Banner

Web Time Entry

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Download the latest version of this document at rowan.edu/payroll
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Web Time Entry Introduction

Web Time Entry (WTE) is a secure web-based time entry system in Self Service Banner where employees report time worked and/or exception time taken on electronic time sheets from any computer with internet access. After approval by supervisors, the information is sent electronically to Payroll for processing.

Brought to Rowan at the urging of the Strategic Planning Council and the strong support of the Finance Division, this new system provides efficient, cost-effective electronic time entry for most individuals on the University's payroll.

Advantages over the current payroll process:
• Substantially reduces the time and effort required to physically move time sheets from one location to another.
• Eliminates time and errors involved in having people have to read and type up written documents.
• Creates a “paperless payroll” that supports the University’s sustainability objectives and eliminates need for costly storage.
• Ensures personal responsibility and accountability for receipt of state funds.
• Allows supervisors easily to monitor the use of vacation, sick and other exception time of their direct reports.
• Generates individual, department and University-wide time sheet reports through a centralized electronic storage area, allowing data analysis previously unavailable to the University

Roles

Employees - will record leave and/or time worked.

• Exempt Employees – Will record any leave taken during the reporting period.
• Nonexempt Employees – Will record hours worked and leave time.
• Part-Time/ Hourly/ Per Diem/ Student Employees – Will record hours worked.

Approver – Will approve time sheets entered by their employees. Can also update or change employee time sheet.

Proxy – Assigned by an approver to act on their behalf in their absence.

Department Time Keeper – Will enter time for each employee whose time sheet isn’t complete. They must have prior employee authorization (email or written)

• Review and make corrections to time sheets which have been submitted for approval. Must have prior employee authorization (email or written).
• Enter FMLA, Workman Comp, Leave of Absence, etc. time for employee.
• Remind employee to complete time sheet.
• Be point person to handle employee questions or problems regarding WTE.
• Act as first line of support in the department
Log on to Banner Self Service

If you have not yet set up a Banner Self Service Pin go to http://id.rowan.edu to create one.

Log on to Banner Self Service from any web browser
http://www.rowan.edu/selfservice

Select Access Banner Service

Enter your User ID (Banner number)

Enter your PIN number.
All Employees

Select Employee tab.

From the Employee menu, check your Leave Balances, if necessary.

From the Employee menu, select Time Sheet.
Log on to Banner Self Service, select the Employee tab, and from the menu select Time Sheet.

Choose a pay period from the drop down list.

Status:  
- **Not Started** - Timesheet has not been entered
- **In Progress** - Timesheet has been entered and/or exception time or hours entered
- **Pending** - Time sheet has been submitted. Waiting for approval
- **Completed** - Processed for payment

Select the **Time Sheet** button at the bottom.

Time and Leave Reporting (Time sheet) opens.
Exempt Employees

Each time sheet is for two weeks. Select the Next button at the bottom of the page to see the second week.

Exempt employees will only enter leave taken, not hours worked.

Select Enter Hours to enter hours under Vacation, Sick, etc. for the date the leave was taken.

Holidays

Holidays are automatically entered by payroll, so if you do not work on a holiday, enter nothing on the time sheet for that day.

However, if you work on a holiday, you will need to record the time worked on your time sheet.

Glassboro/CRMS employees: Record the day on Comp Time Worked according to the comp time guidelines listed on the payroll website. www.rowan.edu/payroll

Stratford employees: If you are eligible for Holiday pay, enter the day in Holiday. If you are eligible for Holiday Premium Pay, enter the day in Holiday Premium Pay.
Exempt Employees

After selecting the Enter Hours link, the following information will appear in the header:

Earning: (type of leave that was taken like sick, vacation etc.) Make sure the correct type of leave was chosen.

Date: (date selected with the Enter Hours link)

Shift: 1

Hours:

Enter the number of hours of leave taken that day (in 15 minute increments) in the Hours field box (example 7.00, 7.25, 7.50, 7.75).

Select Save.

