

# Banner

## *Web Time Entry*

Information Resources and Technology Training Services  
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Glassboro, NJ 08028-1701

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856-256-4400

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# Web Time Entry Introduction

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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.

My Banner Information		
Rowan Banner ID	910008725	<a href="#">Reset Pin</a>
Internet Native Banner	HEGEL	<a href="#">Reset Pin</a>

Log on to Banner Self Service from any web browser

<http://www.rowan.edu/selfservice>

Select Access Banner Service



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 your Rowan Identification Number and PIN at the [Rowan Network Activation](#) page.

Below are links to a variety of Rowan web services.

[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

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Enter your User ID (Banner number)

Enter your PIN number.



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 you are finished.

User ID:

PIN:

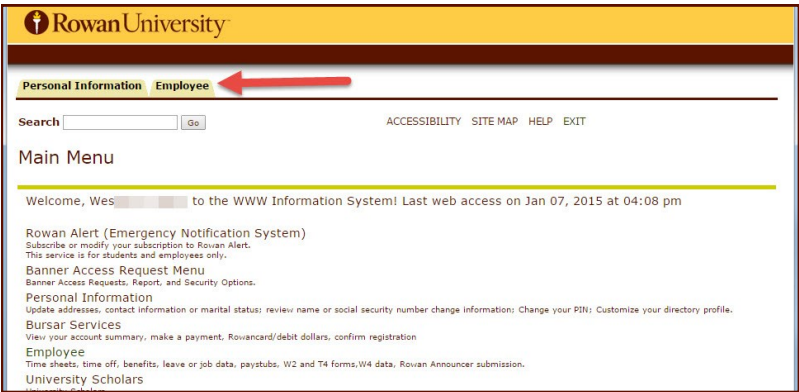
[Login](#) [Forgot PIN?](#)

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# All Employees

Select Employee tab.



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

Personal InformationEmployee

SearchGo

Employee

Time Sheet

Benefits and Deductions

Pay Information

Tax Forms

Leave Balances

Professional Development

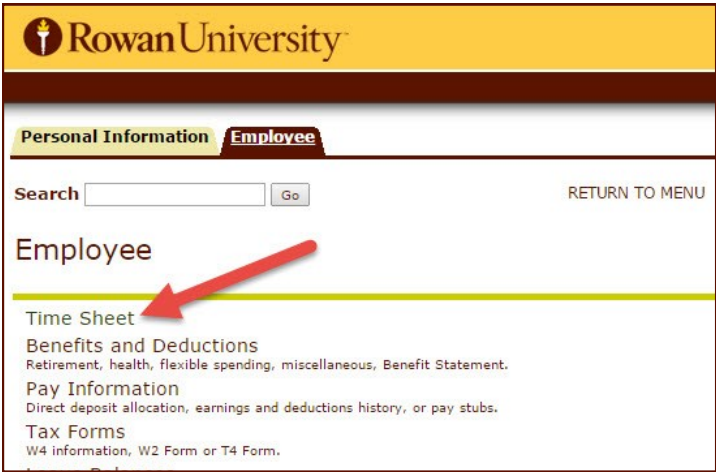
Search Rowan Announcer Submissions

the Type of Leave column to access detailed information.

	Available Beginning Balance	Earned as of Mar 12, 2015	Taken as of Mar 12, 2015	Available Balance as of Mar 12, 2015
Full Salary	.00	.00	.00	.00
Sick Leave	.00	.00	.00	.00
Vacation	.00	83.13	.00	83.13
	.00	119.70	.00	119.70

[ Pay Stub ]

From the Employee menu, select Time Sheet.



# Exempt 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 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.

Personal InformationEmployee

SearchGo

SITE MAPHELPEXIT

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 Sheet

Title and Number:

ASSOC D

Department and Number:

Developr

Time Sheet Period:

Mar 07, 2015 to Mar 20, 2015

Submit By Date:

Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	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

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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](http://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:**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates with

**Time Sheet**  
**Title and Number:** ASSOC [redacted]  
**Department and Number:** Devel [redacted]  
**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM  
**Earning:** Sick  
**Date:** Mar 09, 2015  
**Shift:** 1  
**Hours:**

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter	Enter	Enter	Enter	Enter 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.

**Time Sheet**  
**Title and Number:** ASSOC [redacted]  
**Department and Number:** Devel [redacted]  
**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM  
**Earning:** Sick  
**Date:** Mar 09, 2015  
**Shift:** 1  
**Hours:**

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	7		Enter Hours	Enter Hours	7	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter	Enter	Enter	Enter

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

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			7		0	0	7	0	0	0	0
<b>Total Units:</b>			0		0	0	0	0	0	0	0

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates.

**Time Sheet**

**Title and Number:** ASS [redacted]

**Department and Number:** Dev [redacted]

**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015

**Submit By Date:** Mar 23, 2015 by 12:00 PM

**Earning:** Vacation

**Date:** Mar 10, 2015

**Shift:** 1

**Hours:**

## 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:

Vacation, Shift 1  
Mar 10, 2015, 7 Hours

Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu 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.

**Personal Information** **Employee**

Search  Go SITE MAP HELP EXIT

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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.

**Your hours have been copied successfully.**

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

Vacation, Shift 1  
Mar 10, 2015, 7 Hours

☐ ☐ ☐

Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Select Next to see the  
second time sheet week.

**Submit By Date:** Mar 23, 2015 by 12:00 PM

**Earning:** Vacation  
**Date:** Mar 10, 2015  
**Shift:** 1  
**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Vacation	1	0	49		Enter Hours	Enter Hours	Enter Hours	7		7	7
Sick	1	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			56		0	0	7	7		7	7
<b>Total Units:</b>				0	0	0	0	0	0	0	0

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

RELEASE: 8.8

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.

