Web Time Entry

Using

Self-Service Banner

User Guide for Hourly Non-Exempt

NC A&T State University

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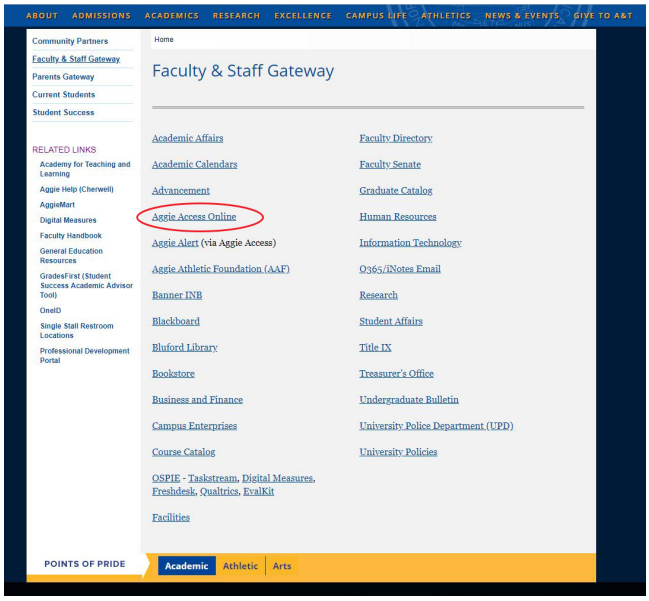
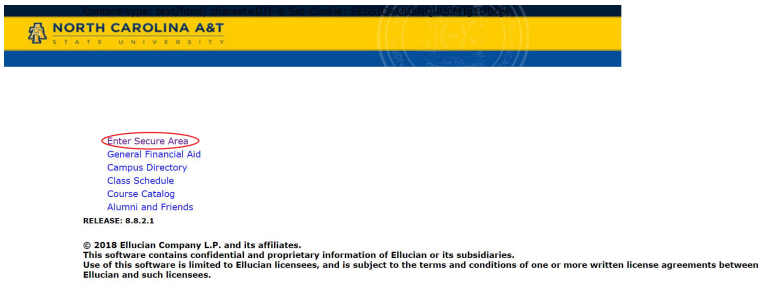
LOGGING ON TO SELF-SERVICE BANNER

1. From the University's website (www.ncat.edu), select **Faculty and Staff** from the **top** of the webpage.

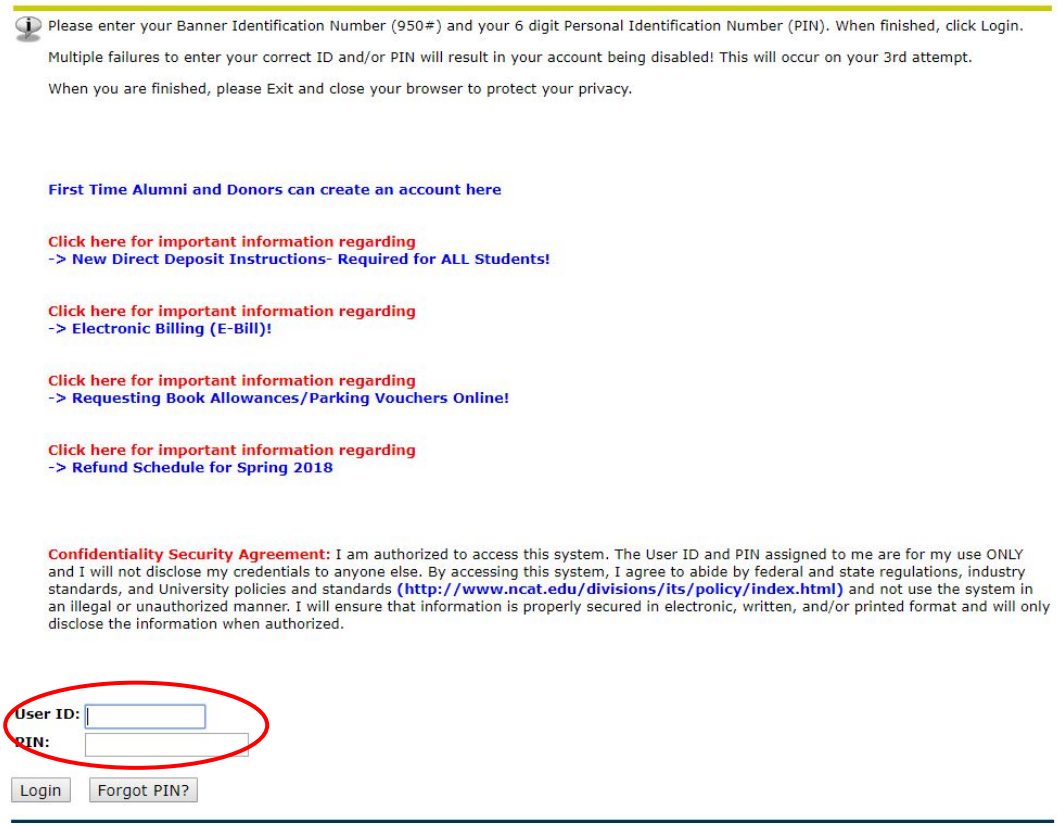
2. Select **Aggie Access Online**



3. Click **Enter Secure Area** to access Aggie Access.



4. Log into Aggie Access using your Banner ID and password.



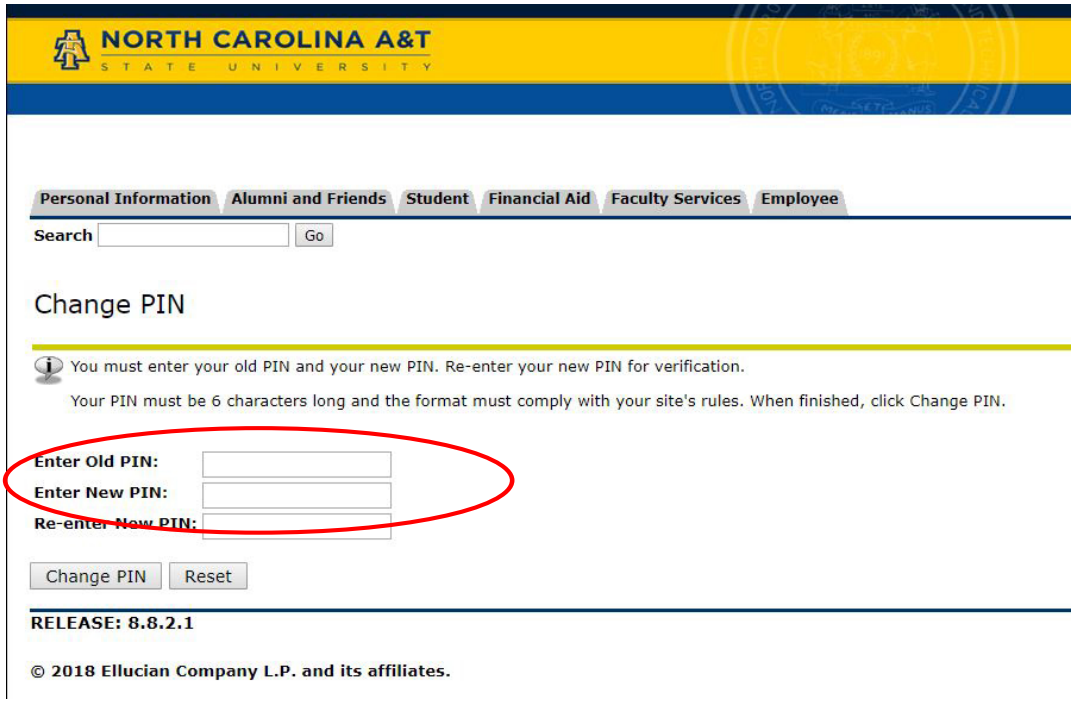
Forgot or Do Not Know Your Banner ID or PIN?

- If you do not know your Banner User ID or Pin, please go to the following site to retrieve it:
  - https://www.ncat.edu/~banner/ID_Request/
  - Or search for “Banner ID request” from the NC A&T homepage, “Search A&T” button

- To reset you PIN online, from the Self-Service Banner login page (pictured above), click on the “Forgot PIN?” button.