The hours will then appear in the category of leave taken, and on the day it was taken.
Exempt Employees

You also have the option of copying the leave taken and applying it to multiple days.

Select Enter Hours in the type of leave taken and one of the dates it was taken.

Enter the Hours taken in increments of 15 minutes (example 7.00, 7.25, 7.50, 7.75).

Select Save.

Select Copy.

Check all the dates or each date that the leave was taken.

Select Copy.
Exempt Employees

A message will appear at the top of the page showing the hours have been copied successfully.

Select Time Sheet to view the hours on the time sheet.

Select Next to see the second time sheet week.

Be sure to enter leave taken for both weeks!
Exempt Employees

Optionally, comments can be entered to record special circumstances or other important information for the Approver. Comments can be seen by DTK and Payroll as well.

Select Comments at the bottom of the page (the date the comments were made will be displayed).

Enter text in the comment box and Save. Select Previous Menu to return to the time sheet.

You can also choose Restart to delete all your hours and start over.
Exempt Employees

After all the leave hours have been entered, select **Save**.

Select the **Preview** button to look over your time sheet before submitting it.

Only leave time will show on the preview screen (not hours worked). After previewing your time sheet and confirming the leave taken is correct, select **Previous Menu** at the bottom of the page.
Exempt Employees

Once time has been entered, select Submit for Approval.

<table>
<thead>
<tr>
<th>Administrative Leave</th>
<th>1</th>
<th>0</th>
<th>0</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Worked 1.0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Comp Time Used</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Jury/Witness Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Pay-FMLA</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Vacation Pay-FMLA</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Total Hours:</td>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Total Units:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

You will be required to certify your time by entering your Banner Self Service PIN. This is considered an electronic signature.

Select Submit and your time sheet is complete.

If you did not take any leave time, and you submitted your timesheet for approval, you will get a warning. This is just an FYI, not an actual error.

Waiting for Approval.

Approved.
Email Reminder

On the day before and the last day of the pay period, if you have not yet submitted your time sheet for approval, you will receive reminder emails. Your department time keeper will be copied on the reminder emails.

From: DoNotReply@rowan.edu <DoNotReply@rowan.edu>
Sent: Friday, May 15, 2015 10:00 AM
To: Martin, Amanda M
Cc: payrollservices
Subject: Web Time Entry is Due

Dear Amanda Martin,

This is a reminder that time sheets are due today in Web Time Entry. Please log on to Banner Self-Service and complete your time sheet promptly. Failure to do so may cause a delay in your upcoming pay check.

Use this link to log on to Banner Self-Service.
https://adminweb.rowan.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Thank you for your cooperation.

Payroll Services
(Please do not reply to this email)
Exempt Employees

Make Changes After Submitted for Approval

You can make changes to your own time sheet if the Approver has not yet approved it and the employee deadline has not yet passed.

After the employee deadline, the Approver or Department Time Keeper can make changes for you. After the Approver deadline, however, payroll will have to process any changes. See the payroll webpage for these guidelines. rowan.edu/payroll.

After logging back into Banner Self Service, choose Employee tab and Time Sheet.

Your time sheet will have a status of Pending if it has not yet been approved.

Select Time Sheet

Complete any necessary changes.

Select Submit for Approval.
Exempt Employees - Summary

1. Log on to Banner Self Service
2. Select the Employee Tab
3. Check Leave Balances if necessary
4. From Employee tab, select Time Sheet
5. Select Pay Period
6. Enter leave time in increments of 15 minutes
7. Save
8. Optionally - Copy for multiple days
9. Enter Comments if needed
10. Preview the time sheet for accuracy
11. Submit for Approval
12. Enter Banner Self Service PIN to certify the time
13. Select Exit, or close browser to log off
Non-Exempt, Hourly, Per Diem and Student Employees

Log on to Banner Self Service, select the Employee tab and from the menu select Time Sheet.

Choose a pay period from the drop down list.