**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 Sheet**

Title and Number: ASSO  
Department and Number: Devel  
Time Sheet Period: Mar 07, 2015 to Mar 20, 2015  
Submit By Date: Mar 23, 2015 by 12:00 PM  
Earning: Vacation  
Date: Mar 07, 2015  
Shift: 1  
Hours: 1

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015
Vacation	1	0	49		Enter Hours	Enter Hours	Enter Hours	7
Sick	1	0	7		Enter Hours	Enter Hours	7	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			56		0	0	7	7
<b>Total Units:</b>			0		0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Comments**

Enter or edit comments until you submit the record for approval.

Made By: You  
Comment Date: Mar 11, 2015  
Enter or Edit Comment:

Save Previous Menu

RELEASE: 8.9

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

**Hours:**

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015
Vacation	1	0	49		Enter Hours	Enter Hour
Sick	1	0	7		Enter Hours	Enter Hour
Administrative Leave	1	0	0		Enter Hours	Enter Hour
Comp Time Worked-1.0	1	0	0		Enter Hours	Enter Hour
	1	0	0		Enter Hours	Enter Hour
	1	0	0		Enter Hours	Enter Hour
	1	0	0		Enter Hours	Enter Hour
	1	0	0		Enter Hours	Enter Hour
			56			
			0			0

Comments Preview Submit for Approval Restart Next

**Restart Confirmation**

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

Submit Cancel

RELEASE: 8.9

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# Exempt Employees

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

**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM  
**Earning:** Vacation  
**Date:** Mar 07, 2015  
**Shift:** 1  
**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015
Vacation	1	0	49		Enter Hours	Enter Hours	Enter Hours	
Sick	1	0	7		Enter Hours	Enter Hours		7
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Comp Time Used	1	0	0		Enter	Enter	Enter	

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

SICK Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		56	0	0	0	7	7		
<b>Total Units:</b>		0	0	0	0	0	0		

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

RELEASE: 9.9

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.

**Summary of Reported Time**

Set your printer layout to Landscape before printing.

Wesley Allen  
ASSOC DIRECTOR CORP/FOUND REL, 013533-00

Development, 40012

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Saturday , Mar 07, 2015	Sunday , Mar 08, 2015	Monday , Mar 09, 2015	Tuesday , Mar 10, 2015	Wednesday , Mar 11, 2015	Thursday , Mar 12, 2015	Friday , Mar 13, 2015	Saturday , Mar 14, 2015	Sunday , Mar 15, 2015	Monday , Mar 16, 2015	Tuesday , Mar 17, 2015	Wednesday , Mar 18, 2015	Thursday , Mar 19, 2015	Friday , Mar 20, 2015
Vacation	1	49					7	7	7	7					7	7	7
Sick	1	7				7											
<b>Total Hours:</b>		56				7	7	7	7	7					7	7	7
<b>Total Units:</b>			0														

# Exempt Employees

Once time has been entered, select **Submit for Approval**.

Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			56		0	0	7	7	7	7	7
Total Units:			0		0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

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.

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:

Submit

RELEASE: 8.9

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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.

⚠️ Your time sheet was submitted successfully.

⚠️ No hours entered.

Waiting for Approval.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Mar 12, 2015

Ma

Approved.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Feb 02, 2015

Ma

Feb 02, 2015

### 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](mailto:DoNotReply@rowan.edu) <[DoNotReply@rowan.edu](mailto: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](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 simply exit your browser.

# 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

Personal Information Employee

Search  Go SITE MAP

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: Director Of Training, 013213-01  
Web Time Entry Training, 99123

My Choice Pay Period and Status: Apr 18, 2015 to May 01, 2015 Pending

Time Sheet

RELEASE: 8.8

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 Sheet

Title and Number: Director Of Training -- 013213-01  
Department and Number: Web Time Entry Training -- 99123  
Time Sheet Period: Apr 18, 2015 to May 01, 2015  
Submit By Date: May 04, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 18, 2015	Sunday Apr 19, 2015	Monday Apr 20, 2015	Tuesday Apr 21, 2015	Wednesday Apr 22, 2015	Thursday Apr 23, 2015	Friday Apr 24, 2015
Vacation	1	0	70	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough Leave Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closing	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Donated Leave Used	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Self Directed Furlough	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Lump Sum Vacation Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			70	0	0	0	0	0	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 Apr 23, 2015  
Approved By:

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

Complete any necessary changes.

Select Submit for Approval.

Comp Time Used 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Jury/Witness Leave 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Furlough Leave Time 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Emergency Closing 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Sick Leave Injury 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Sick Pay-FMLA 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Vacation Pay-FMLA 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Donated Leave Used 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Self Directed Furlough 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Lump Sum Vacation Pay 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Total Hours: 70 0 0 0 0 0 0 0 0 0 0 0

Total Units: 0 0 0 0 0 0 0 0 0 0 0 0

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

Submitted for Approval By:  
Approved By:

## 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.

**Personal Information Employee**

Search  Go

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**

INTERMITTENT Security P/T, 34      Mar 07, 2015 to Mar 20, 2015 Not Started ▼

Time Sheet

Time and Leave Reporting (Time sheet) opens.

Non-Exempt Employee

Hourly/Per Diem Employee

**Time and Leave Reporting**

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
Name: [redacted]  
Title and Number: [redacted]  
Department and Number: [redacted]  
Submit By Date: Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Regular Bi-Weekly Pay	1	70	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.0 Rate	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>				0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0

**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.

Please do not enter holiday hours. If you work on a holiday, enter the appropriate comp time code for hours worked.

