee Self-Service portal. The breadcrumb trail is: Employee Dashboard > Time Entry Approvals > Payroll Specialist, 410205-00, 1, 410100, Payroll Office > Preview. A green notification banner at the top right states: "Leave Report successfully returned." A yellow arrow points to this message. Below the notification is a table of leave entries:

Date	Code	Description	Count	Hours
03/07/2023	W02	Sick Leave	1	3.50 Hours
03/10/2023	W05	Personal/Administrative Leave	1	7.00 Hours

Below the table is a "Summary" section with a table:

Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	3.50		3.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
Total Hours		14.00		

Below the summary is a "Routing and Status" table:

Name	Action	Date & Time
Keya Y Hunt	Originated	03/07/2023, 09:03 AM
Kamini Kumar	In the Queue	

At the bottom, there is a section for "Kamini Kumar" with the text: "Added on 03/07/2023 (09:27 AM)" and "Please add vacation hours on 03/08/22". At the bottom right, there are two buttons: "Return" and "Details".

5. The Leave report has been successfully returned. (***Please notify the employee that the timesheet has been returned for corrections***)

Reviewing and Approving a Timesheet/Leave Report

⚙️ 👤 Kamini Kumar 1

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Payroll Specialist, 410205-00, 1, 410100, Payroll Office](#) • [Preview](#)

✔️ Leave Report successfully approved.

Leave Report Detail Summary

31532942, Keya Y Hunt 

Payroll Specialist, 410205-00, 1, 410100, Payroll Office

Pay Period: 03/05/2023 - 03/18/2023 | 21.00 Hours | Completed | Approved On 03/07/2023, 09:34 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/07/2023	W01, Vacation	1	3.50 Hours
03/07/2023	W02, Sick Leave	1	3.50 Hours
03/08/2023	W01, Vacation	1	7.00 Hours
03/10/2023	W05, Personal/Administrative Leave	1	7.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
W01, Vacation	1	10.50		10.50 Hours
W02, Sick Leave	1	3.50		3.50 Hours
W05, Personal/Administrative Leave	1	7.00		7.00 Hours
Total Hours		21.00		

[Return](#)

[Details](#)

6. Once the correction is made by the employee, Go back to “Employee Dashboard’ and click Approve “Leave report” or “Time” to approve the timesheet/leave report

Acting as a Superuser

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Proxy Super User Reports

Approvals Leave Report

Leave Report

Department: Powell Office

04/02/2023 - 04/15/2023 (2023 BH 9)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Leave Report

Status	Count
Pending	0
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	1

To enter employees' time or approve all the employees at once you have to **“Act as a Superuser”**.

1. Go to Employee Dashboard
2. Select Approve leave report or Approve Time
3. Select **“Proxy Super User”** located at the top right corner of the page.

Acting as a Superuser

Employee Dashboard • Proxy or Super User

You are acting as a Superuser for Time Entry Approvals & Leave

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Kamini Kumar - [Payroll Office]

