Banner Web Time and Leave Reporting
Non-Exempt Employees

Table of Contents

Time and Leave Processing ................................................................. 2
  Introduction .................................................................................. 2
  Objectives .................................................................................. 2
  General Business Rules for Non-exempt Regular Employees .......... 3

Getting to Your Leave Screens ......................................................... 4
  Logon Procedure ......................................................................... 4
  Banner Self-Service .................................................................... 6

Enter Time and Leave ......................................................................... 8
  Holiday Leave Pay or Holiday Worked ......................................... 12
  Other Leave Taken ...................................................................... 14
  Comp Time Taken ....................................................................... 17
  Comp/Overtime Paid ................................................................... 19
  Copy Hours ................................................................................. 20

Submit for Approval .......................................................................... 22

Viewing Leave Balances .................................................................... 23

Notes: ............................................................................................ 25
Time and Leave Processing

Introduction

NMSU utilizes the Banner Web Time and Leave Entry System to record time worked and leave taken. The time and leave entry system is accessed using MyNMSU.

This manual will provide the non-exempt employees with the general time and leave reporting business rules and the process to request leave, enter, and submit for approval Annual Leave and Sick Leave taken during the month, and view leave balances.

Objectives

In this manual you will learn how to:

- Enter time and leave for Regular hours and change Shift Codes;
- Use the copy feature to copy hours from one day to another;
- Submit time and leave for approval;
- View Leave Balances.
General Business Rules for Non-exempt Regular Employees

- All non-exempt employees are paid on an hourly basis, by day for each working day in the pay period.

- The time reporting unit is hours in quarter hour increments.

- If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period.

- If a non-exempt employee does not have sufficient leave balances, the employee’s pay will be docked for the overdrawn amount.

- Time and Leave must be entered and approved within 4 days after the end of the active pay period through 11 pm. This is 4 business days.

- Time for jury duty service should be reported as “Regular” on the timesheet.
Getting to Your Leave Screens

Logon Procedure

All Time and Leave functions are available as part of Banner Employee Self-service through the my.nmsu.edu website.

1. Enter your NMSU User Name and Password in the appropriate field of the Secure Access Login box.
2. Click on the Login button.
Your Welcome page will be displayed.

3. Click on the Employee tab.


**Banner Self-Service**

The Employee page will be displayed.

4. Click on the **Banner Self-Service** folder.

The **Banner Self-Service** page will be displayed.

5. Click on the **Employee** folder

**Team Tip:** **Quick Links** are provided to the left of your screen to access Time Sheets, Leave Reports, or Request time off without going through the folders.
The **Employee** options will be displayed. From this screen, you can complete your time sheet.
Enter Time and Leave

The SCT Banner Web Time and Leave Entry System enables employees to report their time and leave on the Web and to submit the time transactions (time sheets) directly from the Web to the SCT Banner HR System.

1. From the **Employee** menu, click on **Time Sheet** or choose **Time Sheet** from the **Quick Links**.
The **Time Sheet Selection** page will be displayed.

2. Click on the down arrow on the drop-down list of **Pay Period and Status** choices. Highlight the pay period that you want to enter time. You can only enter time and leave in pay periods that have the following status:
   - In Progress
   - Not Started
   - All other statuses (Pending, Approved, and Completed) cannot be used.

3. In the **My Choice** column, select the radio button for the job for which you want to enter time.

4. Click on the **Time Sheet** button.

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**Team Tip:**

You can only select one job at a time. If you have multiple jobs, enter time and leave in one job, then return to this page to select another job. You must enter time for each job.
The **Time and Leave Reporting** page will be displayed.

5. Click on **Enter Hours** under a date and to the right of an Earnings Code to enter your time worked.

6. Time should be entered for all **Earning Codes** that apply. Only those Earning Codes valid for the employee’s position will appear on the Time Sheet.

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**Team Tip:**

*Earnings code is how you categorize your time on Banner.*
7. Enter Shift Code in the **Shift** field.  
   - 1=Daytime (Default – standard shift)  
   - S=Swing-10¢  
   - G=Graveyard-40¢  

8. Enter hours of time worked in the **Hours** field. The time and leave reporting unit used will be hours in quarter hour increments (.00, .25, .50, .75).

9. Click the **Save** button to save all entries.

10. Select the **Next** or **Previous** button to navigate through the dates within the period.

11. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.

12. If you have additional jobs on which to enter time, click the **Position Selection** button and enter hours for that job.

13. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

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Team Tip:

The leave reporting unit used will be hours in quarter hour increments (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
**Holiday Leave Pay or Holiday Worked**

Enter **Holiday Leave Pay** when you do not work on an NMSU paid holiday. Use **Holiday Worked** when you work on a paid NMSU Holiday.

1. Click on **Enter Hours** under a date and to the right of **Holiday Leave Pay** or **Holiday Worked** to enter time.
2. Enter hours for **Holiday Leave Pay** or **Holiday Worked** in the **Hours** field.
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

**Team Tip:**
The Holiday Leave Pay hours + the Holiday Worked hours should equal 8. Holiday Worked Hours will be paid at 2.5. Do not enter the same hours on both Holiday Leave & Holiday Worked.
**Other Leave Taken**

Enter **Other Leave Taken** when you have taken leave for the following reasons: Military Leave, Voting, Compassionate, and Administrative Leave.

1. Click on **Enter Hours** under a date and to the right of **Other Leave Taken** to enter time.
2. Enter hours for **Other Leave Taken** in the **Hours** field.
3. Click the **Save** button to save all entries.

4. Click the **Comments** button to communicate to your Approver why you have entered hours in the **Other Leave Taken** earnings code.
The **Comments** screen will be displayed.

5. Enter Comments in the **Enter or Edit Comment:** field
6. Click the **Save** button to save your comments.
7. Click the **Previous Menu** button to return to the **Time and Leave Reporting** screen.
Comp Time Taken

Enter **Comp Time Taken** if you have hours available in your Compensatory Time balance when you choose to use those hours.

1. Click on **Enter Hours** under a date and to the right of **Comp Time Taken** to enter time.
2. Enter hours for **Comp Time Taken** in the **Hours** field.
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.
You may not enter comp time taken unless you have previously banked comp time hours.
Comp/Overtime Paid

Enter Comp/Overtime Paid when you want to be paid for hours in your Compensatory Leave Balance or Overtime hours in the current pay period. Be sure to check your Compensatory Leave Balance (pg. 24) before entering hours in the Comp/Overtime Paid field.

1. Click on Enter Hours under a date and to the right of Comp/Overtime Paid to enter time.
2. Enter hours for Comp/Overtime Paid in the Hours field.
   Note: The system will automatically pay straight time for all hours worked. The overtime premium amount, .5 additional, will be added to the comp time balance (i.e. if you work 44 hours, you will be paid for 44 hours and 2 hours will go to your comp time balance (.5 x 4).
3. Click the Save button to save all entries.
4. Select the Next or Previous button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the Comments button. Once your comments have been entered, click on the Save button on the Comments screen. Click on the Previous Menu button to return to the Time Sheet page.
6. If your Time Sheet is complete and ready to submit to your Approver, click the Submit for Approval button.
Copy Hours

Hours can be copied from one day to the next or from one day to the end of a pay period. The steps below will walk you through the copy process.

1. Follow steps 5-11 on pages 12 and 13 to enter time and leave, then proceed.
2. Click the Copy button to copy time and leave to another day or to the end of a pay period.
The **Copy** screen will be displayed.

1. **To copy hours to the end of the pay period check Copy from date displayed to end of the pay period.**
2. **To copy hours to include Saturday(s) or Sunday(s) check Include Saturdays and/or Include Sundays.**
3. **To copy to individual dates, click the check boxes under the dates.**
4. **When your copy selection is made, click the Copy button.**
5. **After the Copy button is clicked, you will receive a message that your hours have been copied successfully.**
6. **Click the Time Sheet button at the bottom of the page to return to the Time Sheet page and review your hours copied.**
7. **If your Time Sheet is complete and ready to submit to your Approver, click the Submit for Approval button on the Time Sheet.**
Submit for Approval

Submitting for approval is the final step in the Time and Leave Entry Process. It is extremely important that your time and leave is entered and submitted for Approval before the pay period deadline.

How do I verify that my Time Sheet has been submitted?

- If your Time Sheet has been submitted, you will see the date the Time Sheet was submitted in the Submitted for Approval By: field and the Approver’s Name in the Waiting for Approval From: field.

Team Tip:

If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period. The Submit By Date: is the pay period deadline that Timesheets should be submitted and approved by.
Viewing Leave Balances

Leave Balances can be viewed at anytime using the Time and Leave Entry System.

1. From the Employee menu, click on Leave Balances
The **Leave Balances** page will be displayed.

2. Click on the **TYPE of Leave** to view the Leave Detail screen.

The **Leave Detail** screen shows your leave detail by pay period.
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