



Web Time Entry Using Self-Service Banner

User Guide for Hourly Non-Exempt



Table of Contents

Logging on to Self-Service Banner	Page 2
Entering Time	Page 6
Submit for Approval	Page 14
Important Reminders	Page 19

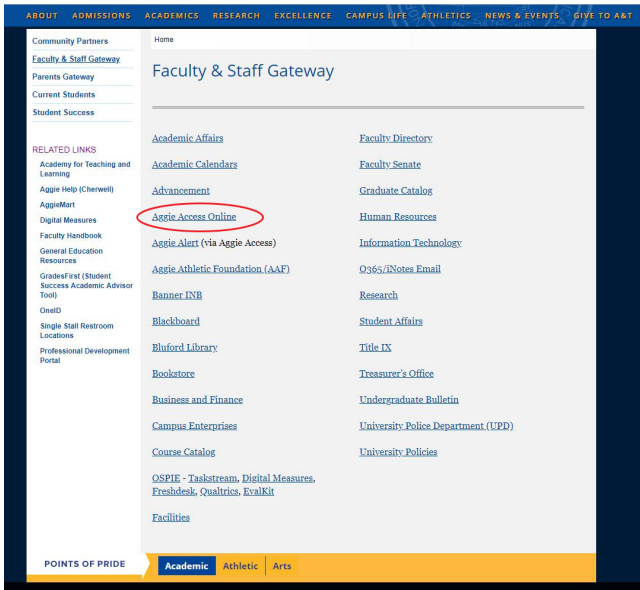


LOGGING ON TO SELF-SERVICE BANNER

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

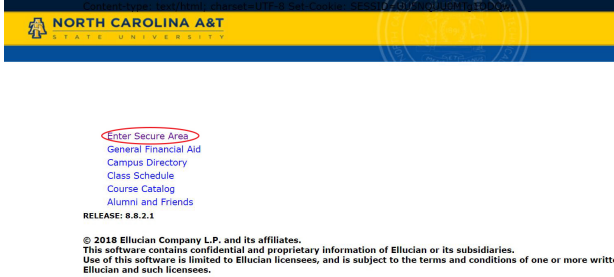


2. Select **Aggie Access Online**






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



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

 Please enter your Banner Identification Number (950#) and your 6 digit Personal Identification Number (PIN). When finished, click Login.
Multiple failures to enter your correct ID and/or PIN will result in your account being disabled! This will occur on your 3rd attempt.
When you are finished, please Exit and close your browser to protect your privacy.

[First Time Alumni and Donors can create an account here](#)

[Click here for important information regarding](#)
-> [New Direct Deposit Instructions- Required for ALL Students!](#)

[Click here for important information regarding](#)
-> [Electronic Billing \(E-Bill\)!](#)

[Click here for important information regarding](#)
-> [Requesting Book Allowances/Parking Vouchers Online!](#)

[Click here for important information regarding](#)
-> [Refund Schedule for Spring 2018](#)

Confidentiality Security Agreement: I am authorized to access this system. The User ID and PIN assigned to me are for my use ONLY and I will not disclose my credentials to anyone else. By accessing this system, I agree to abide by federal and state regulations, industry standards, and University policies and standards (<http://www.ncat.edu/divisions/its/policy/index.html>) and not use the system in an illegal or unauthorized manner. I will ensure that information is properly secured in electronic, written, and/or printed format and will only disclose the information when authorized.

User ID:
PIN:

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.

The screenshot shows the Banner system interface for changing a PIN. At the top is the North Carolina A&T State University logo and navigation tabs for Personal Information, Alumni and Friends, Student, Financial Aid, Faculty Services, and Employee. Below the navigation is a search bar. The main heading is "Change PIN". An information icon indicates that the user must enter their old PIN and a new PIN, with the new PIN re-entered for verification. A note specifies that the PIN must be 6 characters long and follow site rules. Three input fields are provided: "Enter Old PIN:", "Enter New PIN:", and "Re-enter New PIN:". The "Enter Old PIN:" and "Enter New PIN:" fields are circled in red. Below the fields are "Change PIN" and "Reset" buttons. At the bottom, it says "RELEASE: 8.8.2.1" and "© 2018 Ellucian Company L.P. and its affiliates."

