

Welcome to Web Time Entry Training for Banweb Time Entry

For Students

Introduction to Web Time Entry

New Mexico Tech is happy to offer its employees the online service of web time entry via Employee Self Service. The new online process will allow employees to enter hours worked through New Mexico Tech's Web Time Entry Process.

You will be able to:

- ▶ Enter hours worked on a web time sheet
- ▶ Submit time electronically to your supervisor

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 hourly jobs at New Mexico Tech.
- ▶ You **MUST** click the clock icon ⌚ to clock in/out. This is MANDATORY.
- ▶ You **MUST** submit a web time sheet for EVERY pay period worked.
- ▶ You **MUST NEVER** use the back button to exit, always use the exit link.
- ▶ Failure to submit your time sheet by the “Submit by Date” could **cause a delay in receiving your paycheck.**

Logging into Employee Self Service

Employee Self Service Log In

- ▶ Open Internet Explorer, Chrome, or Firefox
- ▶ Navigate to <https://banweb7.nmt.edu>
- ▶ If browser asks to Allow Site Certificate, click allow
- ▶ 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_Dispatch?menu_name_ir

User Login

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HELP EXIT

User Login

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 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 also 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 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". 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 the welcome message are two menu items, each with a small icon of a book or folder. The first item is "Personal Information" with a 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 a description: "Benefits, leave of job data, paystubs, W2 and W4 data." The "Employee" link and its icon are circled in red. At the bottom left of the page, 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 of job data, paystubs, W2 and W4 data.

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On the Employee Services tab – Click “Time Sheet”

http://banweb7.nmt.edu/pls/TEST/twbkwbis.P_GenMenu?name=pmenu.P_ Employee

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Personal Information Employee Services

Search Go

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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Time Sheet Selection

Choose which position

and then choose the pay period

when ready to continue click here

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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

To automatically clock in/out

Clocking in/out utilizing the clock button is MANDATORY

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

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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: Student Worker Payroll -- ST4104-00
Department and Number: Payroll -- 30203
Time Sheet Period: Jun 30, 2014 to Jul 13, 2014
Submit By Date: Jul 15, 2014 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 30, 2014	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014
	Student Worker	1		0	19	No Time Entry		4	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Total Hours:				19	0	0	4	0	0	0	0
	Total Units:					0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Click on the clock icon this will automatically go to the current date and time**

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

Your clock in/out date & time will automatically update

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Search

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Finally, click exit to log out.

Clock 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. 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: Wednesday, Oct 15, 2014

First, make sure the system captured your clock in/out.

Earnings Code: Student Worker

Clock In					Clock Out							
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	Activity Date and Time	Total Hours
1	13:02	13:00	<input type="checkbox"/>			15:25	15:30	<input type="checkbox"/>			Oct 15, 2014 13:02	2.5
Total:												2.5

Then, check that it captured your activity date and time, along with total hours.

Next, click save.

Account Distribution

Earnings Code Shift Hours
Student Worker 1 2.5

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					Activity Date and Time	Total Hours
Shift	System	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System	Clock Time Out	Clock Time Adjusted	Comment		
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

Preview: Allows easy access to check total hours

Summary of Reported Time

 Set your printer layout to Landscape before printing.

Student Worker Business Office, ST4101-00

Payroll, 30203

Time Sheet

Earning Shift Code	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	Monday, May 12, 2014	Tuesday, May 13, 2014	Wednesday, May 14, 2014	Thursday, May 15, 2014	Friday, May 16, 2014
Student 1 Worker	18.5		3.5	3.5		3.5				1.5	1.5	3.5	1.5	
Total Hours:	18.5		3.5	3.5		3.5				1.5	1.5	3.5	1.5	
Total Units:		0												