Status:  Not Started - Timesheet has not been entered
         In Progress - Timesheet has been entered and/or exception time or hours entered
         Pending - Time sheet has been submitted. Waiting for approval
         Completed - Processed for payment

Select Time Sheet at the bottom.

Time and Leave Reporting (Time sheet) opens.

Non-Exempt Employee

Hourly/Per Diem Employee
Each time sheet is for two weeks. Select **Next** at the bottom of the page to see the second week.

Non-exempt employees and hourly employees will enter hours worked and leave taken. Student employees will only enter hours worked.

Select an **Enter Hours** link to enter hours under Regular Bi-Weekly Pay on the day

![Time and Leave Reporting](image)
Non-Exempt, Hourly, Per Diem and Student Employees

Enter your Time In and Time Out for the day in 15 minute intervals. For example, 10:00, 10:15, 10:30 and 10:45.

Enter your Time In, in the morning, Time Out for lunch, Time In after lunch, Time Out when you leave for the day.

If needed, select Add New Line to enter more Time In and Time Out for that day. You can navigate to the next day or previous day with those buttons.

When finished select Save.

Total hours for the day will be updated on the right side, and Regular Hourly Pay for that day will appear at the bottom of the page.
Non-Exempt, Hourly, Per Diem and Student Employees

Select Time Sheet to review your time sheet.

Total hours worked will appear in the Regular Hourly pay row in the date column it was entered.
Non-Exempt, Hourly, Per Diem and Student Employees

You also have the option of copying the hours worked and applying it to multiple days.

Select Enter Hours for one date in the Regular Hourly Pay row.

Enter the Time In and Time Out for that day.

Select Save.
Select Copy.

Check the days you want to copy the time in and out to.

Select Copy.
Non-Exempt, Hourly, Per Diem and Student Employees

A message at the top will alert you that the hours were copied successfully.

Select Time Sheet to view the results on your time sheet.
Non-Exempt, Hourly, Per Diem and Student Employees

Non-exempt and hourly employees will also enter any leave time taken during the time period.

Select Enter Hours in one of the Leave category rows (such as Sick or Vacation) and the date it was taken.

Total hours should add up to the Regular hours worked in a day. If you normally work 7 hours a day and you are taking a sick day, enter Time in and Time Out hours that equal 7 hours.

Select the Save button.

Select the Time Sheet button to view in the time sheet.

Holidays

Holidays are automatically entered by payroll, so if you do not work on a holiday, enter nothing on the time sheet for that day.

However, if you work on a holiday, you will need to record the time worked on your time sheet.

Glassboro/CRMS employees: Record the day on Comp Time Worked according to the comp time guidelines listed on the payroll website. www.rowan.edu/payroll

Stratford employees: If you are eligible for Holiday pay, enter the day in Holiday. If you are eligible
Non-Exempt, Hourly, Per Diem and Student Employees

Optionally, comments can be entered to record special circumstances or other important information for the Approver or DTK.

Select Comments at the bottom.

Enter text in the comment box and Save.

Select Previous Menu to return to the time sheet.

You can also choose Restart to delete all your hours and start over.
Non-Exempt, Hourly, Per Diem and Student Employees

Select the Preview button to look over your time sheet before submitting it.

After previewing your time sheet and confirming the regular hourly pay and leave taken are correct, select Previous Menu at the bottom of the page.
Non-Exempt, Hourly, Per Diem and Student Employees

Once time has been entered and you have reviewed it, select Submit for Approval.

You will be required to certify your time by entering your Banner Self Service PIN. This is considered an electronic signature.

Select Submit and your time sheet is complete.

Waiting for Approval.

Approved.
Non-Exempt, Hourly, Per Diem and Student Employees

For Part Time hourly who have not worked any days during the pay period:

Open the time sheet, select “Enter Units” on one day next to the first earning code called “PT No Hours Worked” (it doesn’t matter which day).

Enter 1 unit and then save and submit for approval.
Once you open your timesheet, you must enter at least one day’s worth of time.

