

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



Presented By  
**Payroll Office**

# Objectives

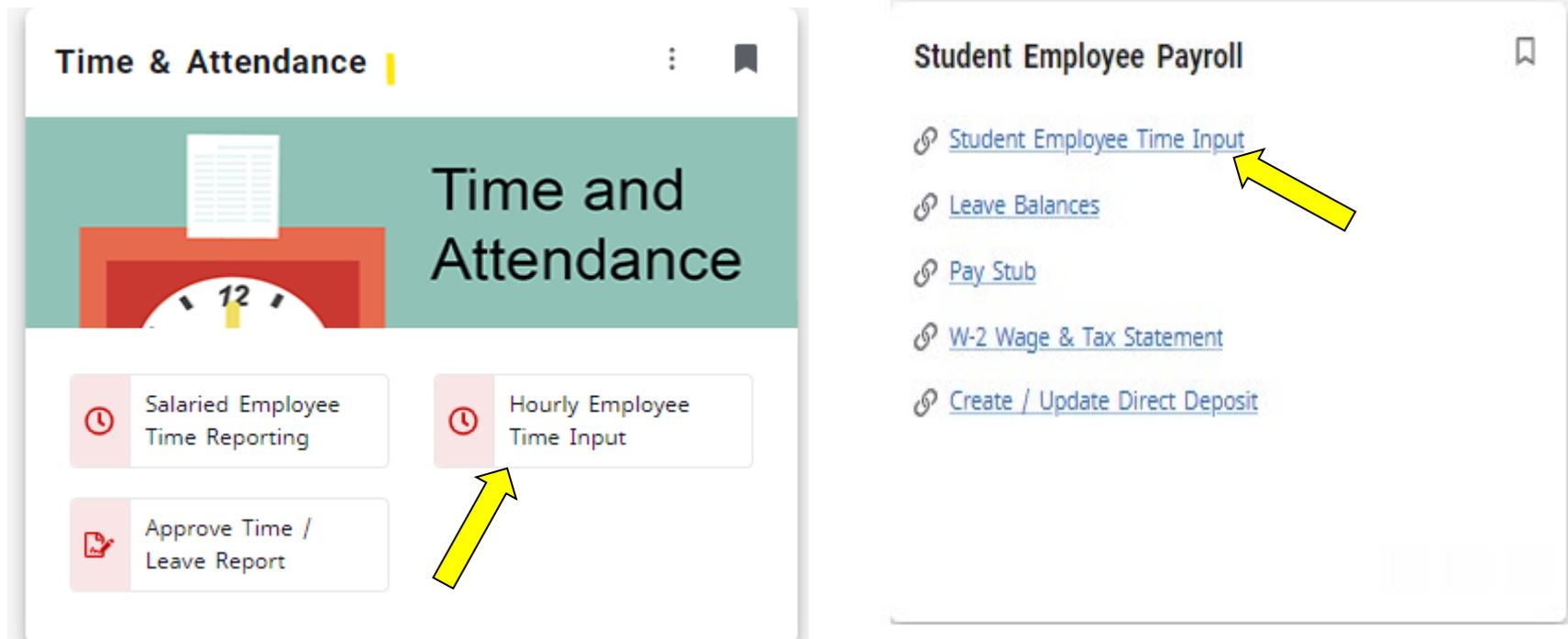
At the end of this session you will know how to