**Time Sheet**  
Name: [redacted]  
Title and Number: [redacted]  
Department and Number: [redacted]  
Submit By Date: Jun 24, 2016 by 09:30 AM

Per Diem (On Call) -- 990649-SU  
Training ORGN 99157 -- 99157  
Jun 05, 2016 to Jun 18, 2016

Earning	Shift	Default Hours or Units	Total Hours	Saturday Jun 05, 2016	Sunday Jun 06, 2016	Monday Jun 07, 2016	Tuesday Jun 08, 2016	Wednesday Jun 09, 2016	Thursday Jun 10, 2016	Friday Jun 11, 2016
Regular Bi-Weekly Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PT No Hours Worked	1	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
<b>Total Hours:</b>				0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0

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

Submitted for Approval By:  
Approved By:  
Waiting for Approval From:  
RELEASE: 6.11.1.3  
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# Non-Exempt, Hourly, Per Diem and Student Employees

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

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
**Title and Number:** INTERMITTENT C  
**Department and Number:** Security P/T -- S  
**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Regular Hourly Pay	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Administrative Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Comp Time Worked-1.0 rate	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Comp Time Used	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Overtime	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Comp Time Worked 1.5 Rate	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury/Witness Leave	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

# 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.

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, Mar 09, 2015

Earnings Code:Regular Hourly Pay

Shift	Time In		Time Out		Total Hours
1	8:00	AM	12:00	PM	0
1	1:00	PM	4:00	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					0

Time Sheet

Previous Day

Next Day

Add New Line

Save

Copy

Delete

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.

Time In and Out

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

Date:Monday, Mar 09, 2015

Earnings Code:Regular Hourly Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM	12:00	PM	4
1	01:00	PM	04:00	PM	3
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					7

Time Sheet

Previous Day

Next Day

Add New Line

Save

Copy

Delete

Account Distribution

Earnings Code	Shift	Hours
Regular Hourly Pay	1	7

Account Distribution



# Non-Exempt, Hourly, Per Diem and Student Employees

Select Time Sheet to review your time sheet.

**Time In and Out**

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

**Date:** Monday, Mar 09, 2015  
**Earnings Code:** Regular Hourly Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	04:00 PM	3
1			0
1			0
1			0
1			7

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

**Account Distribution**

Earnings Code	Shift	Hours
Regular Hourly Pay	1	7

Account Distribution

Total hours worked will appear in the Regular Hourly pay row in the date column it was entered.

**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 Sheet**  
**Title and Number:** INTERMI  
**Department and Number:** Security  
**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Regular Hourly Pay	1	0	14		Enter Hours	Enter Hours	7	7	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			14		0	0	7	7	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

# 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.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
**Title and Number:** INTERMITTENT  
**Department and Number:** Security P/T  
**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Regular Hourly Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Enter the **Time In** and **Time Out** for that day.

**Time In and Out**

Enter time at intervals of 15 minutes in the 99:99 format

**Date:** Tuesday, Mar 10, 2015  
**Earnings Code:** Regular Hourly Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:15 PM	4.25
1	01:15 PM	04:00 PM	2.75
1			0
1			0
1			0
1			7

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

**Account Distribution**  
**Earnings Code** Shift Hours  
Regular Hourly Pay 1 7 Account Distribution

Select **Save**.  
Select **Copy**.

**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:** Regular Hourly Pay  
**Date and Hours to Copy:** Mar 10, 2015, 7 Hours

**Copy from date displayed to end of the pay period:**  
☐ Include Saturdays:  
☐ Include Sundays:

**Copy by date:**

Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015	Thursday Mar 19, 2015	Friday Mar 20, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu 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.

Copy

Copy options include ability to copy to the end of the pay period, include S  
you are copying from, your hours will be deleted. When you select Copy, t

**⚠ Your hours have been copied successfully.**

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

Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

Select Time Sheet to view the results on your time sheet.

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 Sheet**  
Title and Number: INTERMITTENT  
Department and Number: Security P/T --  
Time Sheet Period: Mar 07, 2015 to Mar 20, 2015  
Submit By Date: Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015	Monday Mar 09, 2015	Tuesday Mar 10, 2015	Wednesday Mar 11, 2015	Thursday Mar 12, 2015	Friday Mar 13, 2015
Regular Hourly Pay	1	0	35		Enter Hours	Enter Hours	7	7	7	7	7
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			35		0	0	7	7	7	7	7
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

# 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.

Time Sheet Period: Mar 07, 2015 to Mar 20, 2015  
Submit By Date: Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015	Wednesday Mar 18, 2015
Regular Hourly Pay	1	0	35		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

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.

**Time In and Out**

Enter time at intervals of 15 minutes in the 99:99 format. For example, 09:00 AM to 03:00 PM.

Date: Monday, Mar 16, 2015  
Earnings Code: Vacation

Shift	Time In	Time Out	Total Hours
1	08:00 AM	03:00 PM	7
1			0
1			0
1			0
1			0
1			7

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

**Account Distribution**  
Earnings Code Shift Hours  
Vacation 1 7 Account Distribution

Select the **Save** button.

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

Submit By Date: Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015	Tuesday Mar 17, 2015
Regular Hourly Pay	1	0	35		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	7		Enter Hours	Enter Hours	7	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

## 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](http://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.

**Time Sheet Period:** Mar 07, 2015 to Mar 20, 2015  
**Submit By Date:** Mar 23, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015
Regular Hourly Pay	1	0	35		Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	7		Enter Hours	Enter Hours	
Sick	1	0	0				
Administrative Leave	1	0	0				
Comp Time Worked-1.0 rate	1	0	0				
Comp Time Used	1	0	0				
Overtime	1	0	0				
Comp Time Worked 1.5 Rate	1	0	0				
Jury/Witness Leave	1	0	0				
<b>Total Hours:</b>			42				
<b>Total Units:</b>				0			

Position Selection Comments Preview Submit for Approval

**Comments**

Enter or edit comments until you submit the record for approval.

