

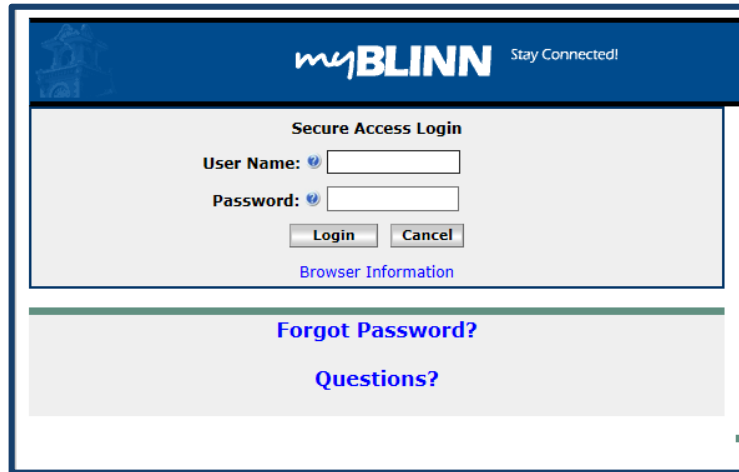
Banner Web Time Entry

Web Time Entry

What Is It?

- The new method to be used to communicate your time worked to the Human Resources and Payroll office
- It will replace the paper time sheets
- It is the documentation required to create your paycheck

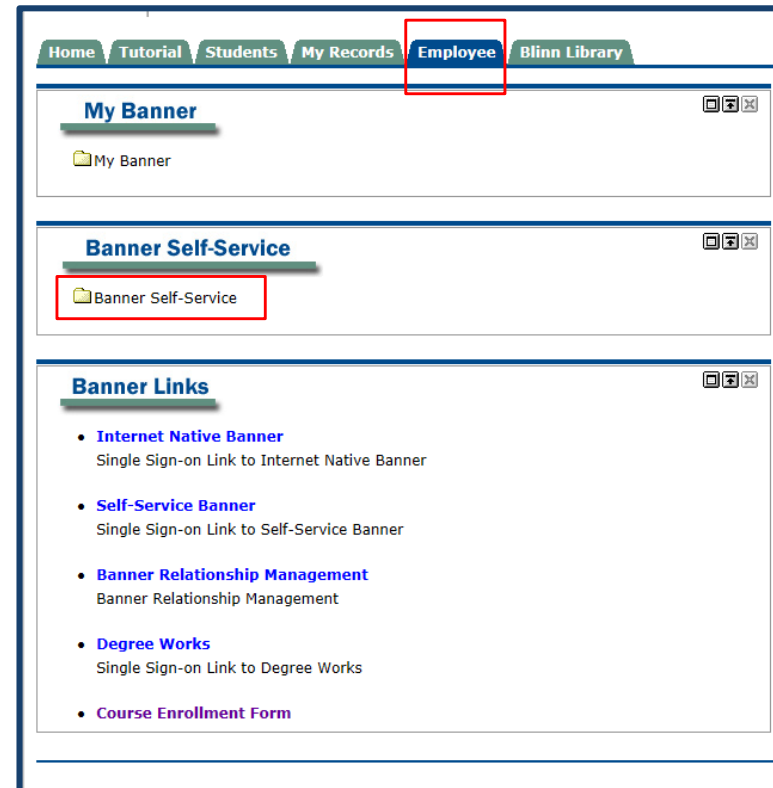
Web Time Entry Logging In



The screenshot shows the myBLINN homepage with a "Secure Access Login" form. The form includes fields for "User Name:" and "Password:", each with a small eye icon to the left. Below the fields are "Login" and "Cancel" buttons. A "Browser Information" link is located below the buttons. At the bottom of the page, there are links for "Forgot Password?" and "Questions?".