Time In and Out, Student Worker

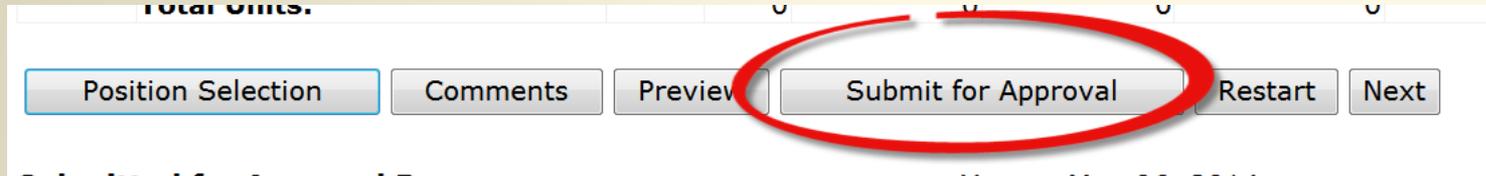
Monday, May 05, 2014	Tuesday, May 06, 2014	Wednesday, May 07, 2014	Thursday, May 08, 2014	Friday, May 09, 2014	Saturday, May 10, 2014	Sunday, May 11, 2014	Monday, May 12, 2014	Tuesday, May 13, 2014	Wednesday, May 14, 2014	Thursday, May 15, 2014	Friday, May 16, 2014	Saturday, May 17, 2014	Sunday, May 18, 2014
08:00 AM 11:30 AM	08:00 AM 11:30 AM		08:00 AM 11:30 AM				02:00 PM 03:30 PM	02:00 PM 03:30 PM	08:00 AM 11:30 AM	02:00 PM 03:30 PM			

[Previous Menu](#)

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Submit for Approval to supervisor



The image shows a screenshot of a web application interface. At the top, there is a header with the text "Total Units:" followed by four columns, each containing a small downward-pointing arrow icon. Below this header is a horizontal navigation bar with six buttons: "Position Selection", "Comments", "Preview", "Submit for Approval", "Restart", and "Next". The "Submit for Approval" button is highlighted with a red oval.

- ▶ 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.
- ▶ Remember – once submitted for approval, you can not make changes without first returning your card back. This is shown on slides 18–20. If you find you have submitted a time card with an error, notify your approver ASAP! Your approver can return card to you to make changes before cut off time for submission. Once time card is Approved, approver will need to print so both you and supervisor can initial any changes.

Certification

-Enter PIN to submit time card

Personal Information **Employee Services**

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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'**

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After submitting- Verify then use the exit link.

Do not hit back button on browser
the back button will undo submission!

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 Monday Units 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.

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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.* 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

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Search

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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.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Student Worker Math -- ST4084-00

Math -- 20700

Sep 07, 2015 to Sep 20, 2015

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
🕒	Student Worker	1		0	8	No Time Entry	No Time Entry	No Time Entry	No Time Entry		8	Future Time Entry
	Total Hours:				8		0	0	0	0	8	0
	Total Units:				0		0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 11, 2015

Your Supervisors name here.

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.

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Returning Your Timecard Step-By-Step Guide

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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.

Time Sheet

Title and Number: Student Worker Math -- ST4084-00
Department and Number: Math -- 20700
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	
	Student Worker	1	0	8		No Time Entry	No Time Entry	No Time Entry	No Time Entry		8	Future Time Entry	Future Time Entry
	Total Hours:			8			0	0	0	0	8	0	0
	Total Units:				0		0	0	0	0	0	0	0

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

Student 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’
 - ▶ Click the Clock In/Out Icon 
 - Remember this is MANDATORY.
 - ▶ Click ‘Save’
 - ▶ If finished for the day – Click ‘Exit’
- Else
- ▶ If ALL time entered for pay period – click on “Preview” and review
 - ▶ When complete and correct – Click ‘Submit for Approval’
 - 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.
 - ▶ Use Exit link to leave time card. Do not use back button on browser. Will undo submission.
 - ▶ You can check back to see when your ‘Approver’ has approved.