**Made By:** You  
**Comment Date:** Mar 11, 2015  
**Enter or Edit Comment:**

Save Previous Menu

**RELEASE: 8.9**

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

**Hours:**

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 07, 2015	Sunday Mar 08, 2015
Vacation	1	0	49		Enter Hours	Enter Hours
Sick	1	0	7		Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours
Comp Time Worked-1.0	1	0	0		Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours
	1	0	0		Enter Hours	Enter Hours
			56			
				0		

Comments Preview Submit for Approval Restart Next

**Restart Confirmation**

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

Submit Cancel

**RELEASE: 8.9**

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# Non-Exempt, Hourly, Per Diem and Student Employees

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

SICK Pay-FMLA	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			56			0	0	7	7	
<b>Total Units:</b>				0		0	0	0	0	

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:  
Approved By:  
Waiting for Approval From:  
RELEASE: 8.8

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.

Summary of Reported Time

Set your printer layout to Landscape before printing.

Left: [redacted] P/T, 34

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Saturday, Mar 07, 2015	Sunday, Mar 08, 2015	Monday, Mar 09, 2015	Tuesday, Mar 10, 2015	Wednesday, Mar 11, 2015	Thursday, Mar 12, 2015	Friday, Mar 13, 2015	Saturday, Mar 14, 2015	Sunday, Mar 15, 2015	Monday, Mar 16, 2015	Tuesday, Mar 17, 2015	Wednesday, Mar 18, 2015	Thursday, Mar 19, 2015	Friday, Mar 20, 2015
Regular Hourly Pay	1	35					7	7	7	7	7				7	7	7
Vacation	1	35												7	7	7	7
<b>Total Hours:</b>		70					7	7	7	7	7						
<b>Total Units:</b>			0														

**Time In and Out, Regular Hourly Pay**

Saturday, Mar 07, 2015	Sunday, Mar 08, 2015	Monday, Mar 09, 2015	Tuesday, Mar 10, 2015	Wednesday, Mar 11, 2015	Thursday, Mar 12, 2015	Friday, Mar 13, 2015	Saturday, Mar 14, 2015	Sunday, Mar 15, 2015	Monday, Mar 16, 2015	Tuesday, Mar 17, 2015	Wednesday, Mar 18, 2015	Thursday, Mar 19, 2015	Friday, Mar 20, 2015
		08:00 AM 12:00 PM 01:00 PM 04:00 PM	08:00 AM 12:15 PM 01:15 PM 04:00 PM	08:00 AM 12:15 PM 01:15 PM 04:00 PM	08:00 AM 12:15 PM 01:15 PM 04:00 PM	08:00 AM 12:15 PM 01:15 PM 04:00 PM							

**Time In and Out, Vacation**

Saturday, Mar 07, 2015	Sunday, Mar 08, 2015	Monday, Mar 09, 2015	Tuesday, Mar 10, 2015	Wednesday, Mar 11, 2015	Thursday, Mar 12, 2015	Friday, Mar 13, 2015	Saturday, Mar 14, 2015	Sunday, Mar 15, 2015	Monday, Mar 16, 2015	Tuesday, Mar 17, 2015	Wednesday, Mar 18, 2015	Thursday, Mar 19, 2015	Friday, Mar 20, 2015
									08:00 AM 03:00 PM	08:00 AM 03:00 PM	08:00 AM 03:00 PM	08:00 AM 03:00 PM	08:00 AM 03:00 PM

Previous Menu

# Non-Exempt, Hourly, Per Diem and Student Employees

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

Department and Number:					Security:		
Time Sheet Period:					Mar 07, 2015 to Mar 20, 2015		
Submit By Date:					Mar 23, 2015 by 12:00 PM		
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 14, 2015	Sunday Mar 15, 2015	Monday Mar 16, 2015
Regular Hourly Pay	1	0	35		Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	35		Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours
Comp Time Worked- 1.0 rate	1	0	0		Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1	0	0		Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			70				
<b>Total Units:</b>				0			
<div>Position Selection   Comments   Preview   <b>Submit for Approval</b>   Restart   Previous</div>							

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.

<b>Certification</b>	
<small>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.</small>	
<small>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.</small>	
<b>PIN:</b>	<input type="text"/>
<input type="button" value="Submit"/>	
<b>RELEASE: 8.9</b>	
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Waiting for Approval.

<b>Submitted for Approval By:</b>	You on Mar 12, 2015
<b>Approved By:</b>	
<b>Waiting for Approval From:</b>	Me

Approved.

<b>Submitted for Approval By:</b>	You on Feb 02, 2015
<b>Approved By:</b>	Ma Feb 02, 2015
<b>Waiting for Approval From:</b>	

# 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).

**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.

**Please do not enter holiday hours. If you work on a holiday, enter the appropriate comp time code for hours worked.**

**Time Sheet**  
Title and Number: Per Diem (On Call) -- 990649-SU  
Department and Number: Training ORGN 99157 -- 99157  
Time Sheet Period: Jun 05, 2016 to Jun 18, 2016  
Submit By Date: Jun 24, 2016 by 09:30 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 05, 2016	Monday Jun 06, 2016	Tuesday Jun 07, 2016	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016
Regular Bi-Weekly Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PT No Hours Worked	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
<b>Total Hours:</b>		0	0	0	0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:  
Approved By:  
Waiting for Approval From:  
RELEASE: 8.11.1.3

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Enter 1 unit and then save and submit for approval.

**Time Sheet**  
Title and Number: Per Diem (On Call) -- 990649-SU  
Department and Number: Training ORGN 99157 -- 99157  
Time Sheet Period: Jun 05, 2016 to Jun 18, 2016  
Submit By Date: Jun 24, 2016 by 09:30 AM

Earning: PT No Hours Worked  
Date: Jun 06, 2016  
Shift: 1  
Units: 1

[Save](#) [Copy](#) [Account Distribution](#)

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 05, 2016	Monday Jun 06, 2016	Tuesday Jun 07, 2016	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016
Regular Bi-Weekly Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PT No Hours Worked	1	0	0	1	Enter Units	1	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
<b>Total Hours:</b>		0	0	0	0	0	0	0	0	0	0
<b>Total Units:</b>			1	0	0	1	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)



## Non-Exempt, Hourly, Per Diem and Student Employees

---

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.