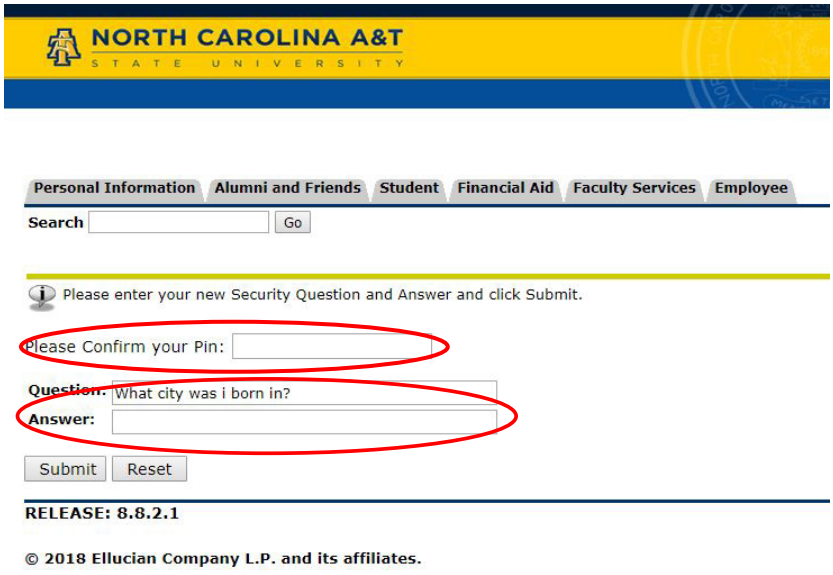
First Time Logging Into Banner?

- If you have never logged into Banner before, the default User ID is your birthday, in the following format: **MMDDYY**.
    - When assigning a PIN for yourself: it must be 6 numerical digits, and cannot be your date of birth.
- Click **Login** to continue to security question.

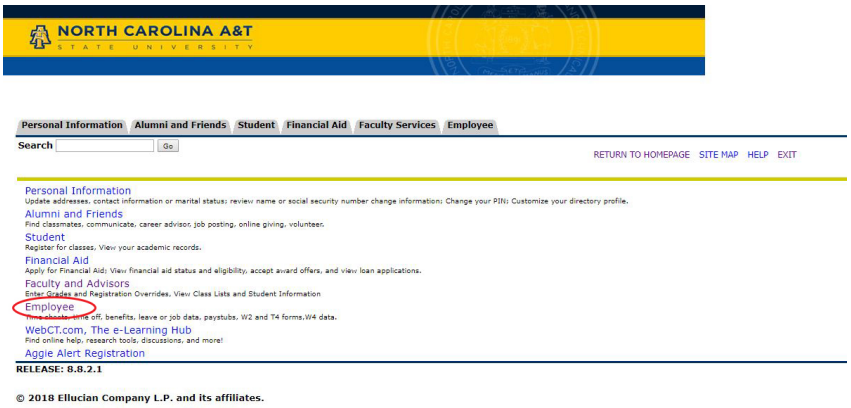


Security Question

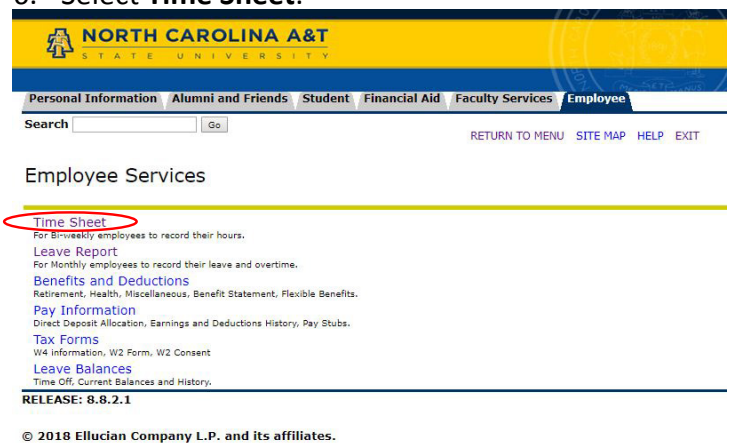
- Type your New PIN number in the **Please Confirm your Pin**
- Enter **Question** and **Answer** and click **Submit**



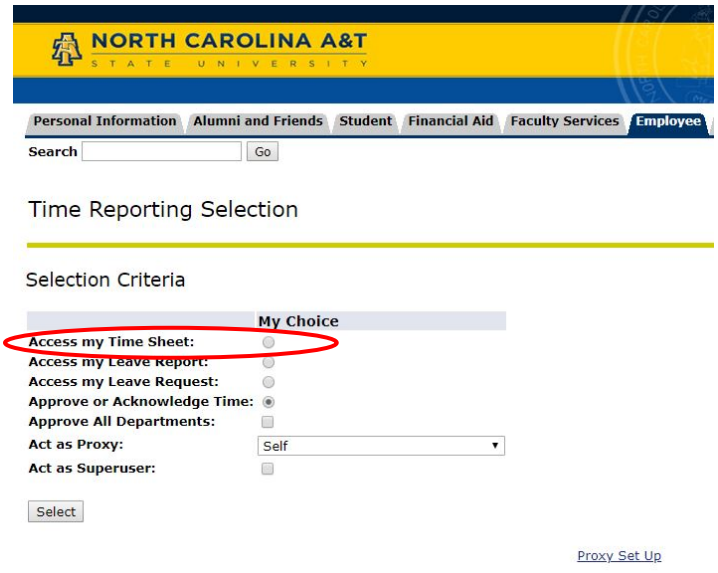
5. When Banner Self-Service opens, select **Employee** information.