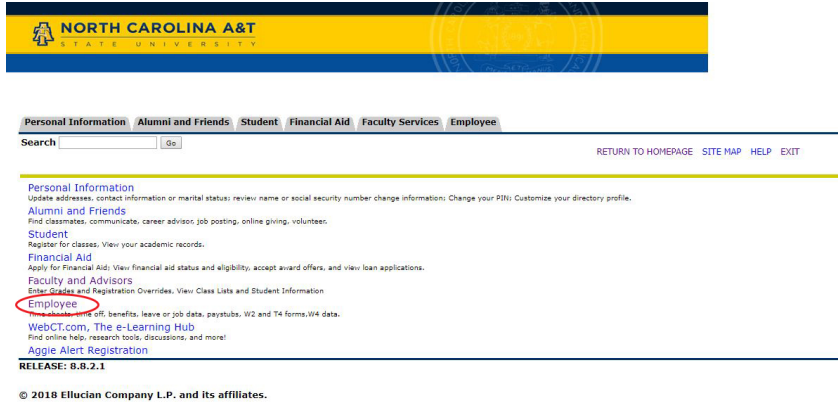
Security Question

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

The screenshot shows the Banner system interface for setting a security question. At the top is the North Carolina A&T State University logo and navigation tabs for Personal Information, Alumni and Friends, Student, Financial Aid, Faculty Services, and Employee. Below the navigation is a search bar. An information icon indicates that the user should enter a new security question and answer. Three input fields are provided: "Please Confirm your Pin:", "Question:", and "Answer:". The "Please Confirm your Pin:" field, the "Question:" field (which contains the text "What city was i born in?"), and the "Answer:" field are circled in red. Below the fields are "Submit" and "Reset" buttons. At the bottom, it says "RELEASE: 8.8.2.1" and "© 2018 Ellucian Company L.P. and its affiliates."

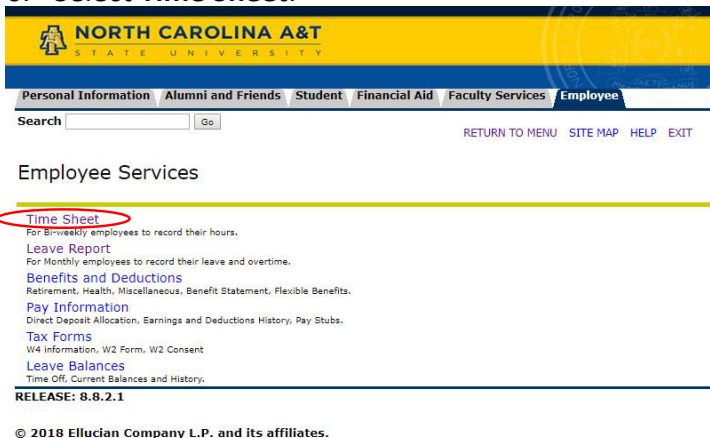


5. When Banner Self-Service opens, select **Employee** information.



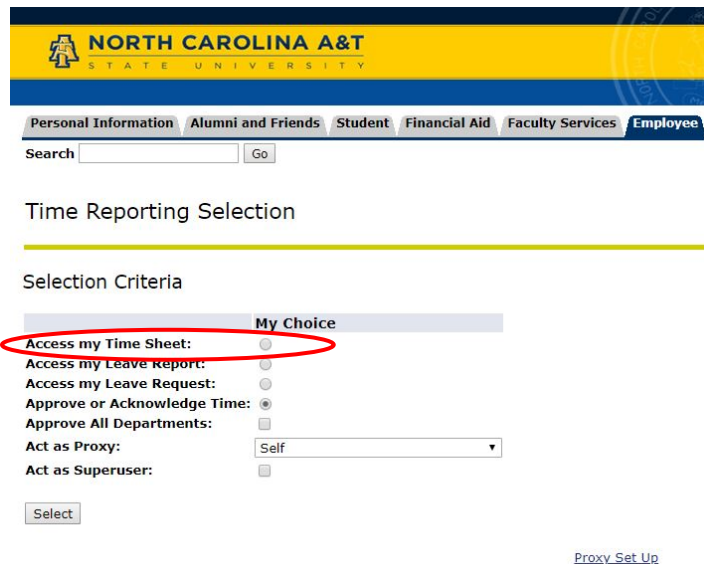
The screenshot shows the Banner Self-Service interface for an employee. At the top, there is a navigation bar with the following tabs: **Personal Information**, **Alumni and Friends**, **Student**, **Financial Aid**, **Faculty Services**, and **Employee**. Below the navigation bar is a search field with a "Go" button and a "RETURN TO HOMEPAGE SITE MAP HELP EXIT" link. The main content area lists several service categories: **Personal Information**, **Alumni and Friends**, **Student**, **Financial Aid**, **Faculty and Advisors**, **Class Schedules and Registration Overrides**, **View Class Lists and Student Information**, **Employee** (circled in red), **WebCT.com, The e-Learning Hub**, **Find online help, research tools, discussions, and more!**, and **Aggie Alert Registration**. At the bottom, there is a "RELEASE: 8.8.2.1" notice and a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates."

6. Select **Time Sheet**.



The screenshot shows the Banner Self-Service interface for an employee, specifically the "Employee Services" section. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a search field with a "Go" button and a "RETURN TO MENU SITE MAP HELP EXIT" link. The main content area is titled "Employee Services" and lists several service categories: **Time Sheet** (circled in red), **Leave Report**, **Benefits and Deductions**, **Pay Information**, **Tax Forms**, and **Leave Balances**. At the bottom, there is a "RELEASE: 8.8.2.1" notice and a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates."

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



The screenshot shows the Banner Self-Service interface for an employee, specifically the "Time Reporting Selection" section. The navigation bar is the same as in the previous screenshots. Below the navigation bar is a search field with a "Go" button. The main content area is titled "Time Reporting Selection" and contains a "Selection Criteria" section. This section has a table with two columns: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:", "Approve All Departments:", "Act as Proxy:", and "Act as Superuser:". The "My Choice" column contains radio buttons for each row. The "Access my Time Sheet:" radio button is circled in red. Below the table is a "Select" button. At the bottom, there is a "Proxy_Set Up" link.