A rectangular box with a thin red border. Inside, on the left, is a red circle with a white exclamation mark. To its right, the text "No hours entered." is displayed in a bold, black, sans-serif font.

**No hours entered.**

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).

Position Selection

Comments

Preview

Submit for Approval

Restart

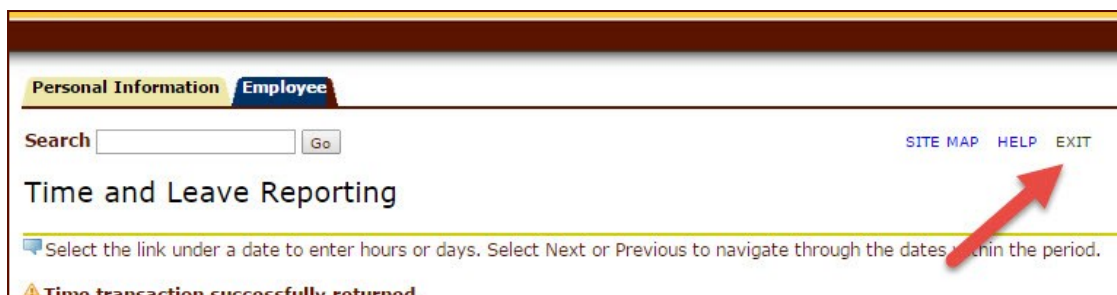
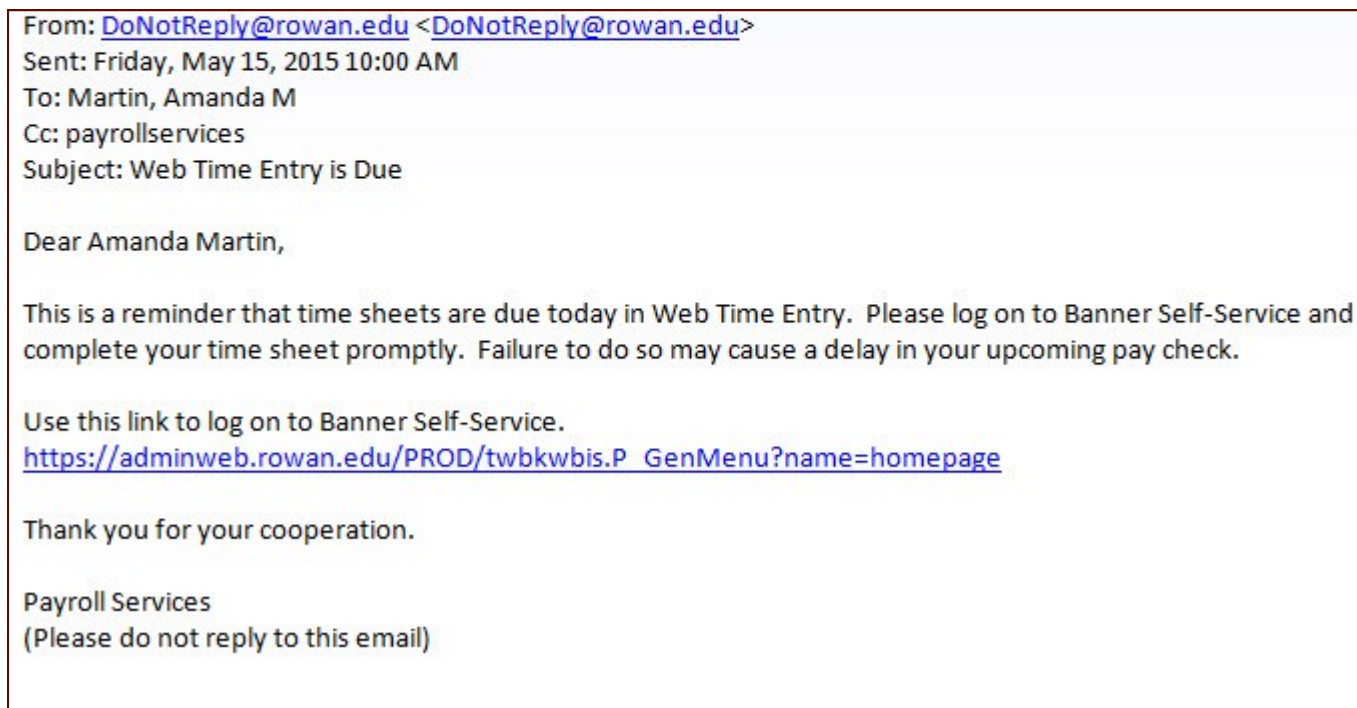
Next

# 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.



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](http://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

Personal Information Employee

Search [ ] Go

SITE MAP

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: Director Of Training, 013213-01  
Web Time Entry Training, 99123

My Choice Pay Period and Status: Apr 18, 2015 to May 01, 2015 Pending

Time Sheet

RELEASE: 8.8

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Program Assist Admin. Serv -  
Web Time Entry Training -- 9  
Apr 18, 2015 to May 01, 2015  
May 04, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 18, 2015	Sunday Apr 19, 2015	Monday Apr 20, 2015
Regular Bi-Weekly Pay	1	0	63	0	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	7	0	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Emergency Rate	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Absence	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs FMLA	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs Wrkrs Comp	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Furlough Leave Time	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Union Activity	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Suspension Without Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Suspension With Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Docked Pay-Unauthorized	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Donated Leave Used	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Self Directed Furlough	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Pay adjustment	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Paid Leave Bank	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Emergency Closing	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0
Total Units:			0	0	0	0	0

Position Selection Comments Preview Next Return Time

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

Complete any necessary changes.

Select Submit for Approval.

