

Welcome to Web Time Entry Training for Banweb Time Entry

For Non-Exempt Employees

Introduction to Web Time Entry

New Mexico Tech is happy to offer its employees with the online service of web time entry via Employee Self Service.

Through New Mexico Tech's Web Time Entry Process employees enter:

- ▶ Hours worked on a web time sheet.
- ▶ Submit leave hours taken.

Banner Web Time Entry offers the following advantages over our current payroll process:

- ▶ The ability to access your web time sheet at your convenience, from any computer with an internet connection, at any time.
- ▶ The ability to review the status of your time sheet throughout the payroll process by logging into Employee Self Service.

Employee Responsibilities

- ▶ Web time entry and approval is required for all hourly jobs at New Mexico Tech.
- ▶ You **MUST** click the clock icon ⌚ to clock in/out. This is MANDATORY.
- ▶ You **MUST** use clock in clock out on your timesheet if you do manually clock you must justify the reason.
- ▶ **YOU MUST submit** a web time sheet for **EVERY** pay period worked.
- ▶ Failure to submit your time sheet by the end of the pay period could cause a delay in receiving your paycheck.

Logging into Employee Self Service

Employee Self-Service Log In “How To”:

- ▶ Open Internet Explorer or Google Chrome
 - (other browsers may also work)
- ▶ Navigate to https://banweb7.nmt.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage
- ▶ Click on [Enter Secure Area \(Please read pin prompts carefully – you may be prompted for your current pin and a new pin\)](#)

Enter your Tech ID and PIN

Click "Login"

http://banweb7.nmt.edu/pls/TEST/twbksite.P_DispatchSiteMap?menu_name_ir

User Login

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HELP EXIT

User Login

i # Enter your User Identification Number (Tech ID which starts with a "9") and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.
Unauthorized access is prohibited and will be prosecuted.

Forgot your PIN? Please send an email to registrar@admin.nmt.edu

User ID:

PIN:

Enter

Login Forgot PIN?

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Click on the “Employee” link:

The screenshot shows a web browser window with the URL http://banweb7.nmt.edu/pls/TEST/twbkwbis.P_GenMenu?name=bmenu.P. The browser's address bar shows a tab titled "Main Menu". The page header includes the SUNGARD HIGHER EDUCATION logo on the left and the New Mexico Tech logo (SCIENCE · ENGINEERING · RESEARCH · UNIVERSITY) on the right. Below the header, there are two tabs: "Personal Information" and "Employee Services". A search bar is present with a "Go" button. On the right side of the page, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". A yellow horizontal line separates the header from the main content. The main content area displays a welcome message: "Welcome, **Your name**, to the WWW Information System! Last web access on Mar 19, 2014 at 12:37 pm". Below this, there are two menu items, each with a small icon of a folder. The first item is "Personal Information" with the description: "View or update your address(es), phone number(s), emergency contact information, & marital status; View name change & social security number change information; View email address(es), Change your PIN; Customize your directory profile, View Account Summary, make Credit Card Payment." The second item is "Employee" with the description: "Benefits, leave or job data, paystubs, W2 and W4 data." The "Employee" link and its icon are circled in red. At the bottom left, it says "RELEASE: 8.3". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Personal Information Employee Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Welcome, **Your name**, to the WWW Information System! Last web access on Mar 19, 2014 at 12:37 pm

 **Personal Information**
View or update your address(es), phone number(s), emergency contact information, & marital status; View name change & social security number change information; View email address(es), Change your PIN; Customize your directory profile, View Account Summary, make Credit Card Payment.

 **Employee**
Benefits, leave or job data, paystubs, W2 and W4 data.

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From the Employee Services tab– Click “Time Sheet”:

The screenshot shows a web browser window with the URL http://banweb7.nmt.edu/pls/TEST/twbkwbis.P_GenMenu?name=pmenu.P. The browser title is "Employee". The page header includes the SUNGARD HIGHER EDUCATION logo on the left and the New Mexico Tech logo (SCIENCE · ENGINEERING · RESEARCH · UNIVERSITY) on the right. Below the header, there are two tabs: "Personal Information" and "Employee Services", with "Employee Services" being the active tab. A search bar is located below the tabs, with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Employee Services" with a folder icon. Below this, it says "Employee - All Data Starting as of 07/01/2004". A list of menu items follows, with "Time Sheet" circled in red. The other items are "Electronic Personnel Action Forms", "Benefits and Deductions" (with a sub-description: "Retirement, health, flexible spending, miscellaneous, dependent information, Benefit Statement."), "Pay Information" (with a sub-description: "Direct deposit allocation, earnings and deductions history, or pay stubs."), "Tax Forms" (with a sub-description: "W4 information, W2 Form."), "Jobs Summary", and "Leave Balances". At the bottom left, it says "RELEASE: 8.10.1". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Personal Information **Employee Services**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