6. Select **Time Sheet**.

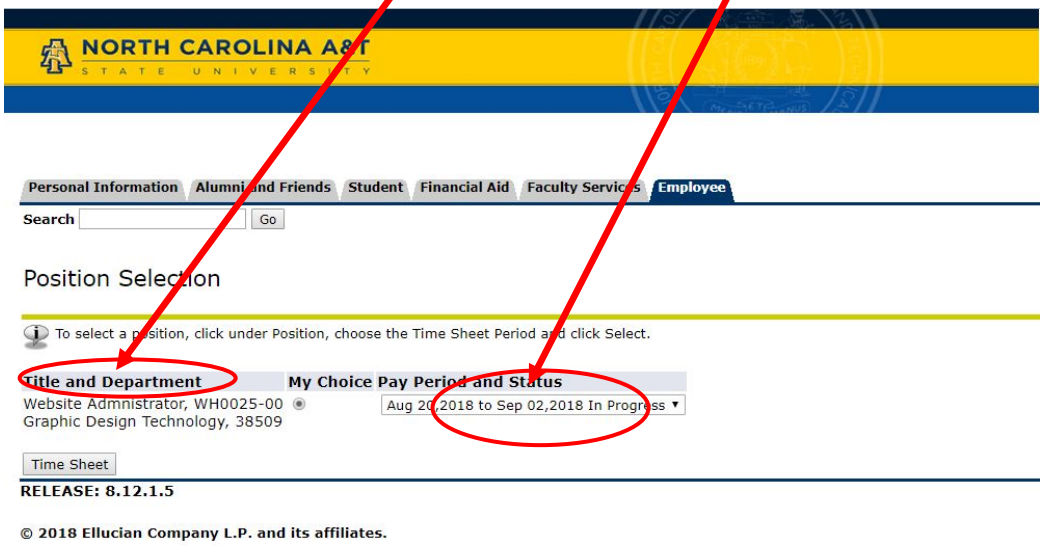


7. Select **Access my Time Sheet**. Click **Select.**



ENTER TIME

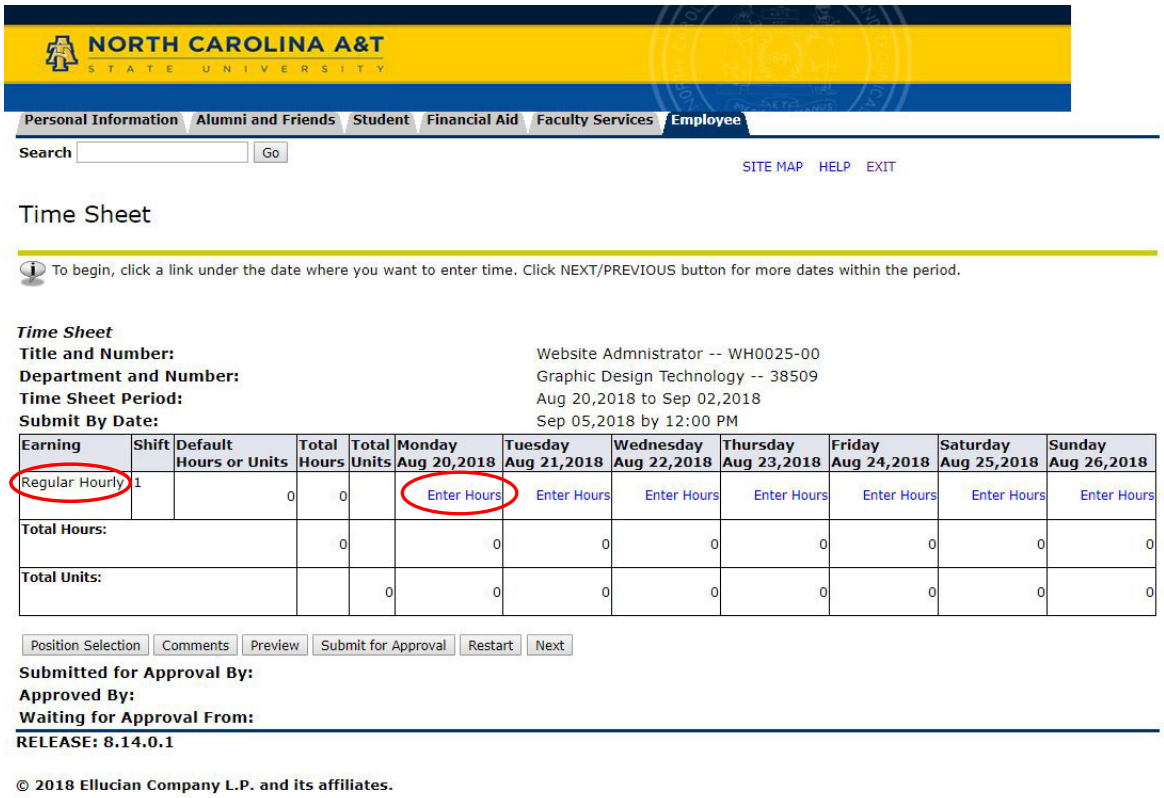
1. Select the appropriate **Title and Department** and **Pay Period and Status**. If there is more than one title contact your supervisor to determine the correct one to use. Click **Time Sheet**.



Note: There are five **STATUS** categories under Pay Period and Status in which you could be classified:

1. **In Progress** – You have started your time sheet, but not submitted it for approval.
2. **Pending** – You have submitted your time sheet for approval.
3. **Approved** – The time sheet has been approved by your supervisor and sent to Payroll.
4. **Not Started** – You have not started the timesheet process.
5. **Returned for Correction** – There was a problem with your timesheet and it was returned to you by the supervisor to correct.

2. On the Time Sheet page and **Regular Pay** line, select "**Enter Hours**" under the appropriate date that time needs to be entered.



******Note: DO NOT click the Restart button. Clicking the Restart button, will clear all information that was entered during the pay period!******

Position Selection Button - Displays the Selection page.

Comments Button - Displays the Comments page. The employee can enter freeform comments on this page.

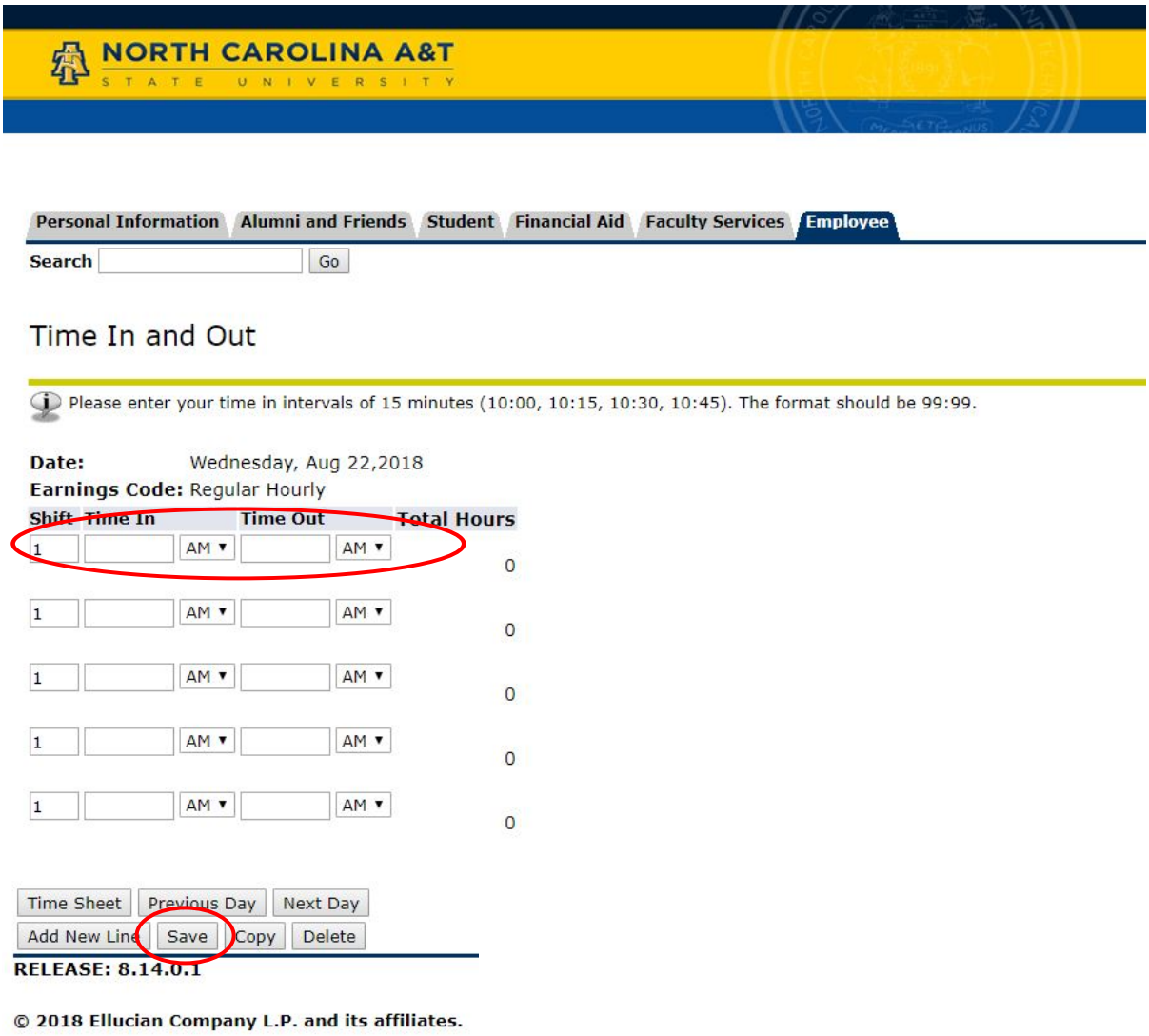
Preview Button - Displays the Preview page. This page shows all time entered for the pay period.

Submit for Approval Button- Saves the data to the time entry tables, sets the status to *Pending*, and places the data into the approval queue.

Next Button - Displays the information for the following week in the pay period.

3. Enter the time the shift started and ended.
    - Minutes must be entered in intervals of 15 minutes using the following decimal format:
        - :00 min = .00
        - :15 min = .25
        - :30 min = .50
        - :45 min = .75
    - Multiple In/Out entries can be entered per day.
    - When working a full day that includes a break for lunch, please show time In/Out before lunch and time In/Out after lunch.
    - 12:00 Noon is PM and 12:00 Midnight is AM.