Comp Time Used 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Jury/Witness Leave 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Furlough Leave Time 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Emergency Closing 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Sick Leave Injury 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Sick Pay-FMLA 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Vacation Pay-FMLA 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Donated Leave Used 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Self Directed Furlough 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Lump Sum Vacation Pay 1 0 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours

Total Hours: 70 0 0 7 7 7 7 7

Total Units: 0 0 0 0 0 0 0 0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

## Non-Exempt, Part-time and Student 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 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](http://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.

Search  Go

SITE MAP HELP EXIT

### Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Time Sheet: ☐

Access my Leave Report: ☐

Access my Leave Request: ☐

Approve or Acknowledge Time: ☒

Approve All Departments: ☐

Act as Proxy: ☐ Self ▼

Act as Superuser: ☐

Select

[Proxy Set Up](#)

Search  Go

### Proxy Set Up

Name

Add Remove

Maria McCall, MCCALLM

Jacqueline A. McCafferty, MCCAFFERTY

Maria McCall, MCCALLM

Sally McCall, MCCALL

Andrew McCalley, MCCALLEY

Donavan Dupree McCargo, MCCARGO

Colleen A McCart, MCCARTCA

Francesca McClay, MCCLAY

Mary E. McCloy, MCCLOY

Tyrone McCombs, MCCOMBST

Michael K McCormack, MCCORMMI

Marianne McCulley, MCCULLEY

Annette McCully, MCCULLY

Rory O'Brien McElwee, MCELWEE

Loretta M McFadden, MCFADDENL

Daniel J. McFarland, MCFARLAND

John McGeehan, MCGEEHAN

Kathleen Marie McGinnis, MCGINNIS

Lucy E. McGorry, MCGORRLE

Melissa E. McKenna, MCKENNAM

Kellie M. McKinney, MCKINNEY

Select a name from the drop down list.

See Proxy guidelines [www.rowan.edu/payroll](http://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.

### Proxy Set Up

Name

Mari

Add Remove

Save

[Time Reporting Selection](#)

# 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.

Approver

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<div>Self</div>
Act as Superuser:	<input type="checkbox"/>

Select

Proxy

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<div>Self</div> <div>Ri</div> <div>Self</div>
Act as Superuser:	<input type="checkbox"/>

Select

Choose a pay period and a **Sort Order**.

Choose **Select**.

Time Sheet

Department and Description	My Choice	Pay Period
R, 31004, Accounting Services	<input checked="" type="radio"/>	<div>BW, Jan 24, 2015 to Feb 06, 2015</div>

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select



# Approvers and Proxies

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

Select the employee's name to access additional details.

COA:R, Rowan University

Department:99123, Web Time Entry Training

Pay Period:Apr 18, 2015 to May 01, 2015

Act as Proxy:Not Applicable

Pay Period Time Entry Status:Open until May 04, 2015, 12:00 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345682	Abigail Pitcher 013213 - 01 Prof Serv Spec3 Admin Serv	Approve	70.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

Approved

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv		70.00	.00	Overridden				<a href="#">Leave Balances</a>
992345678	Abraham Franklin 013213 - 01 Director Of Training		7.00	.00	Overridden				<a href="#">Leave Balances</a>

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
992345679	George Jefferson 013213 - 01 Director Of Training Operati	7.00	.00	.00	<a href="#">Leave Balances</a>
992345681	Molly Lincoln 013213 - 01 Prof Serv Spec 3- Admin Serv	.00	.00	.00	<a href="#">Leave Balances</a>
992345685	Anne Washington 013213 - 01 Prof Serv Spec 2 -Admin Serv	.00	.00	.00	<a href="#">Leave Balances</a>

Not Started

ID	Name, Position and Title	Other Information
992345687	Wilbur Lindberg 013213 - 01 Department Time Keeper	
992345683	Thomas Revere 013213 - 01 Program Assistant- Admin Serv	
992345684	Paul Ross 013213 - 01 Program Assist Admin Serv	
992345686	Ben Sullivan 991234 - 01 Approver	

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

# Approvers and Proxies

The following actions are available in the Department Summary screen:

Change Selection

Select All, Approve or FYI

Reset

Save

- 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.

Department Summary

Select the employee's name to access additional details.

COA: R, Rowan University

Department: All

Pay ID: BW, Bi-Weekly

Pay Period: Apr 18, 2015 to May 01, 2015

Act as Proxy: Not Applicable

Pay Period Time Entry Status: Open until May 04, 2015, 12:00 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv 99123, Web Time Entry Training	Override	70.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

Approved

After the time sheet is approved, the Status will be changed to **Approved**.

Approved

ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv 99123, Web Time Entry Training		70.00	.00
992345678	Abraham Franklin 013213 - 01 Director Of Training 99123, Web Time Entry Training		7.00	.00





# 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

Department Summary

Select the employee's name to access additional details.

COA:

Department:

Pay ID:

Pay Period:

Act as Proxy:

Pay Period Time Entry Status:

R, Rowan University

All

BW, Bi-Weekly

Apr 18, 2015 to May 01, 2015

Not Applicable

Open until May 04, 2015, 12:00 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel Other Information
992345680	<a href="#">Betsy Adams</a> 013213 - 01 Prof Serv Spec 3 Admin Serv 99123, Web Time Entry Training	Override	70.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

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.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:

Title:

992345680 Betsy Adams

013213-01 Prof Serv Spec 3 Admin Serv

Department and Description:

Transaction Status:

R 99123 Web Time Entry Training

Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

Next

## Approvers and Proxies

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.

### Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**

**Name:** Betsy Adams  
**Title and Number:** Prof Serv Spec 3 Admin Serv -- 013213-01  
**Department and Number:** Web Time Entry Training -- 99123  
**Time Sheet Period:** Apr 18, 2015 to May 01, 2015  
**Submit By Date:** May 04, 2015 by 12:00 PM

Earning	Shift Default	Total	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
	Hours or Units	Hours	Units	Apr 18, 2015	Apr 19, 2015	Apr 20, 2015	Apr 21, 2015	Apr 22, 2015	Apr 23, 2015	Apr 24, 2015
Regular Bi-Weekly Pay	1	0	70	Enter Hours	Enter Hours	7	7	7	7	7
Overtime	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Rate	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Absence	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs FMLA	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs Wrkrs Comp	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough Leave Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Activity	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Suspension Without Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Suspension With Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay-Unauthorized	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Donated Leave Used	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Self Directed Furlough	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay adjustment	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Leave Bank	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closing	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Bi-Weekly Pay-manual	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>				0	0	7	7	7	7	7
<b>Total Units:</b>			0	0	0	0	0	0	0	0

[Previous Menu](#) [Preview](#) [Comments](#) [Approve](#) [Next](#)

# Approvers and Proxies

## 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.

Personal InformationEmployee

SearchGo

SITE MAPHELPEXIT

Department Summary

Select the employee's name to access additional details.

COA:R, Rowan University

Department:99123, Web Time Entry Training

Pay ID:BW, Bi-Weekly

Pay Period:Apr 18, 2015 to May 01, 2015

Act as Proxy:Not Applicable

Pay Period Time Entry Status:Open until May 04, 2015, 12:00 PM

Change Selection

Approved

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345678	Abraham Franklin 013213 - 01 Director Of Training		7.00	.00	Overridden				Leave Balances

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv		.00	.00	Change Time Record Leave Balance
992345679	George Jefferson 013213 - 01 Director Of Training Operati	7.00	.00		Leave Balances




## Approvers and Proxies

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**.

Regular Bi-Weekly Pay-manual	1				<a href="#">Enter Hours</a>	<a href="#">En</a>
<b>Total Hours:</b>		70				
<b>Total Units:</b>						
<div>Previous Menu   Preview   Comments   <b>Submit for Approval</b>   Restart   Next</div>						
<b>Submitted for Approval By:</b>						
<b>Approved By:</b>						
<b>Waiting for Approval From:</b>						





Approve the time sheet on the Department Summary Sheet.

Select the employee's name to access additional details.

**COA:** R, Rowan University  
**Department:** 99123, Web Time Entry Training  
**Pay ID:** BW, Bi-Weekly  
**Pay Period:** Apr 18, 2015 to May 01, 2015  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until May 04, 2015, 12:00 PM

Change Selection   Select All, Approve or FYI   Reset   Save

Pending										
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv	Override	70.00	.00		<input type="checkbox"/>	<input type="checkbox"/>			<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>





## Approvers and Proxies Summary

---

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

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**

**Time Reporting Selection**

Select a name from the pull-down list to act as a

**Selection Criteria**

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input checked="" type="checkbox"/>

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

**Approver Selection**

Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department.  
Select the sort order and choose Select to access the records.

Type of Records: Time Sheets ▼

Year: 2015 ▼

Pay ID: BW, Bi-Weekly ▼

Pay Number: 4 ▼

COA: R, Rowan University

Department: ALL ▼

**Sort Order**

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

RELEASE: 8.10

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# 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**.

Department Summary

Select the employee's name to access additional details.

COA: R, Rowan University  
Department: 99123, Web Time Entry Training  
Pay ID: BW, Bi-Weekly  
Pay Period: Apr 18, 2015 to May 01, 2015  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until May 04, 2015, 12:00 PM

Change Selection

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345678	Abraham Franklin 013213 - 01 Director Of Training		7.00	.00	Overridden				Leave Balances

Not Started		
ID	Name, Position and Title	Other Information
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv	Extract
992345679	George Jefferson 013213 - 01 Director Of Training Operati	Extract

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

Do you want to extract time?

OK Cancel

# Department Time Keeper

## 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.

**Time and Leave Reporting**

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
**Name:** Molly Lincoln  
**Title and Number:** Prof Serv Spec 3- Admin Serv -- 013213-01  
**Department and Number:** Web Time Entry Training -- 99123  
**Time Sheet Period:** Apr 18, 2015 to May 01, 2015  
**Submit By Date:** May 04, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 18, 2015	Sunday Apr 19, 2015	Monday Apr 20, 2015	Tuesday Apr 21, 2015	Wednesday Apr 22, 2015
Regular Bi-Weekly Pay					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked 1.5 Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Worked-1.0 rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Absence	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs Wkrs Comp	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough Leave Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Activity	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Suspension Without Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Suspension With Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay-Unauthorized	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Donated Leave Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Self Directed Furlough	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay adjustment	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Leave Bank	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closing	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Bi-Weekly Pay-manual	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

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**Time and Leave Reporting**

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
**Name:** Anne Washington  
**Title and Number:** Prof Serv Spec 2 -Admin Serv -- 013213-01  
**Department and Number:** Web Time Entry Training -- 99123  
**Time Sheet Period:** Apr 18, 2015 to May 01, 2015  
**Submit By Date:** May 04, 2015 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 18, 2015	Sunday Apr 19, 2015	Monday Apr 20, 2015	Tuesday Apr 21, 2015	Wednesday Apr 22, 2015
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Absence	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave of Abs Wkrs Comp	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough Leave Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Activity	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Suspension Without Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Suspension With Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury/Witness Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay-FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Donated Leave Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay-FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay-Unauthorized	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Self Directed Furlough	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay adjustment	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Leave Bank	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

Previous Menu | Preview | Comments | **Submit for Approval** | Restart | Next

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

## 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.

Save | Copy | Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jun 07, 2016	Monday Jun 06, 2016	Tuesday Jun 07, 2016	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016
Regular Bi-Weekly Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
PT No Hours Worked	1		0	1	Enter Units	1	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
<b>Total Units:</b>			1	0	1	0	0	0	0	0	0

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

# Department Time Keeper

## In Progress

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.