 **Employee Services**

Employee - All Data Starting as of 07/01/2004

-  [Time Sheet](#)
-  [Electronic Personnel Action Forms](#)
-  [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, dependent information, Benefit Statement.
-  [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
-  [Tax Forms](#)
W4 information, W2 Form.
-  [Jobs Summary](#)
-  [Leave Balances](#)

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Time Sheet Selection

http://banweb7.nmt.edu/pls/TEST/bwpktais.P_SelectTimeSheetRoll

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Personal Information Employee Services

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	
Accounts Payable Specialist, T98051-00 Payroll, 30203	<input type="radio"/>	Apr 21, 2014 to May 04, 2014 Not Started	Choose the pay period

when ready to continue click here

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If you have more than one position:

http://banweb7.nmt.edu/pls/TEST/bwpktais.P_SelectTimeSheetRoll

Time Sheet Sele...

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Personal Information Student and Financial Aid **Employee Services**

Search Go

SITE MAP HELP EXIT

Time Sheet Selection

Choose which position

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
Student Worker Business Office, ST4101-00 Payroll, 30203	<input checked="" type="radio"/>	Apr 21, 2014 to May 04, 2014 Not Started
Student Worker - Mathematics, ST4008-00 Payroll, 30203	<input type="radio"/>	Apr 21, 2014 to May 04, 2014 Not Started

and then choose the pay period

Time Sheet when ready to continue click here

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To automatically clock in/out

Clocking in/out utilizing the clock button is MANDATORY

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.

** Account Distribution adjusted on this day.

To clock in or out -click the Clock button. This will auto take you to the current day and record the current time.**

This is the date and time your approver has until to approve, which submits your time card to payroll.

Time Sheet

Title and Number: Accounts Payable Specialist -- T98051-0
Department and Number: Payroll -- 30203
Time Sheet Period: Jun 16, 2014 to Jun 29, 2014
Submit By Date: Jul 01, 2014 by 12:00

Clock In or Out	Earning	Shift Default Hours or Units	Total Hours	Total Units	Monday Jun 23, 2014	Tuesday Jun 24, 2014	Wednesday Jun 25, 2014	Thursday Jun 26, 2014	Friday Jun 27, 2014	Saturday Jun 28, 2014	Sunday Jun 29, 2014
	Regular Pay	1	0	0	No Time Entry	No Time Entry	No Time Entry	No Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Over Time	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

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

****Utilizing the clock icon for clocking in/out is MANDATORY. Manual entry will NOT be accepted unless approved by a supervisor.**

Clock In and Clock Out

Personal Information **Employee Services**

Search

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

Clock In and Out

the system will now 'automatically' clock you in. You only need to enter comments IF you are changing the time. Then you must explain why you are changing.* You must use a 'military' time entry (24 hour clock).

i Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Thursday, Jun 26, 2014

Earnings Code: Regular Pay

Clock In					Clock Out					Activity Date and Time	Total Hours	
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment			Date and Time
1	14:35	14:30	<input type="checkbox"/>					<input type="checkbox"/>				0
Total:												0

***Please make good comments on why you changed the actual clock time. These comments are audit-able and can be seen by auditor's. You do not need to make comments if you are just clocking in or out automatically.**

Adjustments

 Clock Out time has been adjusted and a Comment is required.