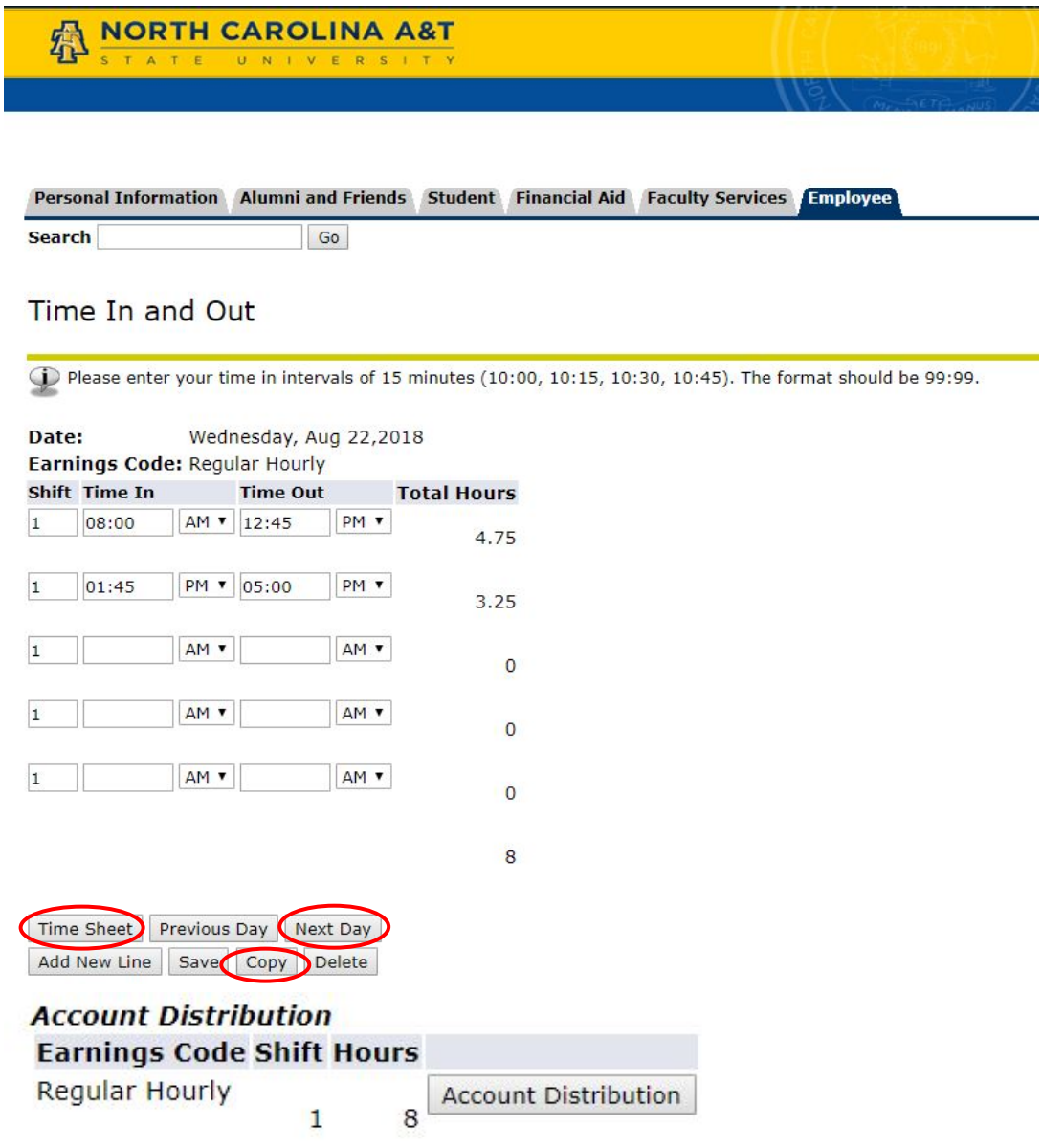
4. When time has been entered click **Save**.



******Note: Your time is not recorded in the system until you click on Save.******

NOTE:

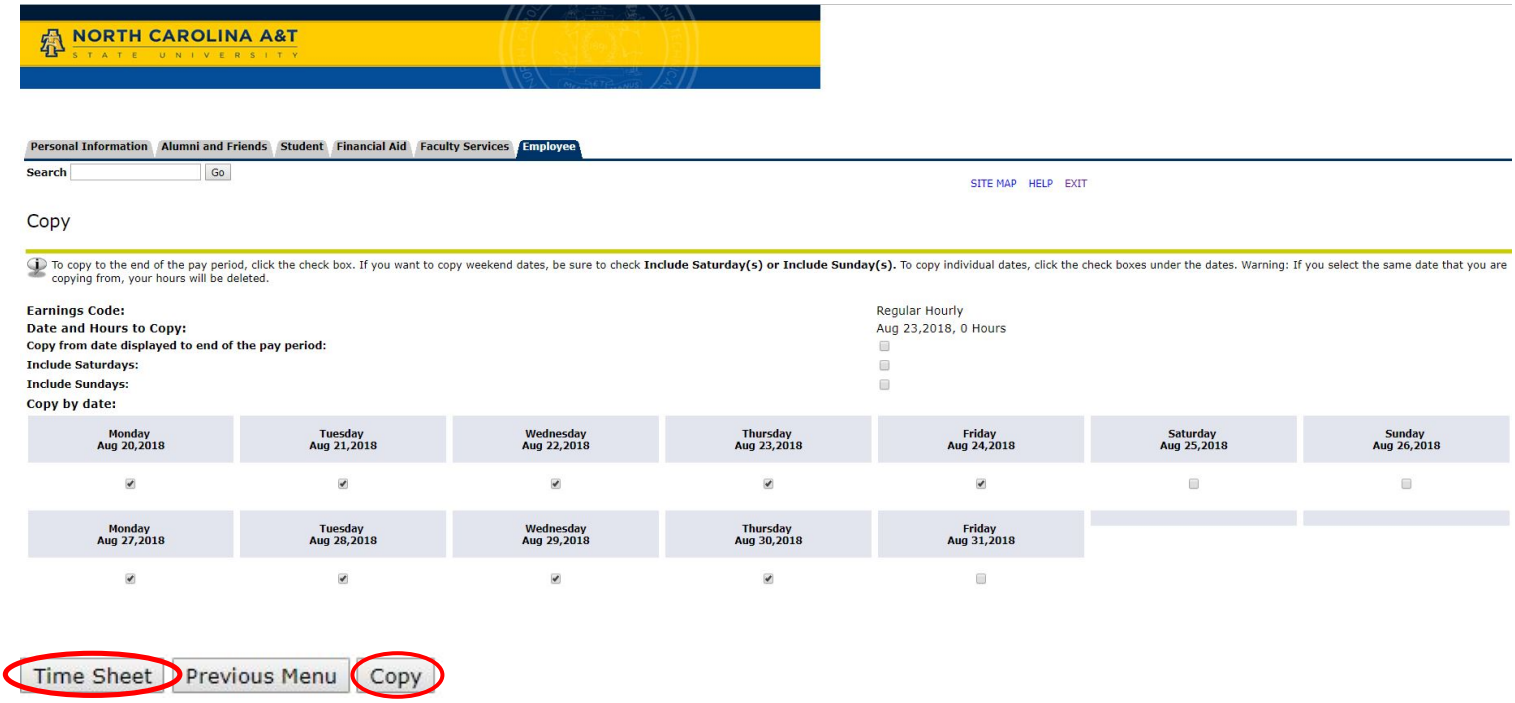
- Clicking **Next Day** opens next calendar day available for time entry.
- Clicking **Timesheet** returns user to Time Sheet page.
- Clicking **Copy** - copies the time entered on the selected day to other days in the pay period.
  - Check the boxes of the dates that time should be entered with the same information.
  - Select copy to perform the copy.