Personal Information Employee

Search  Go

SITE MAP HELP EXIT

Department Summary

Select the employee's name to access additional details.

COA: R, Rowan University  
Department: 99123, Web Time Entry Training  
Pay ID: BW, Bi-Weekly  
Pay Period: Apr 18, 2015 to May 01, 2015  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until May 04, 2015, 12:00 PM

Change Selection

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345678	Abraham Franklin 013213 - 01 Director Of Training		7.00	.00	Overridden				Leave Balances

In Progress									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv			.00					Change Time Record Leave Balance
992345679	George Jefferson 013213 - 01 Director Of Training Operati			7.00					Leave Balances

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

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

Regular Bi-Weekly Pay-manual 1

Total Hours: 70

Total Units: 0

Previous Menu Preview Comments **Submit for Approval** Restart Next

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

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

Select the employee's name to access additional details.

COA: R, Rowan University  
Department: 99123, Web Time Entry Training  
Pay ID: BW, Bi-Weekly  
Pay Period: Apr 18, 2015 to May 01, 2015  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until May 04, 2015, 12:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345680	Betsy Adams 013213 - 01 Prof Serv Spec 3 Admin Serv	Override	70.00	.00					Change Time Record Leave Balance



# Department Time Keeper

## 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.

**Department Summary**

Select the employee's name to access additional details.

COA: R, Rowan University  
Department: All  
Pay ID: BW, Bi-Weekly  
Pay Period: Apr 18, 2015 to May 01, 2015  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until May 04, 2015, 12:00 PM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

<b>Pending</b>									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345680	<a href="#">Betsy Adams</a> 013213 - 01 Prof Serv Spec 3 Admin Serv 99123, Web Time Entry Training	Override	70.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

<b>Approved</b>									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345678	<a href="#">Abraham Franklin</a> 013213 - 01 Director Of Training 99123, Web Time Entry Training		7.00	.00	Overridden				<a href="#">Leave Balances</a>

<b>In Progress</b>									
ID	Name, Position, Title and Department	Total Hours	Total Units	Cancel	Other Information				
992345679	<a href="#">George Jefferson</a> 013213 - 01 Director Of Training Operati 99123, Web Time Entry Training		7.00	.00	<a href="#">Leave Balances</a>				
992345681	<a href="#">Molly Lissle</a>		00	00	<a href="#">Change Time Record</a>				

## 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.

99123, Web Time Entry Training									
Approved									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345678	<a href="#">Abraham Franklin</a> 013213 - 01 Director Of Training 99123, Web Time Entry Training		7.00	.00	Overridden				<a href="#">Leave Balances</a>

## 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.

⚠ Your time sheet was submitted successfully.  
⚠ No hours entered.

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.

❗ No hours entered.

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”.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345746	Sandra Brown 990069 - 01 Director Of Training	Approve		.00		<input type="checkbox"/>	<input type="checkbox"/>		Not a true error - just a warning Change Time Record Leave Balance Errors
Exempt employee submitted with no hours									
Error									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
992345748	Franny Fortana 990071 - 01 Prof Serv Spec 3 Admin Serv		.00	Non-Exempt Employee unsuccessfully tried to submit with no hours Leave Balance Errors This is a true 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.

**Employee Details**

Select Next or Previous to access another employee.

**Employee ID and Name:** 992345746 Sandra Brown  
**Title:** 990069-01 Director Of Training  
**Department and Description:** R 99123 Training ORGN  
**Transaction Status:** Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

[Error or Warning Messages](#) | [Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Jun 27, 2015	Sunday Jun 28, 2015	Monday Jun 29, 2015	Tuesday Jun 30, 2015	Wednesday Jul 01, 2015	Thursday Jul 02, 2015	Friday Jul 03, 2015	Saturday Jul 04, 2015	Sunday Jul 05, 2015	Monday Jul 06, 2015	Tuesday Jul 07, 2015	Wednesday Jul 08, 2015	Thursday Jul 09, 2015	Friday Jul 10, 2015
Total Hours:			0															
Total Units:				0														

**Error and Warning Messages**

Earning	Shift	Time Entry Date	Hours	Message
				*WARNING* No hours entered.

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.

**Employee ID and Name:** 992345748 Franny Fortana  
**Title:** 990071-01 Prof Serv Spec 3 Admin Serv  
**Department and Description:** R 99123 Training ORGN  
**Transaction Status:** Error

[Previous Menu](#) [Previous](#)

[Error or Warning Messages](#) | [Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Jun 27, 2015	Sunday Jun 28, 2015	Monday Jun 29, 2015	Tuesday Jun 30, 2015	Wednesday Jul 01, 2015	Thursday Jul 02, 2015	Friday Jul 03, 2015	Saturday Jul 04, 2015	Sunday Jul 05, 2015	Monday Jul 06, 2015	Tuesday Jul 07, 2015	Wednesday Jul 08, 2015	Thursday Jul 09, 2015	Friday Jul 10, 2015
Total Hours:			0															
Total Units:				0														

**Time In and Out**

Earnings	Saturday, Jun 27, 2015	Sunday, Jun 28, 2015	Monday, Jun 29, 2015	Tuesday, Jun 30, 2015	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	Friday, Jul 03, 2015	Saturday, Jul 04, 2015	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015
Error for non-exempt employee who did not enter any hours														

**Error and Warning Messages**

Earning	Shift	Time Entry Date	Hours	Message
				*ERROR* No hours entered.

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](http://www.rowan.edu/payroll)

To look up your Banner ID or reset your Banner PIN go to [id.rowan.edu](http://id.rowan.edu)

For help contact the Technology Service Center at [support@rowan.edu](mailto:support@rowan.edu)

For training contact Training Services at [irt-training@rowan.edu](mailto:irt-training@rowan.edu)

To register for training go to [www.rowan.edu/irt-training](http://www.rowan.edu/irt-training)