Otherwise your Department time keeper will not be able to finish your timesheet for you if you have an emergency.

The Non-Exempt employee who did not enter hours may attempt to submit for approval, but they will not be able to, and they will get an error message at the top of the time sheet.

The Non Exempt (Error) employee must log back into their own time sheet. Select the Restart button from the bottom of the page, and then enter their work and leave time, and then submit for approval. Neither the DTK nor the Approver can do this for the employee (once it is in error).
Non-Exempt, Hourly, Per Diem and Student Employees

Email Reminder

On the day before and the last day of the pay period, if you have not yet submitted your time sheet for approval, you will receive reminder emails. Your department time keeper will be copied on the reminder emails.

From: DoNotReply@rowan.edu <DoNotReply@rowan.edu>
Sent: Friday, May 15, 2015 10:00 AM
To: Martin, Amanda M
Cc: payservices
Subject: Web Time Entry is Due

Dear Amanda Martin,

This is a reminder that time sheets are due today in Web Time Entry. Please log on to Banner Self-Service and complete your time sheet promptly. Failure to do so may cause a delay in your upcoming pay check.

Use this link to log on to Banner Self-Service.
https://adminweb.rowan.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Thank you for your cooperation.

Payroll Services
(Please do not reply to this email)

To log off, select Exit from the top of the page, or exit your browser.
Non-Exempt, Hourly, Per Diem and Student Employees

Make Changes After Submitted for Approval

You can make changes to your own time sheet, if the Approver has not yet approved it, and the employee deadline has not yet passed.

After the employee deadline, the Approver or Department Time Keeper can make changes for you. After the Approver deadline, however, payroll will have to process any changes. See the payroll webpage for these guidelines. rowan.edu/payroll

After logging back into Banner Self Service, choose Employee tab and Time Sheet.

Your timesheet will have a status of Pending if it has not yet been approved.

Select Time Sheet

Select Return Time from the bottom of the Time and Leave Reporting Screen.

Complete any necessary changes.

Select Submit for Approval.
1. Log on to Banner Self Service
2. Select the Employee Tab
3. Check Leave Balances if necessary
4. From Employee tab, select Time Sheet
5. Select Pay Period
6. Enter time in and time out for regular hours and leave time in increments of 15 minutes
7. Save
8. Copy for multiple days, if needed.
9. Enter Comments, if needed
10. Preview the time sheet for accuracy
11. Submit for Approval
12. Enter Banner Self Service PIN to certify the time.
13. Select Exit, or close browser to log off
Approvers and Proxies

**Approver** – Will approve time sheets entered by their employees. Can also update or change employee time sheet.

**Proxy** – Assigned by an approver to act on their behalf in their absence. See Proxy guidelines on www.rowan.edu/payroll for more information. *Allow at least 48 hours for a proxy to be set up.*

Log on to Banner Self Service, select the Employee tab and select Time Sheet.

**Set up a Proxy**

Select **Proxy Set Up** from the bottom of the Time Reporting Selection screen.

Select a name from the drop down list.

See Proxy guidelines www.rowan.edu/payroll for information on choosing a proxy.

Select the check box under Add/Remove

Select the **Save** button.

You may set up more than one proxy.
Approvers and Proxies

Approvers are required to approve and correct time sheets for all employees in their approval queue.

Log on to Banner Self Service, select the Employee tab and from the menu, select Time Sheet.

**Approvers:** Select Approve or Acknowledge Time  
**Proxies:** Under Act as Proxy, select the name of your approver.

Choose the Select button.

Choose a pay period and a Sort Order. 
Choose Select.
The **Department Summary** screen shows all the employees in a selected department, grouped by time sheet status.

**Pending** - Waiting for approval.

**Approved** - Already approved, will be sent through payroll processing.

**In Progress** - The employee has started entering hours into their time sheet, but has not yet submitted it for approval.