******Note: Per policy rules, do not enter time that you have not worked.******

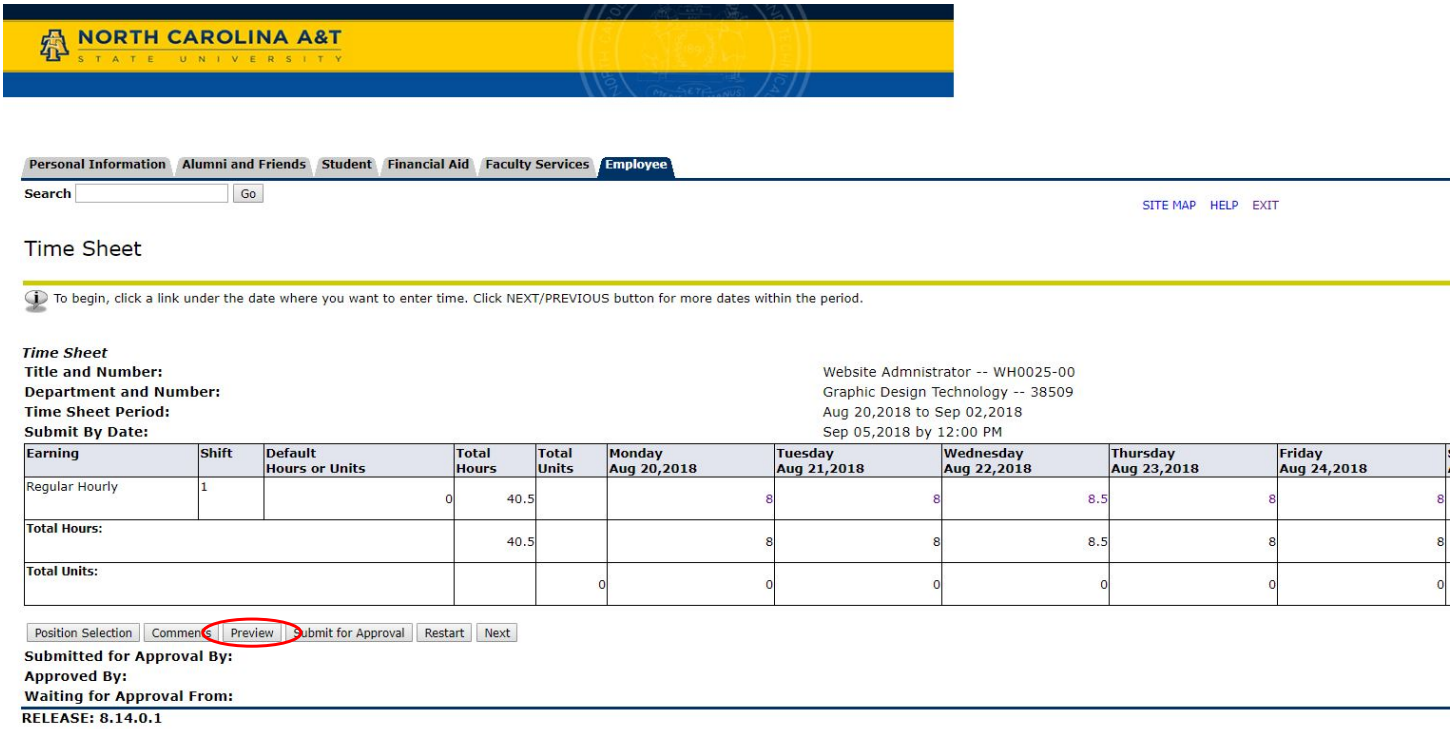
NOTE:

- Check the boxes of the dates that time should be entered with the same information.
- After dates have been entered, click **Copy** and then **Time Sheet** to return to Time Sheet page.



Time Sheet – Usage Summary

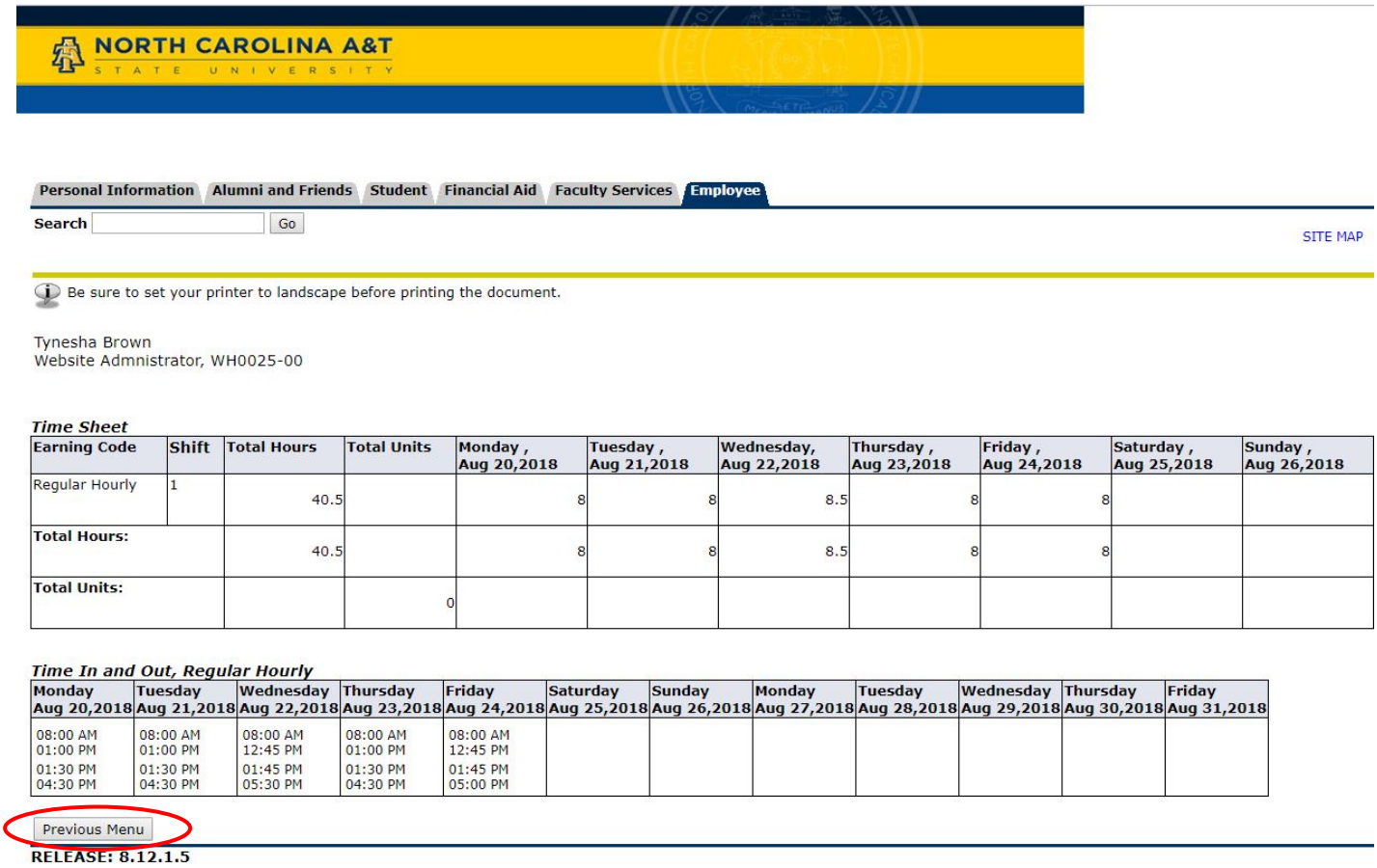
5. Click **Preview** to review the time that has been entered.



******Note: DO NOT click the Restart button. Clicking the Restart button, will clear all information that was entered during the pay period!******

Preview Summary:

- This is the summary of your hours and time entered.



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SITE MAP

Be sure to set your printer to landscape before printing the document.

Tynesha Brown
Website Admnistrator, WH0025-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Aug 20,2018	Tuesday , Aug 21,2018	Wednesday, Aug 22,2018	Thursday , Aug 23,2018	Friday , Aug 24,2018	Saturday , Aug 25,2018	Sunday , Aug 26,2018
Regular Hourly	1	40.5		8	8	8.5	8	8		
Total Hours:		40.5		8	8	8.5	8	8		
Total Units:			0							