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

# Accessing Banner Web Time Entry

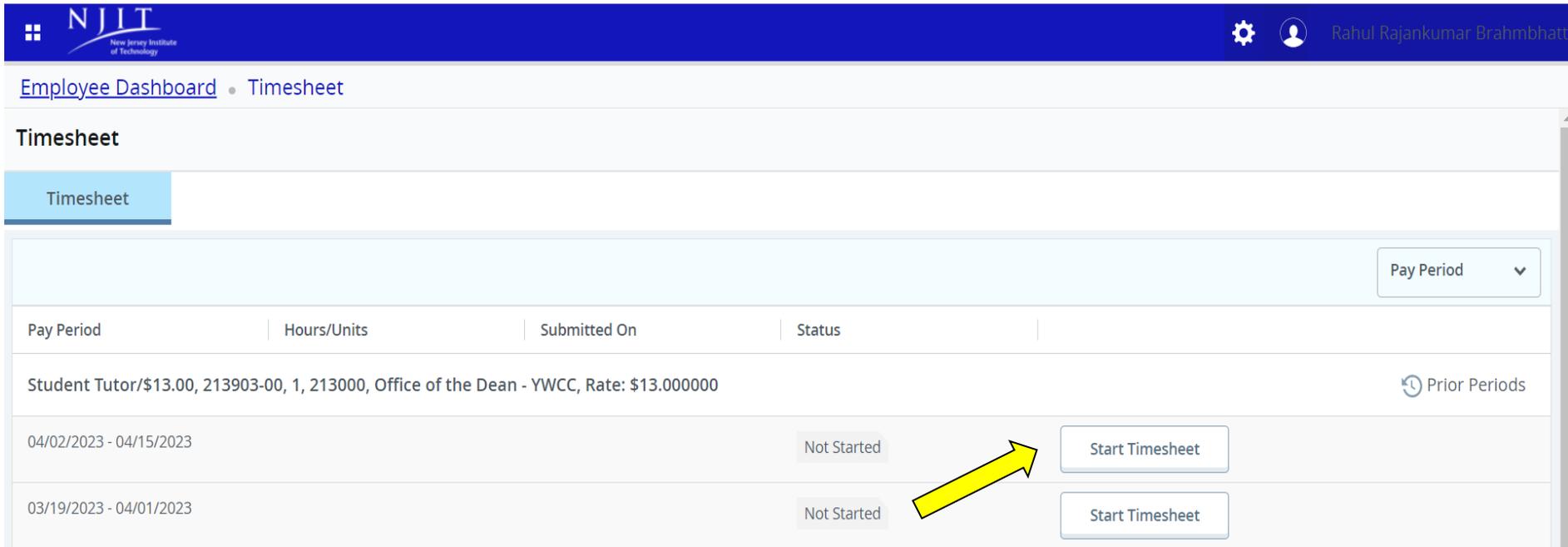
- Go to My.Njit.edu
- Enter UCID and Password and Click “Login”

# 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



Employee Dashboard • Timesheet

## Timesheet

Timesheet

Pay 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	<input type="button" value="Start Timesheet"/>
03/19/2023 - 04/01/2023			Not Started	<input type="button" value="Start Timesheet"/>

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

**NJIT** New Jersey Institute of Technology

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

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

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
- Student Hourly
- Back Hours
- Sick Leave

Hours\*

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

# Entering Hours

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

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\*:

Exit Page Cancel Save Preview

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

# Entering Hours

The screenshot displays the NJIT Employee Dashboard interface for entering hours. At the top, the NJIT logo and user information (Rahul Rajankumar Brahmhatt) are visible. The main content area shows a calendar for the week of 04/02/2023 to 04/15/2023, with Monday highlighted. Below the calendar is a section to "Add Earn Code" with two rows of input fields for "Earn Code" and "Hours\*". The first row has "Student Hourly" and "5.00". The second row has "Sick Leave" and "4.00". A yellow arrow points to the "Add Earn Code" button, and another yellow arrow points to the "Preview" button. The interface also shows "Cancel", "Save", and "Preview" buttons at the bottom right.

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 Brahmabhatt

[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
<b>Total Hours</b>		9.00		

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



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

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

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 Edit Copy Delete  
Total: 5.00 Hours | [Account Distribution](#)

Sick Leave 4.00 Hours Edit Copy Delete  
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
<b>Total Hours</b>		9.00		

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



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

# Submitted Timesheet

 Settings  Rahul Rajankumar Brahmbhatt 1

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

✔ 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

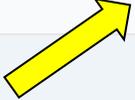
#### Summary

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
<b>Total Hours</b>		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

**NJIT** New Jersey Institute of Technology

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

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 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

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

- 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](mailto: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](mailto:payroll@njit.edu).