Welcome to Web Time Entry Training for Banweb Time Entry

For Students

Introduction to Web Time Entry

New Mexico Tech is happy to offer its employees the online service of web time entry via Employee Self Service. The new online process will allow employees to enter hours worked through New Mexico Tech's Web Time Entry Process.

You will be able to:
- Enter hours worked on a web time sheet
- Submit time electronically to your supervisor

Banner Web Time Entry offers the following advantages over our current payroll process

- The ability to access your web time sheet at your convenience, from any computer with an internet connection, at any time.

- The ability to review the status of your time sheet throughout the payroll process by logging into Employee Self Service.

Employee Responsibilities

▸ Web time entry and approval is required for hourly jobs at New Mexico Tech.

▸ You MUST click the clock icon 🕐 to clock in/out. This is <u>MANDATORY.</u>

▸ You MUST <u>submit</u> a web time sheet for EVERY pay period worked.

▸ You MUST NEVER use the back button to exit, always use the exit link.

▸ Failure to submit your time sheet by the "Submit by Date" could cause a delay in receiving your paycheck.

Logging into Employee Self Service

Employee Self Service Log In

▸ Open Internet Explorer, Chrome, or Firefox

▸ Navigate to https://banweb7.nmt.edu

▸ If browser asks to Allow Site Certificate, click allow

▸ Click on Enter Secure Area (Please read pin prompts carefully – you may be prompted for your current pin and a new pin)

Enter your Tech ID and PIN
Click "Login"

Click the "Employee" link

On the Employee Services tab – Click "Time Sheet"

Time Sheet Selection

To automatically clock in/out

Clocking in/out utilizing the clock button is MANDATORY

Your clock in/out date & time will automatically update

Adjustments

Clock Out time has been adjusted and a Comment is required.

You can type over the time In or Out to 'adjust' the time, HOWEVER, you will be required to add comments to explain why.

Date: Thursday, Jun 26, 2014
Earnings Code: Regular Pay

| Clock In | | | | | | Clock Out | | | | | | | |
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	14:35	14:30	☐			14:40	14:45	☑ *	error clock out			
1	14:40	14:45	☐ *	error clock out ... clocked back in				☐				

Timesheet Previous Day
Add New Line Save Delete

*Please make good comments on why you changed the actual clock time. These comments are audit-able and can be seen by auditor's. You do not need to make comments if you are just clocking in or out automatically.

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	.25	Account Distribution

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Preview: Allows easy access to check total hours

Summary of Reported Time

Set your printer layout to Landscape before printing.

Payroll, 30203

Student Worker Business Office, ST4101-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday, May 05, 2014	Tuesday, May 06, 2014	Wednesday, May 07, 2014	Thursday, May 08, 2014	Friday, May 09, 2014	Saturday, May 10, 2014	Sunday, May 11, 2014	Monday, May 12, 2014	Tuesday, May 13, 2014	Wednesday, May 14, 2014	Thursday, May 15, 2014	Friday, May 16, 2014
Student Worker	1	18.5		3.5	3.5		3.5				1.5	1.5	3.5	1.5	
Total Hours:		18.5		3.5	3.5		3.5				1.5	1.5	3.5	1.5	
Total Units:			0												

Time In and Out, Student Worker

Monday May 05, 2014	Tuesday May 06, 2014	Wednesday May 07, 2014	Thursday May 08, 2014	Friday May 09, 2014	Saturday May 10, 2014	Sunday May 11, 2014	Monday May 12, 2014	Tuesday May 13, 2014	Wednesday May 14, 2014	Thursday May 15, 2014	Friday May 16, 2014	Saturday May 17, 2014	Sunday May 18, 2014
08:00 AM 11:30 AM	08:00 AM 11:30 AM		08:00 AM 11:30 AM				02:00 PM 03:30 PM	02:00 PM 03:30 PM	08:00 AM 11:30 AM	02:00 PM 03:30 PM			

