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
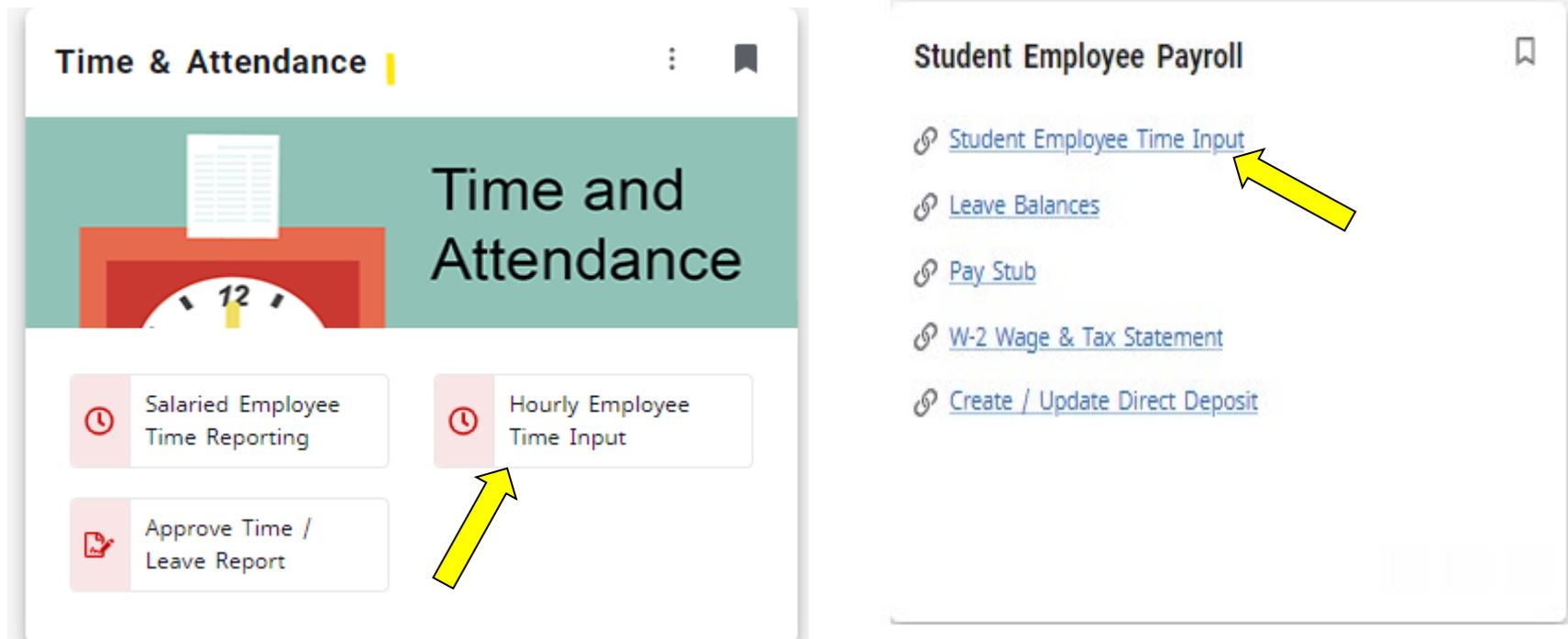
- Hourly employees- Under the Time and Attendance tile, Select Hourly Employee Time Input

- 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

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

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

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Entering Hours

4. Enter hours worked in the box and "Save".

Entering Hours

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

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

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

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
Total Hours		9.00		

Routing and Status

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

Return | Submit

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

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Submitted Timesheet
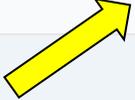
13. The Timesheet has been successfully submitted to the approver.

Recall Pending Timesheet

- 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

- The Timesheet has been changed to "I**n 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 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.