Existing Proxies

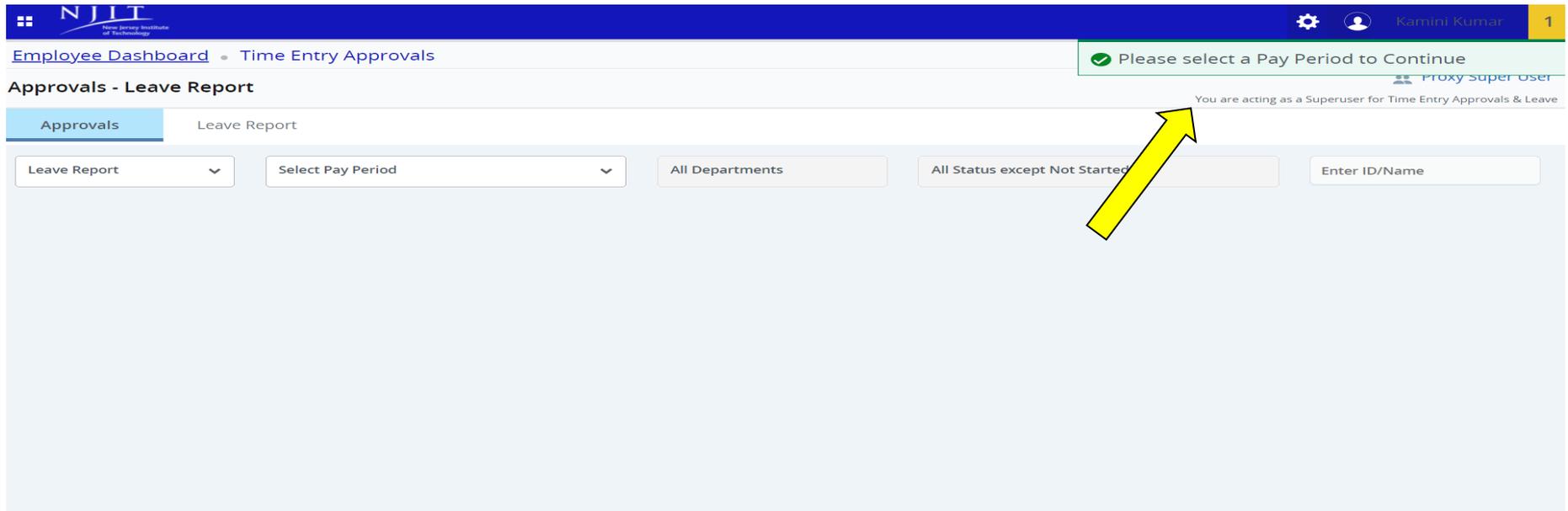
Add a new proxy

Delete proxies

Navigate to Time & Leave Approvals application

- To enter Employees' time select **“Act as Leave report Approvals Superuser”**
- To enter Students/hourly' time select **“Act as Time entry Approvals Superuser”** then select Navigate to Time and Leave approval application

Acting as Superuser



The screenshot shows the NJIT Employee Dashboard interface. The top navigation bar includes the NJIT logo, a settings icon, a user profile icon for Kamini Kumar, and a page number '1'. The breadcrumb trail is 'Employee Dashboard > Time Entry Approvals'. The main section is titled 'Approvals - Leave Report' and has two tabs: 'Approvals' (selected) and 'Leave Report'. Below the tabs are several filters: 'Leave Report' (dropdown), 'Select Pay Period' (dropdown), 'All Departments' (button), 'All Status except Not Started' (button), and 'Enter ID/Name' (input field). A yellow arrow points to a green message box that says 'Please select a Pay Period to Continue'. The message box also indicates 'Proxy Super User' and 'You are acting as a Superuser for Time Entry Approvals & Leave'.

- **Note: At least one employee must have opened their Timesheet in order for the approver to “Start” other employees’ time.**
- Select the type of record, Pay Period, and department.

Acting as Superuser to enter time of your staff

The screenshot displays the NJIT Employee Dashboard interface. At the top, the NJIT logo and user information (Kamini Kumy) are visible. The navigation bar shows 'Employee Dashboard' and 'Time Entry Approvals'. The main content area is titled 'Approvals - Leave Report' and includes a sub-header 'You are acting as a Superuser for Time Entry Approvals & Leave'. The interface features a filter bar with the following elements: 'Leave Report' (dropdown), '04/02/2023 - 04/15/2023 (2023 BH 9)' (date range), '1-410100, Payroll Office' (organization dropdown), 'Not Started' (status dropdown), and 'Enter ID/Name' (input field). Below the filter bar, a table lists employees. The first row shows 'Keya Y Hunt, Payroll Specialist, 410205-00' with ID '31532942' and Organization '1-410100, Payroll Office'. A 'Start Leave Report' button is positioned to the right of this row. Two yellow arrows highlight the 'Not Started' dropdown and the 'Start Leave Report' button.

- Please select timesheet/Leave report status “**Not Started**”.
- Select “**Start Leave Report**”, Select day, select earn code from the drop-down menu of “**Earn code**”,
- Enter hours, select save and, Click “Preview”
- Select “Submit” and “Approve”

Acting as Superuser to approve all timesheets/Leave reports

Employee Dashboard • Time Entry Approvals

Bar Chart Data:

Status	Count
Pending	1
In Progress	0
Returned	0
Error	0
Approved	0
Completed	0
Cancelled	0