You can type over the time In or Out to 'adjust' the time, HOWEVER, you will be required to add comments to explain why.*

Date: Thursday, Jun 26, 2014

Earnings Code: Regular Pay

Clock In					Clock Out							
Shift	System	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	14:35	14:30	<input type="checkbox"/>			14:40	14:45	<input checked="" type="checkbox"/>	error clock out			
1	14:40	14:45	<input type="checkbox"/>	error clock out ... clocked back in				<input type="checkbox"/>				

***Please make good comments on why you changed the actual clock time. These comments are audit-able and can be seen by auditor's. You do not need to make comments if you are just clocking in or out automatically.**

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	.25	<input type="button" value="Account Distribution"/>

Entering Exception Time (Leave):

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Choose a day to enter time and the type of Leave. Click on "Enter Hours"

Accounting Technician -- T95939-00
 Payroll -- 30203
 Oct 20, 2014 to Nov 02, 2014
 Nov 03, 2014 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 20, 2014	Tuesday Oct 21, 2014	Wednesday Oct 22, 2014	Thursday Oct 23, 2014	Friday Oct 24, 2014	Saturday Oct 25, 2014	Sunday Oct 26, 2014
	Regular Pay	1		0	16		8	8	No Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1		0	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
	Over Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			24		8	8	0	0	8	0	0
	Total Units:				0	0	0	0	0	0	0	0

Entering Exception Time (cont.)

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Wednesday, Jun 25, 2014

Earnings Code: Sick Pay

Shift	Time In	Time Out	Total Hours
1	08:00	12:00	4
1	13:00	17:00	4
1			0
1			0
1			0
			8

**Enter time in and out for the time period of the leave.
Click Save**

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

Account Distribution

Earnings Code	Shift	Hours	
Sick Pay	1	8	Account Distribution

Copying Leave Hours into Your Timesheet:

- To copy Leave hours into your time sheet, enter the clock in/out time manually into Banweb that you wish to add leave time to.
- When finished, click Save at the bottom of the screen

Personal Information Student and Financial Aid **Employee Services**

Search SITE MAP HELP EXIT

Time In and Out

 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Oct 20, 2014
Earnings Code: Vacation Pay

Shift	Time In	Time Out	Total Hours
1	08:00	16:00	8
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	8

Enter your time in and out that you want to copy like you would when manually entering hours

Then click save to have the system log the hours and click copy to continue.

Copying Leave Hours(cont.)

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OR Click Exit to log out

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Next, click Time Sheet to return to your time sheet

First, check the options you want and the dates you want to copy to, then click copy.

Vacation Pay
Oct 20, 2014, 8 Hours

Monday Oct 20, 2014 <input type="checkbox"/>	Tuesday Oct 21, 2014 <input type="checkbox"/>	Wednesday Oct 22, 2014 <input type="checkbox"/>	Thursday Oct 23, 2014 <input type="checkbox"/>	Friday Oct 24, 2014 <input type="checkbox"/>	Saturday Oct 25, 2014 <input type="checkbox"/>	Sunday Oct 26, 2014 <input type="checkbox"/>
Monday Oct 27, 2014 <input type="checkbox"/>	Tuesday Oct 28, 2014 <input type="checkbox"/>	Wednesday Oct 29, 2014 <input type="checkbox"/>	Thursday Oct 30, 2014 <input type="checkbox"/>	Friday Oct 31, 2014 <input type="checkbox"/>	Saturday Nov 01, 2014 <input type="checkbox"/>	Sunday Nov 02, 2014 <input type="checkbox"/>

Checking Leave Balances

Personal Information Student and Financial Aid **Employee Services**

Search

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

To check leave balances, click on "Employee Services"

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:

Accounting Technician -- T95939-00

Department and Number:

Payroll -- 30203

Time Sheet Period:

Oct 20, 2014 to Nov 02, 2014

Submit By Date:

Nov 03, 2014 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 20, 2014	Tuesday Oct 21, 2014	Wednesday Oct 22, 2014	Thursday Oct 23, 2014	Friday Oct 24, 2014	Saturday Oct 25, 2014	Sunday Oct 26, 2014
	Regular Pay	1		0	16	8	8	No Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Holiday Pay	1		0	0	Enter Hours						
	Sick Pay	1		0	0	Enter Hours						
	Personal Leave Pay	1		0	0	Enter Hours						
	Vacation Pay	1		0	0	Enter Hours						
	Comp Time Earned	1		0	0	Enter Hours						
	Comp Time Taken	1		0	8	Enter Hours	8	Enter Hours				
	Over Time	1		0	0	Enter Hours						
	Total Hours:			24		8	8	0	0	0	8	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Checking Leave Balances(cont.)