**Not Started** - The employee has not started entering hours into their time sheet.

**Error** - There is a problem with the time sheet.

---

**Department Summary**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Change Time Record</td>
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<td>Leave Balances</td>
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<tr>
<td>992345682</td>
<td>Abigail Ritcher 012323 - 01 Prof Serv Spec 3 Admin Serv</td>
<td>Approve</td>
<td>70.00</td>
<td>.00</td>
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<td>992345680</td>
<td>Baby Adams 012323 - 01 Prof Serv Spec 3 Admin Serv</td>
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<td></td>
</tr>
<tr>
<td>992345678</td>
<td>Abraham Franklin 012323 - 01 Director Of Training</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Pending**

**Approved**

**In Progress**

**Not Started**

**Other Information**

- Leave Balances

---

**Pay Event Transactions**

- Action required by all approvers: 3
- Time or Leave Transactions Approved or FYI: 2
- Time or Leave Transactions Awaiting Approval or FYI: 1
The following actions are available in the Department Summary screen:

- **Change Selection** - Select a different department or pay period.
- **Select All, Approve or FYI** - Select all Pending time sheets in the Approve column.
- **Reset** - Deselects all the checkboxes in the section below.
- **Save** - After selecting checkboxes below, selecting Save will complete the action.

To Approve time:

- Select the checkbox in the column Approve or FYI next to the employee’s name
- Or
- Choose Select All, Approve or FYI to select the Approve checkbox next to approve all the Pending employees.
- Select Save.

The time sheet(s) will then be approved and sent to payroll for processing.

After the time sheet is approved, the Status will be changed to Approved.
Approvers and Proxies

Review Time before Approving
To review an employee’s time, select the employee’s name to see the Employee Details Screen.

Employee Details

Previous Menu  Approve  Return for Correction  Change Record  Delete  Add Comment  Previous  Next

Nonexempt

Exempt

Previous Menu - Takes you to the previous menu.
Approve - Approves the time sheet.
Return for Correction - Rowan is not using this option
Change Record - Change time entered by the employee (before approving).
Delete - Deletes all the time entered on the whole time sheet. Asks for confirmation before deleting.
Add Comment - Add a comment that only the employee can see.
Previous and Next - Takes you to previous and next employee record.
Approvers and Proxies

Change Employee Record

There are two ways you can enter the employee’s time sheet to change the time record for an employee.  
You can select Change Time next to the employee’s name in from the Department Summary screen

Or

Select the employee’s name from the Department Summary screen and the Employee Detail page opens.  
From the Employee Detail page, select Change Record.
The employee’s time sheet (Time and Leave Reporting page) will then open. Select a time previously entered or select Enter Hours to make changes to the record. Notify the employee if any changes are made to their time sheet.

See this manual for the difference in entering work and leave time for nonexempt employees and only leave time for exempt employees.

When finished, select the Comments button to add a comment or the Approve button to approve the new records.
In Progress

Employees who started their time sheet, but have not yet submitted it for approval, will be shown under In Progress.

Select Change Time Record to open the Employee Detail screen.
Follow the directions for entering time and/or leave for the nonexempt or exempt employee (see directions in this manual).

After completing the time sheet, select **Submit for Approval**.

Approve the time sheet on the Department Summary Sheet.
1. Log on to Banner Self Service
2. Select the Employee Tab
3. From Employee tab, set up Proxy
4. From Employee tab, select Time Sheet
5. Select Department and Pay Period
6. Review, change or enter time and/or leave as needed
7. Enter comments if needed
8. Approve Employees’ time sheets
Department Time Keeper will:

- Review and make corrections to time sheets which have been submitted for approval.
- Enter time for each employee whose time sheet isn't complete (with prior email or written employee authorization).
- Enter FMLA, Workman’s Comp, Leave of Absence, etc., time for employee.
- Remind employee to complete time sheet.
- Be point person to handle employee questions or problems regarding WTE.
- Act as first line of support in the department

Log on to Banner Self Service
Select the Employee tab
From Employee tab menu, select Time Sheet

In the Time Reporting Selection:
Select Approve or Acknowledge Time
Select Act as Superuser
Choose Select

In the Approver Selection:
Select Time Sheets
Select the Pay Year
Select the Pay ID
Select the Pay Number
Select the Department
Select Sort Order
Click Select to access the records
Department Time Keeper

Completing an Employee’s Time Sheet

If an employee is unable to complete their time sheet due to extenuating circumstances, then the Department Time Keeper can complete the time sheet for them, with an email or written request from the employee. The Department Timekeeper can complete the time sheet at anytime during the pay period.