Previous Menu

RELEASE: 8.9

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Submit for Approval to supervisor
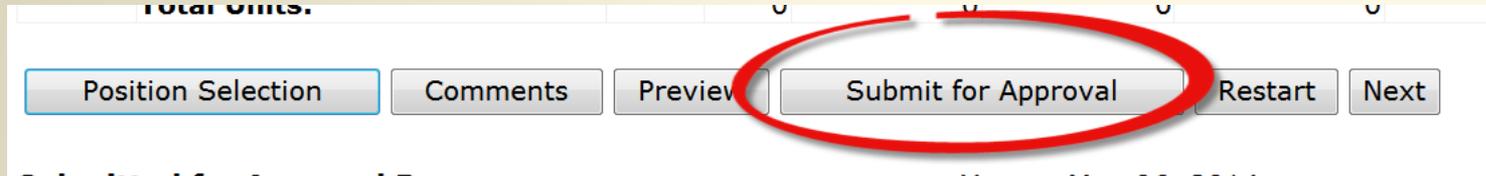
- ▸ Please note – NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

- ▸ Remember – once submitted for approval, you can not make changes without first returning your card back. This is shown on slides 18-20. If you find you have submitted a time card with an error, notify your approver ASAP! Your approver can return card to you to make changes before cut off time for submission. Once time card is Approved, approver will need to print so both you and supervisor can initial any changes.

Certification
–Enter PIN to submit time card

Personal Information | **Employee Services**

Search [_____] [Go]   SITE MAP   HELP   EXIT

Certification

ℹ️ 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: [_____]   **Enter your PIN again to 'certify' and then click 'Submit'**

[Submit]

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After submitting– Verify then use the exit link.

Do not hit back button on browser
the back button will undo submission!

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Student Worker Business Office -- ST4101-00
Department and Number:	Payroll -- 30203
Time Sheet Period:	May 05, 2014 to May 18, 2014
Submit By Date:	May 20, 2014 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 05, 2014	Tuesday May 06, 2014	Wednesday May 07, 2014	Thursday May 08, 2014	Friday May 09, 2014	Saturday May 10, 2014	Sunday May 11, 2014
	Student Worker	1	0	18.5		3.5	3.5	Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			18.5		3.5	3.5	0	3.5	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection	Comments	Preview	Next	Return Time

NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

Submitted for Approval By: You on May 06, 2014
Approved By:
Waiting for Approval From: Will show your approvers name

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Returning Your Timecard if a Mistake Was Made:

- You, the employee, have the ability to "return" your timecard to yourself online if you:
  - ◦ Submitted your timecard too early and still have hours you would like to log.
  - ◦ Need to correct clock-in/out times for a given day.

NOTICE: Once your approver has *approved* your timecard, *you CANNOT return your timecard to yourself.* Your **approver must return your timecard to you.**

Please view the next 2 slides for a step-by-step guide on returning your timecard to yourself.

Returning Your Timecard Step-By-Step Guide

Returning Your Timecard Step-By-Step Guide

Student Time Entry Quick Steps

- Using a Web browser go to the Banweb Self Service– http://banweb7.nmt.edu
- Click on "Enter Secure Area"
- Enter your Tech Id and Pin
- Click 'Employee'
- Click 'Time Sheet'
- Click button for 'Access my Time Sheet'
- Click 'Select'
- Carefully Choose Job and pay period (more than one may be displayed)
- Click 'Time Sheet'
- Click the Clock In/Out Icon 🕐
  ◦ Remember this is MANDATORY.
- Click 'Save'
- If finished for the day – Click 'Exit'

Else
- If ALL time entered for pay period – click on "Preview" and review

- When complete and correct – Click 'Submit for Approval'
  ◦ Remember NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

- Check bottom of screen to verify that the line 'Submitted for Approval By:' has your name and the date.

- Use Exit link to leave time card. Do not use back button on browser. Will undo submission.

- You can check back to see when your 'Approver' has approved.