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Personal Information Student and Financial Aid **Employee Services**

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Employee Services

Employee - All Data Starting as of 07/01/2004

- [Time Sheet](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, dependent information, Benefit Statement.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information, W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)

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Checking Leave Balances(cont.)



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

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Leave Balances

i Available Balance is based on all leave slips processed and entered by Payroll. Personal Pay may show an adjustment depending on the pay period taken.
Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Banked	Date Available	Available	Beginning Balance	Earned as of Oct 22, 2014	Taken as of Oct 22, 2014	Available Balance as of Oct 22, 2014
Compensatory Time	Hours	.00	Dec 12, 2011		.00	22.65	4.00	18.65
Personal Pay	Hours	.00	Dec 12, 2011		8.00	8.00	8.00	8.00
Sick Pay	Hours	.00	Dec 12, 2011		169.15	97.02	22.70	243.47
Vacation Pay	Hours	.00	Jun 12, 2012		86.13	97.02	83.26	99.89

[[Pay Stub](#)]

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After entering time (and SAVING) for each work day and before submitting for approval – **PREVIEW & VERIFY**

Personal Information **Employee Services**

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Accounts Payable Specialist -- T98051-00
Department and Number: Payroll -- 30203
Time Sheet Period: Apr 21, 2014 to May 04, 2014
Submit By Date: May 06, 2014 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014	Sunday May 04, 2014
	Regular Pay	1	0	72		8	8	8	8	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			80		8	8	8	8	8	8	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

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PREVIEW & VERIFY (cont.)

Search

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

Summary of Reported Time

Set your printer layout to Landscape before printing.

Accounts Payable Specialist, T98051-00

Payroll, 30203

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday, Apr 21, 2014	Tuesday, Apr 22, 2014	Wednesday, Apr 23, 2014	Thursday, Apr 24, 2014	Friday, Apr 25, 2014	Saturday, Apr 26, 2014	Sunday, Apr 27, 2014	Monday, Apr 28, 2014	Tuesday, Apr 29, 2014	Wednesday, Apr 30, 2014	Thursday, May 01, 2014	Friday, May 02, 2014
Regular Pay	1	72		8	8	8	8	8			8	8	8	8	
Vacation Pay	1	8													8
Total Hours:		80		8	8	8	8	8			8	8	8	8	8
Total Units:			0												

Time In and Out, Regular Pay

Monday, Apr 21, 2014	Tuesday, Apr 22, 2014	Wednesday, Apr 23, 2014	Thursday, Apr 24, 2014	Friday, Apr 25, 2014	Saturday, Apr 26, 2014	Sunday, Apr 27, 2014	Monday, Apr 28, 2014	Tuesday, Apr 29, 2014	Wednesday, Apr 30, 2014	Thursday, May 01, 2014	Friday, May 02, 2014	Saturday, May 03, 2014	Sunday, May 04, 2014
08:00 AM 12:00	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM	08:00 AM			08:00 AM 12:00	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM			

Submit for Approval – by your supervisor

Personal Information **Employee Services**

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.

** Account Distribution adjusted on this day.

Please note: **NO** advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

Time Sheet

Title and Number: Accounts Payable Specialist -- T98051-00
Department and Number: Payroll -- 30203
Time Sheet Period: Apr 21, 2014 to May 04, 2014
Submit By Date: May 06, 2014 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014	Sunday May 04, 2014
	Regular Pay	1	0	72		8	8	8	8	8	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours		8	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			80		8	8	8	8	8	8	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

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Certification

Personal Information **Employee Services**

Search

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

Certification

 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

**Enter your PIN again to 'certify'
and then click 'Submit'**

RELEASE: 8.9

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After submitting- verify

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Student Worker Business Office -- ST4101-00
Department and Number: Payroll -- 30203
Time Sheet Period: May 05, 2014 to May 18, 2014
Submit By Date: May 20, 2014 by 12:00 PM

Clock In or Out	Earning	Shift Default Hours or Units	Total Hours	Total Units	Monday May 05, 2014	Tuesday May 06, 2014	Wednesday May 07, 2014	Thursday May 08, 2014	Friday May 09, 2014	Saturday May 10, 2014	Sunday May 11, 2014	
	Student Worker	1	0	18.5		3.5	3.5	Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours
Total Hours:				18.5		3.5	3.5	0	3.5	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 May 06, 2014
Approved By:
Waiting for Approval From: Will show your approvers name

NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

Returning Your Timecard if a Mistake Was Made:

- ▶ You, the employee, have the ability to “return” your timecard to yourself online if you:
 - Submitted your timecard too early and still have hours you would like to log.
 - Need to correct clock-in/out times for a given day.

