# Banner Web Time and Leave Reporting
## Non-Exempt Temporary and Student Employees

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Time 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 temporary and student employee with the general time reporting business rules and the process to enter and submit time for approval.

Objectives

In this manual you will learn how to:
- Enter time for Regular hours and change Shift Codes;
- Change Account Distribution;
- Use the copy feature to copy hours from one day to another;
- Submit time for approval.
General Business Rules for Non-exempt Temp and Student Employees

- All non-exempt temporary and student employees are paid on an hourly basis.

- Time is entered on a Time In, Time Out basis in hours in 15 minute increments.

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

- Time must be entered and approved within 4 business days after the end of the active pay period through 11 pm, now semi-monthly.

- Account distribution (account number) may be changed on the Time Sheet.

- Employees and Approvers may access T&L information for two months past the pay period end date. Older information can be requested from the Payroll office.
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

**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 or request time off.
Enter Time

The SCT Banner Web Time and Leave Entry System enables employees to report their time 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.
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 in. You can only enter time in pay periods that have the following status:

   - In Progress
   - Not Started
   - All other statuses (Pending, Approved, and Completed) can not be used.

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

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

**Team Tip:**

You can only select one job at a time. If you have multiple jobs, enter time in one job, then return to this page to select the next 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. Select the Next or Previous button to navigate through the dates within the period.
7. 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.
8. 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.

Team Tip:

Earnings code is how you categorize your time on Banner.
9. Enter Shift Code
   - 1=Daytime (Default)
   - L5=6:00pm-12:00am-50¢
   - L1=12:00am-2:00am-$1.00
   - S=Swing-10¢
   - G=Graveyard-40¢

10. Enter time in the Time In and Time Out fields in 15 minute increments. For example, 8:00, 8:15, 8:30, 8:45.

11. Use the pull down arrow to indicate AM or PM.

12. Click the Save button to save all entries

13. The system will display Total Hours you have entered.

14. As an option, you can change the account number for your time by clicking on the Account Distribution button.
Change Account Distribution

The **Account Distribution** page will be displayed. You should only enter this section if directed by your supervisor.

1. Click on **Update** to change the Account Distribution.

**Team Tip:**

*Multiple Account Numbers can be assigned to specific hours on any given day.*
The **Account Distribution Criteria** Screen will be displayed.

2. Enter Hours that need to be changed to a different account number in the **Enter hours to be changed** field.
3. Enter your **account Index** in the **Index** field.
4. Click the **Default from Index** button.
5. The Fund, Organization, and Program fields will automatically populate.

6. **You must enter an account.** Enter the appropriate Account (Labor Expense Code) in the **Account** field. The Account can be found on the Current Account Distribution screen (page 14) or on the Labor Expense Code List.

7. Click the **Previous Menu** button to get back to the **Account Distribution** page.
8. Click the **Time Sheet** button to get back to the **Time and Leave Reporting** page.
9. If your Time Sheet is complete and ready to submit to your Approver, click the Submit for Approval button.

Team Tip:
- 2 asterisks ** next to your hours on the time sheet will indicate an account distribution change.
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 5-12 on pages 12 and 13 to enter leave, then proceed.
2. Click the Copy button to copy leave hours to another day or to the end of a pay period.
The Copy screen will be displayed.

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

**Team Tip:**

*When you select Copy, the Hours and the Account Distribution are both copied.*
Submit for Approval

Submitting for approval is the final step in the Time and Leave Entry Process. It is extremely important that your time 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 Approvers 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 by which Timesheets should be submitted and approved.*