Time In and Out, Regular Hourly

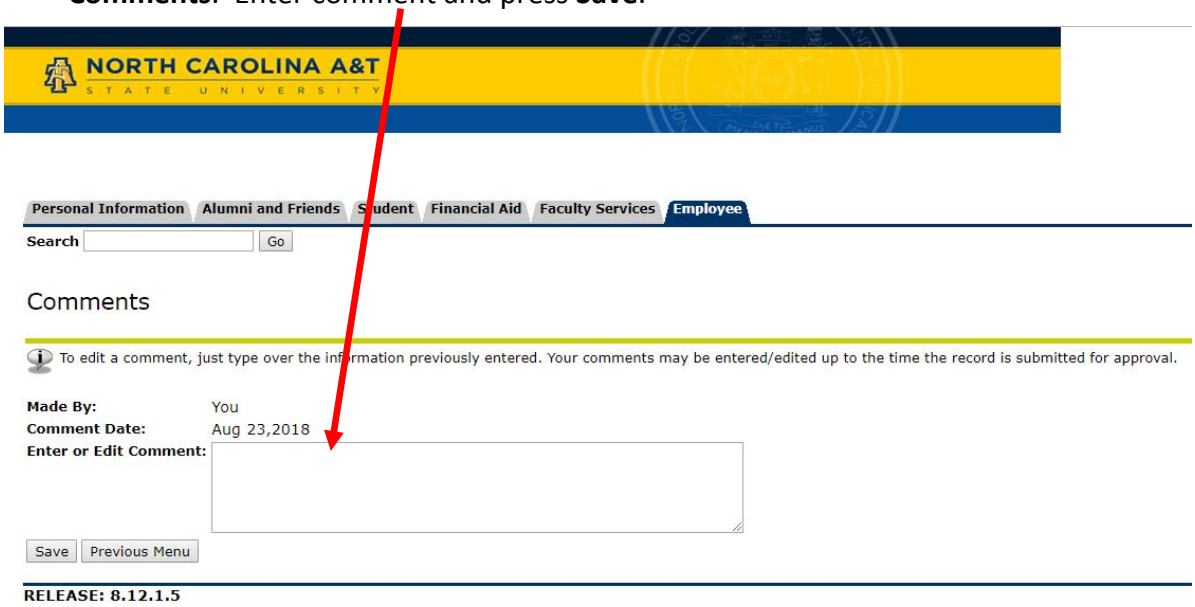
Monday Aug 20,2018	Tuesday Aug 21,2018	Wednesday Aug 22,2018	Thursday Aug 23,2018	Friday Aug 24,2018	Saturday Aug 25,2018	Sunday Aug 26,2018	Monday Aug 27,2018	Tuesday Aug 28,2018	Wednesday Aug 29,2018	Thursday Aug 30,2018	Friday Aug 31,2018
08:00 AM 01:00 PM 01:30 PM 04:30 PM	08:00 AM 01:00 PM 01:30 PM 04:30 PM	08:00 AM 12:45 PM 01:45 PM 05:30 PM	08:00 AM 01:00 PM 01:30 PM 04:30 PM	08:00 AM 12:45 PM 01:45 PM 05:00 PM							

Previous Menu

RELEASE: 8.12.1.5

6. Select **Previous Menu** to return to the Time Sheet.

7. After returning to the Time Sheet page, a comment can be sent to the approver by clicking **Comments**. Enter comment and press **Save**.

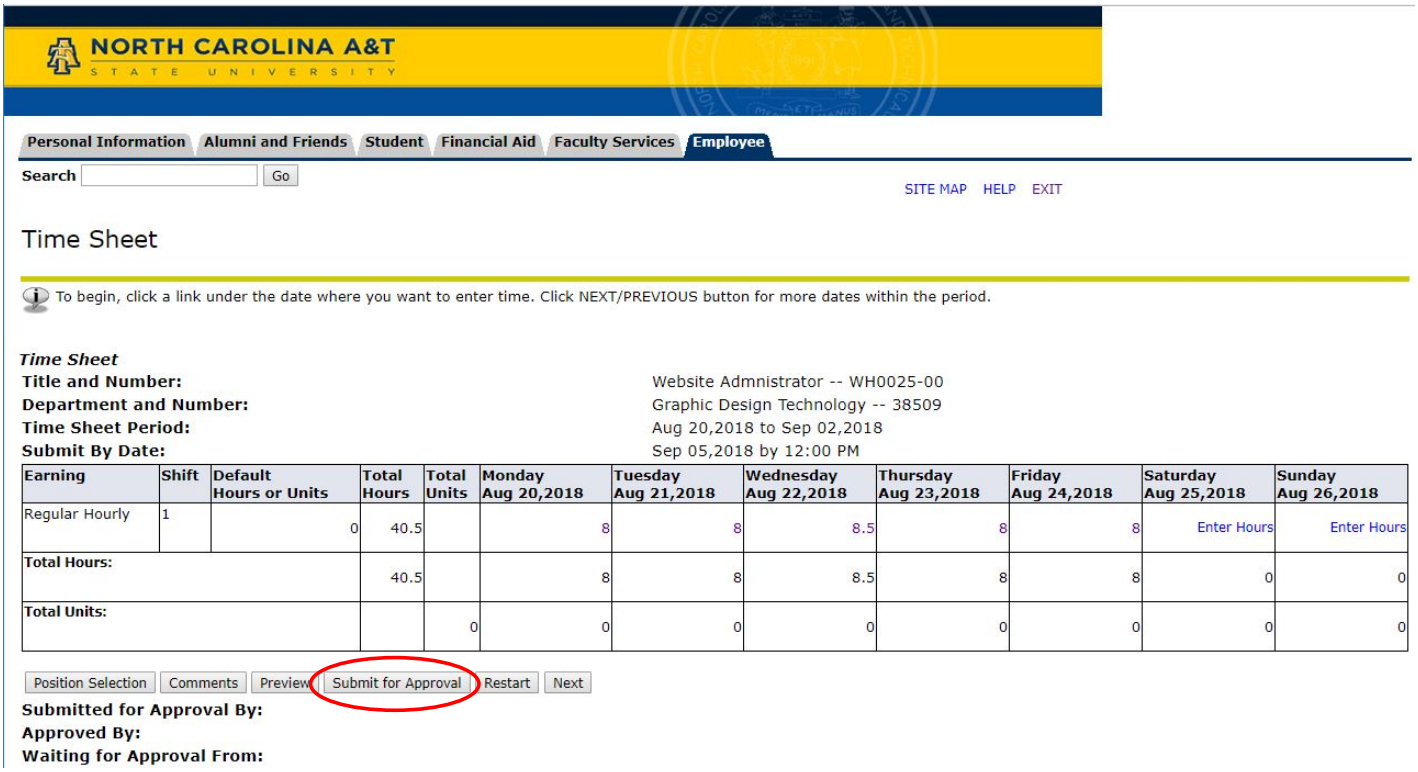


- Use the Comments window to notify your Approver when you have deviations from your regular work schedule.

SUBMIT FOR APPROVAL

1. When all time for the Pay Period has been entered, select the "**Submit for Approval**" button on the Time Sheet page to open the **Certification** page.

******Note: DO NOT click the "Submit for Approval" until all leave has been entered for the period.******



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SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

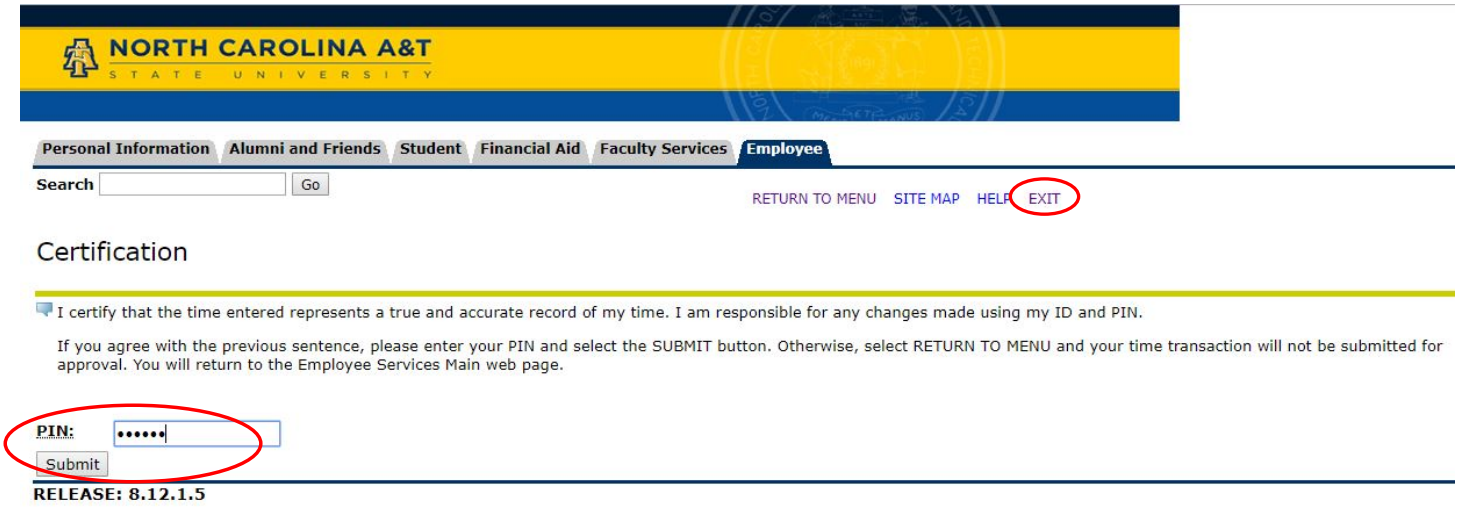
Title and Number: Website Admnistrator -- WH0025-00
Department and Number: Graphic Design Technology -- 38509
Time Sheet Period: Aug 20,2018 to Sep 02,2018
Submit By Date: Sep 05,2018 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Aug 20,2018	Tuesday Aug 21,2018	Wednesday Aug 22,2018	Thursday Aug 23,2018	Friday Aug 24,2018	Saturday Aug 25,2018	Sunday Aug 26,2018
Regular Hourly	1	0	40.5		8	8	8.5	8	8	Enter Hours	Enter Hours
Total Hours:			40.5		8	8	8.5	8	8	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:

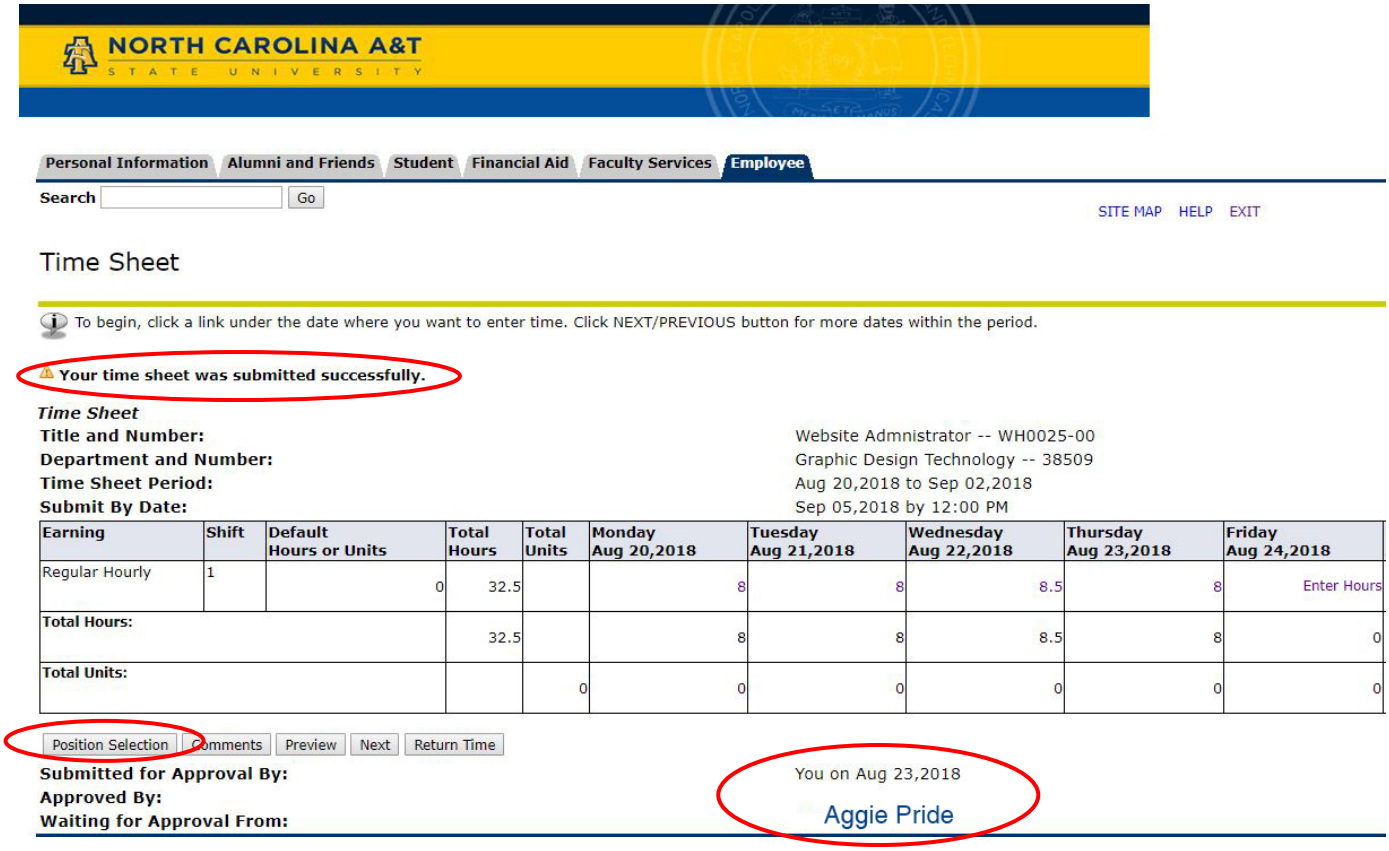
2. To agree with the terms on the Certification page, enter your BANNER PIN# and click **Submit**.



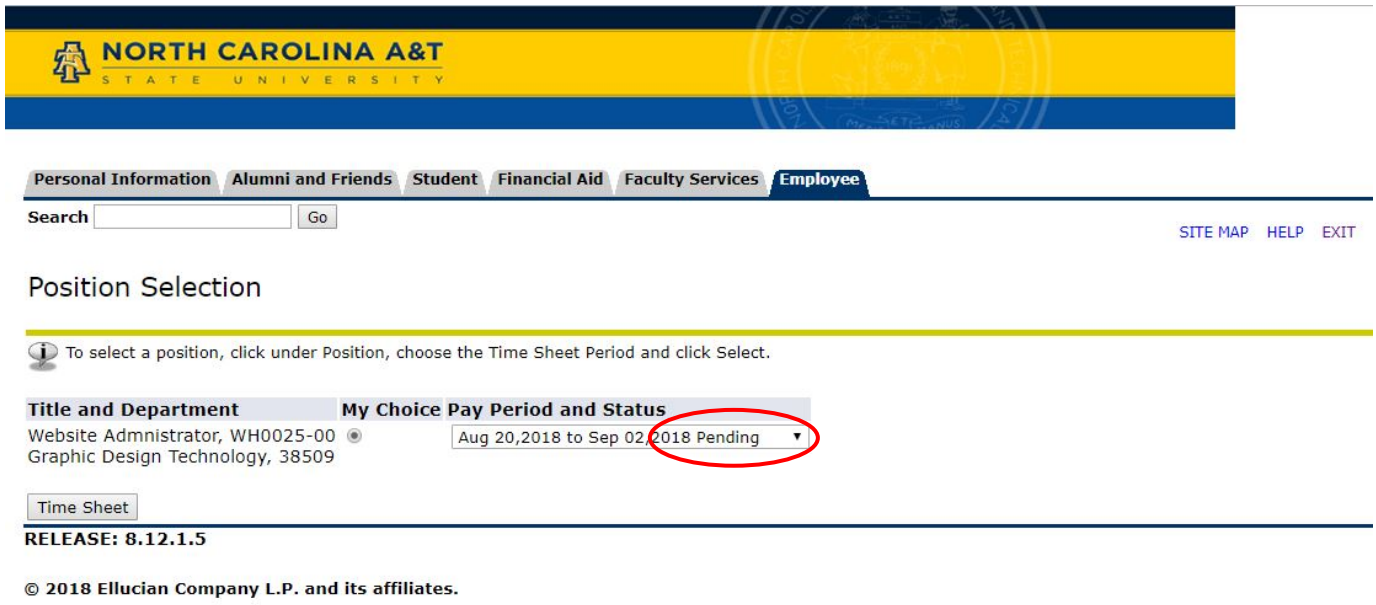
******Note: Click Exit to logout without submitting time.******

3. If Time Sheet was submitted successfully, the following section:"**Submitted for Approval By:**" will show your confirmation of the Time Sheet.