- From Blinn's Homepage click on the MyBlinn link
- Enter your network User Name and Password into the Secure Access Login

- Select the Employee Tab
- Open the Banner Self-Service Folder



The screenshot shows the myBLINN homepage with the "Employee" tab selected in the navigation menu. The "Employee" tab is highlighted with a red box. Below the navigation menu, there are three main sections: "My Banner", "Banner Self-Service", and "Banner Links". The "Banner Self-Service" section contains a folder icon and the text "Banner Self-Service", which is also highlighted with a red box. The "Banner Links" section contains a list of links: "Internet Native Banner", "Self-Service Banner", "Banner Relationship Management", "Degree Works", and "Course Enrollment Form".

WEB TIME ENTRY

Services Menu

The screenshot shows a web interface for an employee's services menu. At the top, there are three tabs: 'Personal Information', 'Student', and 'Employee', with 'Employee' being the active tab. Below the tabs is a search bar with a 'Go' button and navigation links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee' and contains a list of service options. The 'Time Sheet' option is circled in red, and a red arrow points from a callout box to it. The callout box contains the text: 'From the Self Services Menu click on TIME SHEET to enter / edit your hours worked.' Other options in the menu include 'Leave Report', 'Request Time Off', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', and 'Campus Directory'. At the bottom, there is a footer with the text: 'RELEASE: 8.8 © 2016 Ellucian Company L.P. and its affiliates.'

Personal Information Student **Employee**

Search Go RETURN TO MENU SITE MAP HELP EXIT

Employee

- Time Sheet**
- Leave Report
- Request Time Off
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
Electronic tax statements
- Jobs Summary
- Leave Balances
- Campus Directory

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WEB TIME ENTRY

Position Selection

Personal Information **Student** **Employee**

Search

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
Payroll Coordinator, PT9913-00 Human Resources, 10602	<input checked="" type="radio"/>	Oct 16, 2016 to Oct 29, 2016 Not Started ▼

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- Choose a position by clicking the selection button under 'My Choice'. Some employees may have more than one position.
- By default, the "Pay Period and Status" box will display the current pay period.
- Select the drop down menu to display other pay periods. The status must be 'not started' or 'in progress' to enter time.
- Once you've made your choices click the TIME SHEET button.

Here you will see your position title and number, and your home department and organization code.

WEB TIME ENTRY

Time Sheet Dispositions

Pay Period and Status
Oct 16, 2016 to Oct 29, 2016 Not Started ▼

- The time sheet period will display different dispositions / statuses that are important in starting and completing your web time entry process.
- **Not Started** – you have not started your time sheet
- **In Progress** – you are in the process of entering your time for the pay period
- **Pending** – you submitted your time sheet and it is awaiting approval from your supervisor
- **Returned for Correction** – your time sheet is being returned to you for correction; make corrections and resubmit
- **Approved** – your time sheet has been approved and is ready for payroll to process
- **Completed** – payroll received and processed your time sheet

WEB TIME ENTRY

Enter Hours

Note: Pay special attention to the Submit By Date. The time sheet must be submitted and approved by that specific date and time, otherwise your paycheck may not be processed on time.

Personal Information Student **Employee**

Search Go

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: Payroll Coordinator -- PT9913-00
Department and Number: Human Resources -- 10602
Time Sheet Period: Oct 16, 2016 to Oct 29, 2016
Submit By Date: Nov 01, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 16, 2016	Monday Oct 17, 2016	Tuesday Oct 18, 2016	Wednesday Oct 19, 2016	Thursday Oct 20, 2016	Friday Oct 21, 2016	Saturday Oct 22, 2016
Staff Part Time Regular Pay	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	0
Total Units:				0	0	0	0	0	0	0	0

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

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Click ENTER HOURS for the appropriate day

WEB TIME ENTRY

Enter Hours

Personal Information Student **Employee**

Search SITE MAP HELP EXIT

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example,

Date: Monday, Oct 17, 2016
Earnings Code: Staff Part Time Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00	12:00	4
1			0
1			0
1			0
1			0
1			4

Account Distribution

Earnings Code	Shift	Hours	Account Distribution
Staff Part Time Regular Pay	1	4	

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Enter your time in and time out.

