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

4. Select Access Banner Services

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

6. 1. Select the Employee Tab
    2. Select Web Time Entry Training Materials

7. 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 and 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 resources and the option of learning the process through the following training materials.

   These materials are provided to help you learn the Web Time Entry process. There is a manual to view or download, 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 comfortable using 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 HR Training Services at hr-training@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

8. Link to the Payroll web site

9. Videos