(An approver can complete the time sheet only after the employee deadline has passed).

Not Started

For an employee who has not started their time sheet, under Other Information,

Select Extract.
Select OK.

---

The page at https://adminweb.rowan.edu:44388 says:

Do you want to extract time?

[OK] [Cancel]
Non-Exempt Employees

Enter Time in and Time out worked and Leave hours for Non-Exempt employees (see Non-Exempt employee directions in this manual).

Select Submit for Approval.

Exempt Employees

Enter only Leave hours for Exempt employees (see Exempt employee directions in this manual).

Select Submit for Approval.

Hourly and Per Diem Employees who have not worked any days during the pay period: Open the time sheet, select “Enter Units” on one day next to the first earning code called “PT No Hours Worked” (it doesn't matter which day).

Select Submit for Approval.
For a nonexempt employee who started their time sheet, but has not yet submitted it for approval, they will be shown under In Progress.

Select Change Time Record to open the Employee Detail screen.

Follow the directions for entering time and/or leave for exempt or nonexempt employee.

After completing the time sheet, select Submit for Approval.

The Approver will approve the time sheet on the Department Summary Sheet.
Pending

Time sheets that have been submitted for approval, but have not yet been approved will be shown under Pending.

In the Other Information column, select the hyperlink Change Time Record.

Follow the directions for entering time and/or leave for the employee.

Approved

Time sheets that have been approved can be reviewed by selecting the employee’s name, but no changes can be made electronically. See the payroll webpage for guidelines on changing a time sheet after it has been approved.
# Department Time Keeper Summary

1. Log on to Banner Self Service  
2. Select the Employee Tab  
3. From Employee tab, select Time Sheet  
4. Select Superuser check box  
5. Select Year, Pay ID, Pay Number and Department  
6. Review, change or enter time and/or leave for employees as needed  

Submit time sheet for approval
No Time Entered Errors vs Warnings

Exempt employee – if they did not take any leave time, and just submitted their time sheet, they will get a warning that no hours were entered. This is not an error.

The Non-Exempt employee who did not enter hours may attempt to submit for approval, but they will not be able to, and they will get an error message.

The Approver and DTK will see the Exempt employee with no hours entered in the pending status department time sheet, ready to be approved. The Non-Exempt employee will be in the error status.

In Other Information, however, both will have a link for “Error”.
Errors and Warnings

If you select the Error link for the exempt employee, you will see that it is actually just a warning, or heads up.

![Image of Employee Details]

If you select the Error link from the department summary sheet for the non-exempt employee, however, you will see that it is a true error.

![Image of Employee Details]

Nothing further is needed from the Exempt (Warning only) employee.

The Non Exempt (Error) employee must log back into their own time sheet. They must then select the Restart button from the bottom of the page, and then enter their work and leave time, and then submit for approval. Neither the DTK nor the Approver can do this for the employee (once it is in error).

![Position Selection, Comments, Preview, Submit for Approval, Restart, Next]
WTE Training videos and manual can be found in Banner Self Service, in the Employee tab, under Web Time Entry Training Materials.

The videos are supported by Internet Explorer 10+, Chrome and Safari web browsers.

For additional information such as payroll guidelines, time sheet deadlines, calendars and FAQ visit www.rowan.edu/payroll
To look up your Banner ID or reset your Banner PIN go to id.rowan.edu
For help contact the Technology Service Center at support@rowan.edu
For training contact Training Services at irt-training@rowan.edu
To register for training go to www.rowan.edu/irt-training