- Round your time to the nearest quarter of an hour (:00, :15, :30, :45). Refer to the Banner Resource Links for a helpful chart which translates minutes into quarter hours.
- You do not have to enter the colon when you enter the time. It will populate after you save.
- You must indicate AM or PM
- Do not report zero hours

After you have entered your time for the day click SAVE and the total hours will calculate

WEB TIME ENTRY

Copy Hours

Date: Monday, Oct 17, 2016
Earnings Code: Staff Part Time Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00	AM 12:00	PM 4
1		AM	AM 0
1		AM	AM 0
1		AM	AM 0
1		AM	AM 0
1		AM	AM 0
1		AM	AM 4

You may copy hours from one day to others in the pay period if the hours worked are exactly the same.

Click COPY from the time sheet.

Personal Information Student **Employee**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

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, copied.

Select the days you want to copy the hours to and click COPY

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

Sunday Oct 16, 2016	Monday Oct 17, 2016	Tuesday Oct 18, 2016	Wednesday Oct 19, 2016	Thursday Oct 20, 2016	Friday Oct 21, 2016	Saturday Oct 22, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Oct 23, 2016	Monday Oct 24, 2016	Tuesday Oct 25, 2016	Wednesday Oct 26, 2016	Thursday Oct 27, 2016	Friday Oct 28, 2016	Saturday Oct 29, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEB TIME ENTRY

Copy Hours

Personal Information Student **Employee**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

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.

After clicking Copy, you receive this message

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Staff Part Time Regular Pay

Oct 17, 2016, 4 Hours

Sunday
Oct 16, 2016

Monday
Oct 17, 2016

Tuesday
Oct 18, 2016

Wednesday
Oct 19, 2016

Thursday
Oct 20, 2016

Friday
Oct 21, 2016

Saturday
Oct 22, 2016

Sunday
Oct 23, 2016

Monday
Oct 24, 2016

Tuesday
Oct 25, 2016

Wednesday
Oct 26, 2016

Thursday
Oct 27, 2016

Friday
Oct 28, 2016

Saturday
Oct 29, 2016

[Time Sheet](#)

[Previous Menu](#)

[Copy](#)

Click TIME SHEET to return to view your copied hours

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Hours should be entered on a daily or weekly basis.
Time should NOT all be entered at the beginning or the end of a pay period.

WEB TIME ENTRY

Time Sheet

Personal Information Student **Employee**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

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:

Payroll Coordinator -- PT9913-00

Department and Number:

Human Resources -- 10602

Time Sheet Period:

Oct 16, 2016 to Oct 29, 2016

Submit By Date:

Nov 01, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 16, 2016	Monday Oct 17, 2016	Tuesday Oct 18, 2016	Wednesday Oct 19, 2016	Thursday Oct 20, 2016	Friday Oct 21, 2016	Saturday Oct 22, 2016	
Staff Part Time Regular Pay	1		0	16	Enter Hours		4	4	4	4	Enter Hours	Enter Hours
Total Hours:				16		0	4	4	4	4	0	0
Total Units:					0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Select NEXT(and/or PREVIOUS) at bottom of screen to navigate to each week within the pay period.

WEB TIME ENTRY

Comments

Personal Information Student **Employee**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

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:

Payroll Coordinator -- PT9913-00

Department and Number:

Human Resources -- 10602

Time Sheet Period:

Oct 16, 2016 to Oct 29, 2016

Submit By Date:

Nov 01, 2016 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 16, 2016	Monday Oct 17, 2016	Tuesday Oct 18, 2016	Wednesday Oct 19, 2016	Thursday Oct 20, 2016	Friday Oct 21, 2016	Saturday Oct 22, 2016	
Staff Part Time Regular Pay	1		0	16	Enter Hours		4	4	4	4	Enter Hours	Enter Hours
Total Hours:				16		0	4	4	4	4	0	0
Total Units:					0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Click the COMMENTS button to include verbiage to communicate to your supervisor regarding your time entry (for example, explanation for extra or less hours worked)


WEB TIME ENTRY

Comments

Personal Information **Student** **Employee**

Search

Comments

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

Made By: You
Comment Date: Oct 19, 2016
Enter or Edit Comment:

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Include necessary comments in the Enter or Edit Comment field and click SAVE

WEB TIME ENTRY

Preview

From your Time Sheet click PREVIEW to review your hours entered before submitting for approval.

