To Access the Web Time Entry Training Materials

1

Open your Web Browser
(Chrome, Internet Explorer 11, or Safari)

Go to www.rowan.edu

2

Select Employees from the top of the web page

3

Select Self Service for Faculty & Staff

New Jersey with 2,000+ employees, Rowan o...
...nize that employees are our most valuable reso... ...and, as such, have built
...rtunities for faculty and staff to pursue personal and professional fulfillment.
...ro, Camden and Stratford campuses.

Self Service for Faculty & Staff

4

Select Access Banner Services

Welcome to Rowan Self Service.

You will need your Rowan Identification Number and PIN to update and/or view personal information, subscribe to the Rowan Alert system, and access any other secure service. You can find you... ...mber and PIN at the Rowan Network Activation page.

Below are links to a variety of Rowan web service...

Access Banner Services
Secure Area - login Required

Rowan Alert
Emergency notification system for students and employees only

Prospective Students
Apply for Admission
General Financial Aid
Class Schedule
Course Catalog

Rowan Success Network powered by Starfish

RELEASE: 8.7

5

Enter your Rowan Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

You can find your Rowan Identification Number and PIN on the Rowan Network Activation page. If you have simply forgotten your PIN, enter your Rowan ID in the "User ID" box below and then press the "Forgot PIN?" button.

Please note: ID is case sensitive

To protect your privacy, please Exit and close your browser when y...

User ID:
PIN:

Enter Banner ID and PIN

Login   Forgot PIN?
RELEASE: 8.7

If you don't know your Banner ID or PIN go to
id.rowan.edu

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Personal Information | Student | Financial Aid | Faculty Services | **Employee** | Finance

Search

Employee

1. Select the Employee Tab

Time Sheet
Web Time Entry Training Materials
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms
W4 information, W2 Form or T4 Form.
Leave Balances
Professional Development
Learning Connections Inventory
Search Rowan Announcer Submissions
Search through Rowan Announcer archives.
Rowan Announcer Submission

2. Select Web Time Entry Training Materials

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Web Time Entry Training

On May 2, 2015 Phase 1 of the Banner Web Time Entry System (WTE) will go live. The system will be rolled out gradually ... will be notified when your department will be live in the system.

A few weeks before your department goes live, you will receive an email informing you of available in-person training ... also have the option of learning the process online though the following training materials.

These materials are provided to help you learn the Web Time Entry process. There is a manual to view o... ...ownload, and three short videos (less than 10 minutes each) which explain the process.

These videos are supported by Internet Explorer 10+, Chrome and Safari. If you are not currently ...sing one of these browsers, please log out of Banner and log back in using one of these browsers.

If you have any questions about WTE training, please contact IRT Training Services at irt...ning@rowan.edu

Payroll website including Training Manual, FAQ, Guideline and Schedule.
Web Time Entry Training Video Approvers
Web Time Entry Training Video Non-Exempt Employees
Web Time Entry Training Video Exempt Employees

Link to the Payroll web site

Videos