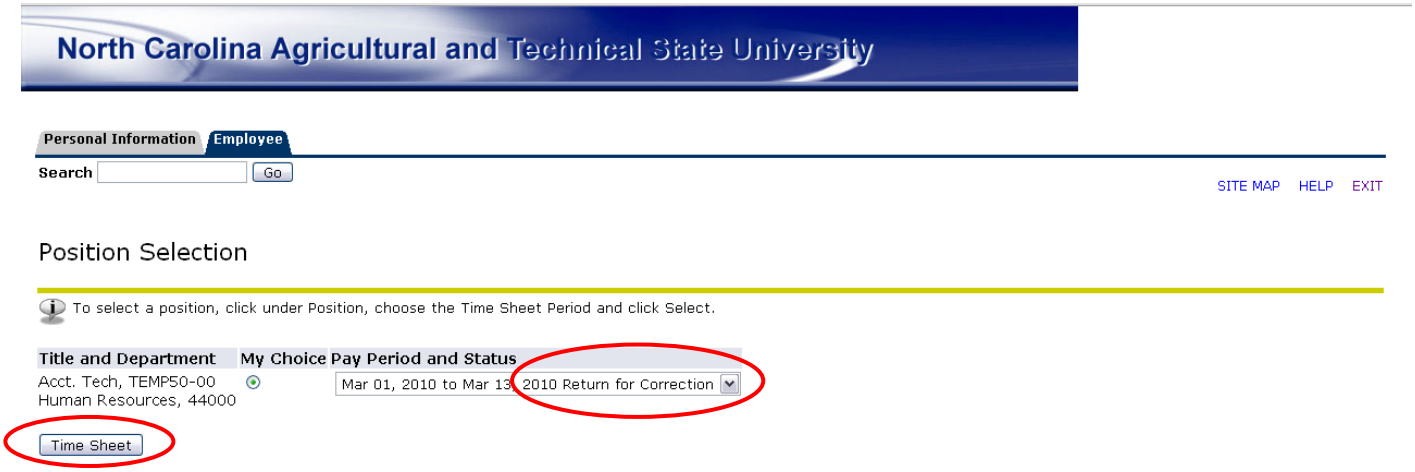
4. Click **Position Selection** to return to the Position Selection page.



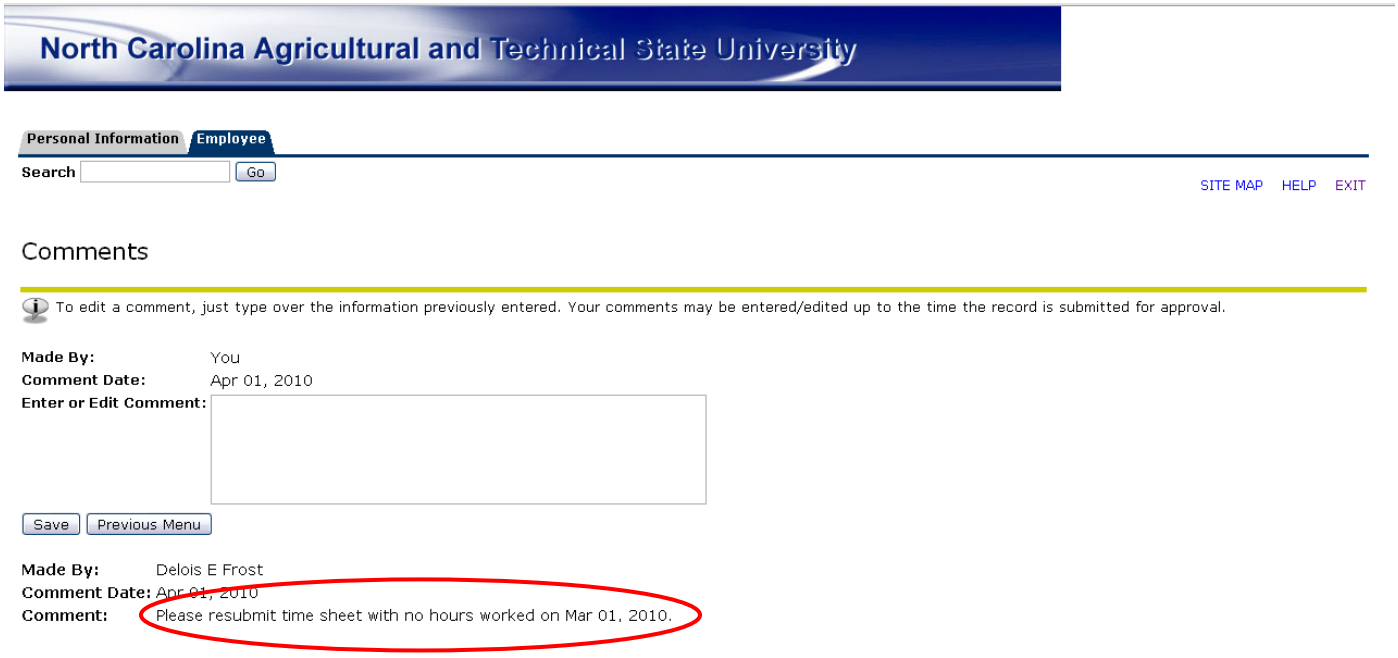
5. The Pay Period and Status will now show as **Pending**. Changes cannot be made when the Time Sheet is in Pending status.



6. The Pay Period and Status will change to **Return for Correction** when updated by the Approver for correction. Once updated by the Approver, Click **Time Sheet**.

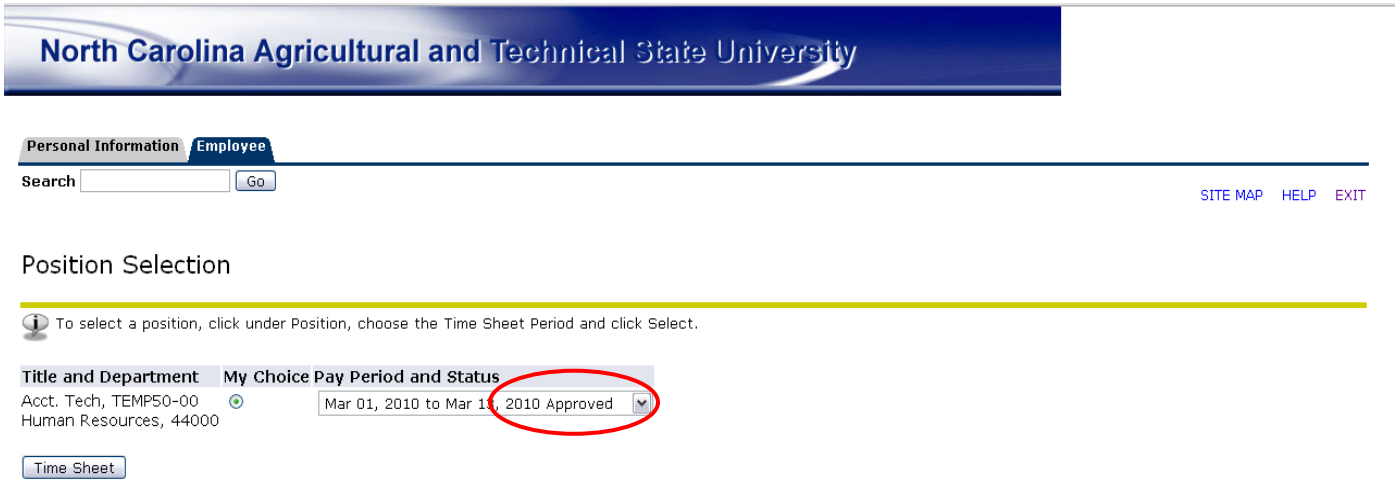


7. Click **Comments** to review comments for correction.



8. Select **Previous Menu** to return to the Position Selection page.

9. The Pay Period and Status will change to Approved when updated by the Approver.



IMPORTANT REMINDERS

- Employees must enter time no later than the Time Entry Due Date and Cut-Off Time.
- Supervisors (Approvers) must approve time no later than 12:00 Noon of the Time Entry date.
- Minutes must be entered in intervals of 15 minutes using the following decimal format:
  - :00 min = .00
  - :15 min = .25
  - :30 min = .50
  - :45 min = .75
- Use Comments button to send messages to your Approver about your time entered.
- Clicking the Restart button will erase all time for the entire pay period.
- A Time Sheet cannot be changed once it has been submitted. Contact your Supervisor (Approver) if you discover a problem.