Here you will see a summary of the hours you've entered and a total for the entire pay period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units
Staff Part Time Regular Pay	1	0
Total Hours:		
Total Units:		

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

[SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time

Set your printer layout to Landscape before printing.

Doris Bulanek
Payroll Coordinator, PT9913-00

Human Resources, 10602

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Oct 16, 2016	Monday , Oct 17, 2016	Tuesday , Oct 18, 2016	Wednesday , Oct 19, 2016	Thursday , Oct 20, 2016	Friday , Oct 21, 2016	Saturday , Oct 22, 2016	Sunday , Oct 23, 2016	Monday , Oct 24, 2016	Tuesday , Oct 25, 2016	Wednesday , Oct 26, 2016	Thursday , Oct 27, 2016	Friday , Oct 28, 2016	Saturday , Oct 29, 2016
Staff Part Time Regular Pay	1	38			4	4	4	4	4	3			4	4	4	3	
Total Hours:		38			4	4	4	4	4	3			4	4	4	3	
Total Units:			0														

Time In and Out, Staff Part Time Regular Pay

Sunday Oct 16, 2016	Monday Oct 17, 2016	Tuesday Oct 18, 2016	Wednesday Oct 19, 2016	Thursday Oct 20, 2016	Friday Oct 21, 2016	Saturday Oct 22, 2016	Sunday Oct 23, 2016	Monday Oct 24, 2016	Tuesday Oct 25, 2016	Wednesday Oct 26, 2016	Thursday Oct 27, 2016	Friday Oct 28, 2016	Saturday Oct 29, 2016
	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	09:00 AM 12:00 PM			08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	09:00 AM 12:00 PM	

Previous Menu

After reviewing your hours, click PREVIOUS MENU to return

WEB TIME ENTRY

Submit for Approval

- IMPORTANT

- Your hours can only be edited and/or changed within the current pay period and before the approval process has been completed
- Refer to the Banner Resource Links for the Time Sheet Deadline Calendar
- Make sure your hours are correct before you submit your time sheet for approval
- Submission of hours counts as your electronic signature. Fraudulent reporting of hours may be grounds for disciplinary action.
- If you have no hours to report, do not submit a time sheet

WEB TIME ENTRY

Submit for Approval

Click SUBMIT FOR APPROVAL when you are finished entering hours for the payroll period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 23, 2016
Staff Part Time Regular Pay	1		0	38	Enter Hours
Total Hours:				38	0
Total Units:					0

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Search

HOME MAP HELP EXIT

Time and Leave Reporting

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

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 16, 2016	Monday Oct 17, 2016
Staff Part Time Regular Pay	1		0	38	Enter Hours	
Total Hours:				38	0	0
Total Units:					0	0

Position Selection

Comments

Preview

Next

Return Time

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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You on Oct 22, 2016

Marie Kirby

After you submit your time sheet, you will receive this message.

Your approver's name will appear at the bottom of the screen.

Click POSITION SELECTION to view the disposition of your time sheet.

You may select RETURN TIME to edit your time sheet as long as the disposition is PENDING.


WEB TIME ENTRY



Time Sheet

Personal Information **Student** **Employee**

Search 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
Payroll Coordinator, PT9913-00  Human Resources, 10602		<input type="text" value="Oct 16, 2016 to Oct 29, 2016 Pending"/> 

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Your time sheet will then show a disposition of 'Pending' for the approver to review and approve.

Exit the system at the top right corner

WEB TIME ENTRY

Employee's Responsibilities

Quick Reference of Employee Responsibilities

1. Log in and open your time sheet at the beginning of the pay period.
2. Enter your hours on a daily basis and save the time sheet.
3. Add comments for your supervisor if necessary.
4. Preview your time sheet at the end of the pay period before you submit for approval. Be sure that your entries are correct. If you prefer, print a copy for your records.
5. Submit for approval before your deadline.
6. Monitor the status of the time sheet until completed.

Please contact your approver or Human Resources with any questions about your Time Sheet.