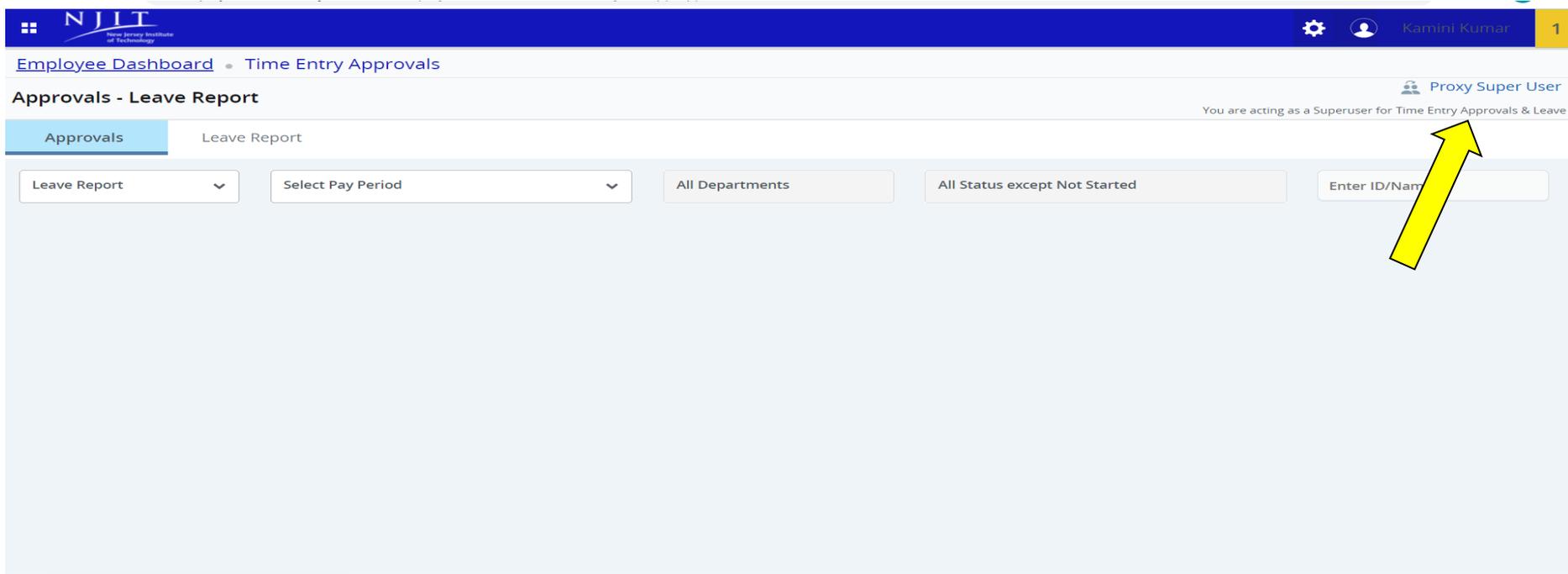
Filter: Pending 2 Approve/Acknowledge

Employee Name	ID	Organization	Hours/Days/Units	
<input checked="" type="checkbox"/> Keya Y Hunt Payroll Specialist, 410205-00	31532942	1-410100, Payroll Office	7.00 Hours	i ! ⋮
<input checked="" type="checkbox"/> Antoinette Pittman Senior Payroll Specialist, 410073-00	21470678	1-410100, Payroll Office	21.00 Hours	i ! ⋮

In Progress 0

- Please select “Pending” to select all employees at once.
- Select “Approve/Acknowledge to approve all.

Designating a Proxy



The screenshot shows the NJIT Employee Dashboard. The top navigation bar includes the NJIT logo, a settings icon, a user profile icon for Kamini Kumar, and a page number '1'. Below the navigation bar, the breadcrumb trail reads 'Employee Dashboard > Time Entry Approvals'. The main content area is titled 'Approvals - Leave Report' and features two tabs: 'Approvals' (selected) and 'Leave Report'. Below the tabs are several filter buttons: 'Leave Report' (dropdown), 'Select Pay Period' (dropdown), 'All Departments', 'All Status except Not Started', and 'Enter ID/Name'. In the top right corner of the main content area, there is a link for 'Proxy Super User' with a small user icon, and a subtext below it reads 'You are acting as a Superuser for Time Entry Approvals & Leave'. A large yellow arrow points from the bottom right towards the 'Proxy Super User' link.

- A proxy is a person who can act as an Approver in your absence.
 1. Go to Employee Dashboard
 2. Select Approve leave report or Approve Time
 3. Select **Proxy Super User** located at the top right corner of the page.

Designating a Proxy

Employee Dashboard • Proxy or Super User

Time & Leave Approvals ▾

Act as a Superuser

- ✓ Act as Time Entry Approvals Superuser
- ✓ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Kamini Kumar - [Payroll Office] ▾

Existing Proxies

Add a new proxy Select Employee to add as Proxy ▾

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

2. Select “Add a new Proxy” in the **Name** dropdown box, and select the person you want to designate a Proxy
3. Email the Proxy’s name and UCID to payroll@njit.edu to complete the process.

Questions?



If you have any issues or questions, please contact the Payroll Office at payroll@njit.edu