****NOTICE:** Once your approver has *approved* your timecard, *you CANNOT return your timecard to yourself. In this case, your approver must return your timecard to you.***

Please view the next 2 slides for a step-by-step guide on returning your timecard to yourself.

Returning Your Timecard Step-By-Step Guide

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Accounting Technician -- T95939-00
 Payroll -- 30203
 Sep 07, 2015 to Sep 20, 2015
 Sep 21, 2015 by 12:00

If card has a **Submitted for Approval By:** date and name by the **Waiting for Approval From:** then you can hit the return time to make changes to your card as long as it is well before the deadline to submit your card. If you are working on your card past the deadline, it will no longer allow you to submit your card. Please get with your supervisor to complete your card and bring by payroll as soon as possible to be manually entered. This can be done before the Tuesday deadline of 10AM after payroll close Monday.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 07, 2015	Tuesday Sep 08, 2015	Wednesday Sep 09, 2015	Thursday Sep 10, 2015	Friday Sep 11, 2015	Saturday Sep 12, 2015	Sunday Sep 13, 2015
	Regular Pay	1		0	2.75	No Time Entry	No Time Entry	No Time Entry	No Time Entry	2.75	Future Time Entry	Future Time Entry
	Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Over Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			2.75		0	0	0	0	0	2.75	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next **Return Time**

You on Sep 11, 2015

Your Supervisors name here.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Returning Your Timecard Step-By-Step Guide

Search

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 transaction successfully returned.

Indicates that time card was submitted back to you to make changes if needed so card can be resubmitted.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Accounting Technician -- T95939-00
Department and Number: Payroll -- 30203
Time Sheet Period: Sep 07, 2015 to Sep 20, 2015
Submit By Date: Sep 21, 2015 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 07, 2015	Tuesday Sep 08, 2015	Wednesday Sep 09, 2015	Thursday Sep 10, 2015	Friday Sep 11, 2015	Saturday Sep 12, 2015	Sunday Sep 13, 2015
	Regular Pay	1		0	2.75	No Time Entry	No Time Entry	No Time Entry	No Time Entry		2.75	Future Time Entry
	Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Over Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:				2.75		0	0	0	0	2.75	0
	Total Units:					0	0	0	0	0	0	0

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

Hourly *Non-Exempt* Staff Time Entry Quick Steps

- ▶ Using a Web browser go to the Banweb Self Service–
<http://banweb7.nmt.edu>
- ▶ Click on “Enter Secure Area”
- ▶ Enter your Tech Id and Pin
- ▶ Click ‘Employee’
- ▶ Click ‘Time Sheet’
- ▶ Click button for ‘Access my Time Sheet’
- ▶ Click ‘Select’
- ▶ Carefully Choose Job and pay period (more than one may be displayed)
- ▶ Click ‘Time Sheet’
- ▶ Choose Date and Earning Type
- ▶ Click ‘Enter Hours’
- ▶ Click the Clock In/Out Icon  to enter time.
 - Remember this is MANDATORY.
- ▶ Click ‘Save’
- ▶ If finished for the entry – Click ‘Exit’
- ▶ If entering exception time i.e. vacation, sick, for multiple days with the same hours and earnings type you may use the ‘Copy’ feature.
- ▶ If ALL time entered for pay period – click on “Preview” and review
- ▶ When complete and correct – Click ‘Submit for Approval’ (you can not make changes after submitting)
 - Remember NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.
- ▶ Check bottom of screen to verify that the line ‘Submitted for Approval By:’ has your name and the date.
- ▶ You can check back to see when your ‘Approver’ has approved.

Errors That May Occur During Timecard Approval Process

- ▶ If an error should occur at any time during the timecard approval process, a notification will appear on both the Student's and Approver's screens.
- ▶ Please see separate slideshow, "Approver and Student Time Card Errors: Problems and Resolutions", for step-by-step guidance to resolve any errors you may encounter while using BanWeb.