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>



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**.

Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee

Search Go

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department My Choice Pay Period and Status

Website Administrator, WH0025-00
Graphic Design Technology, 38509

Aug 20, 2018 to Sep 02, 2018 In Progress

Time Sheet

RELEASE: 8.12.1.5

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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.



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

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 Administrator -- 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	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	0

Position Selection Comments Preview Submit for Approval Restart Next

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

RELEASE: 8.14.0.1

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*****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**.



Personal Information Alumni and Friends Student Financial Aid Faculty Services **Employee**

Search Go

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Wednesday, Aug 22, 2018

Earnings Code: Regular Hourly

Shift Time In Time Out Total Hours

1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0

Time Sheet Previous Day Next Day

Add New Line **Save** Copy Delete

RELEASE: 8.14.0.1

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*****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.



[Personal Information](#)
[Alumni and Friends](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

Search

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Wednesday, Aug 22, 2018

Earnings Code: Regular Hourly

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:45 PM	4.75
1	01:45 PM	05:00 PM	3.25
1			0
1			0
1			0
			8

Account Distribution

Earnings Code	Shift	Hours
Regular Hourly	1	8

*****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.



[Personal Information](#)
[Alumni and Friends](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

Search

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

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Regular Hourly

Aug 23,2018, 0 Hours

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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 27,2018	Tuesday Aug 28,2018	Wednesday Aug 29,2018	Thursday Aug 30,2018	Friday Aug 31,2018		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		



Time Sheet – Usage Summary

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



Personal Information Alumni and Friends Student Financial Aid Faculty Services **Employee**

Search Go

[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 Administrator -- 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
Regular Hourly	1	0	40.5			8	8	8.5	8
Total Hours:			40.5			8	8	8.5	8
Total Units:				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:

RELEASE: 8.14.0.1

*****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.



[Personal Information](#)
[Alumni and Friends](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

Search

[SITE MAP](#)

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

Tynesha Brown
Website Administrator, 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	08:00 AM	08:00 AM	08:00 AM	08:00 AM							
01:00 PM	01:00 PM	12:45 PM	01:00 PM	12:45 PM							
01:30 PM	01:30 PM	01:45 PM	01:30 PM	01:45 PM							
04:30 PM	04:30 PM	05:30 PM	04:30 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**.

The screenshot shows the North Carolina A&T State University website interface. At the top is the university logo and name. Below is a navigation menu with tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. A search bar is located below the menu. The 'Comments' section is highlighted with a yellow bar. Below this, there is an information icon and a note: 'To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.' The 'Made By:' field shows 'You' and the 'Comment Date:' shows 'Aug 23, 2018'. A large text input area is labeled 'Enter or Edit Comment:'. Below the input area are 'Save' and 'Previous Menu' buttons. A red arrow points from the top of the page down to the 'Enter or Edit Comment' text area.

- 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.*****

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information | Alumni and Friends | Student | Financial Aid | Faculty Services | **Employee**

Search 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 Administrator -- 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**.

Personal Information Alumni and Friends Student Financial Aid Faculty Services **Employee**

Search Go

RETURN TO MENU SITE MAP HELP **EXIT**

Certification

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.

If you agree with the previous sentence, please enter your PIN and select the SUBMIT button. Otherwise, select RETURN TO MENU and your time transaction will not be submitted for approval. You will return to the Employee Services Main web page.

PIN:

Submit

RELEASE: 8.12.1.5

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



- If Time Sheet was submitted successfully, the following section: "Submitted for Approval By:" will show your confirmation of the Time Sheet.
- Click **Position Selection** to return to the Position Selection page.

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information
Alumni and Friends
Student
Financial Aid
Faculty Services
Employee

Search

[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.

⚠ Your time sheet was submitted successfully.

Time Sheet
Title and Number: Website Administrator -- 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
Regular Hourly	1	0	32.5		8	8	8.5	8	8
Total Hours:			32.5		8	8	8.5	8	8
Total Units:				0	0	0	0	0	0

Submitted for Approval By: You on Aug 23,2018
Approved By: Aggie Pride
Waiting for Approval From:



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



[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

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

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department **My Choice** **Pay Period and Status**
Website Administrator, WH0025-00 **Pending** ▼

RELEASE: 8.12.1.5

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- 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**.



[Personal Information](#) [Employee](#)

Search

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

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department **My Choice** **Pay Period and Status**
Acct. Tech, TEMP50-00 **Return for Correction** ▼



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



Personal Information **Employee**

Search

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

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Apr 01, 2010
Enter or Edit Comment:

Made By: Delois E Frost
Comment Date: Apr 01, 2010
Comment: Please resubmit time sheet with no hours worked on Mar 01, 2010.

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.



Personal Information **Employee**

Search

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

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department My Choice Pay Period and Status
Acct. Tech, TEMPS0-00 Mar 01, 2010 to Mar 15, 2010 Approved



*****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.