



**Web Time Entry
Using
Self-Service Banner**

**User Guide for
Hourly Non-Exempt**



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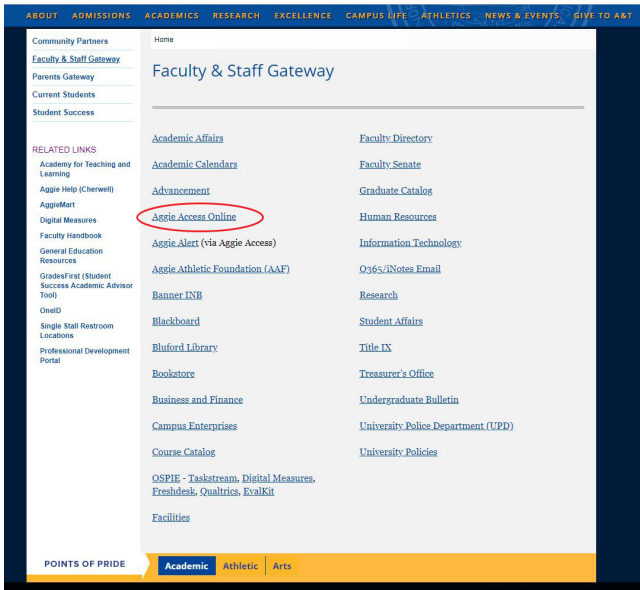


LOGGING ON TO SELF-SERVICE BANNER

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



2. Select **Aggie Access Online**





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.



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Login Verification Change PIN

Stop! Your PIN has expired. Please change it now.

Re-enter Old PIN:
New PIN:
Re-enter new PIN:

Security Question

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



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Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question: Not Selected
Answer:

OR

Question:
Answer:



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

6. Select **Time Sheet**.

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

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Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	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:	<input type="text" value="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**.

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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 • Aug 20, 2018 to Sep 02, 2018 In Progress ▼

Graphic Design Technology, 38509

Time Sheet

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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.

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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: Acct. Tech -- TEMP50-00
 Department and Number: Human Resources -- 44000
 Time Sheet Period: Mar 01, 2010 to Mar 13, 2010
 Submit By Date: Apr 02, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 01, 2010	Tuesday Mar 02, 2010	Wednesday Mar 03, 2010	Thursday Mar 04, 2010	Friday Mar 05, 2010	Saturday Mar 06, 2010	Sunday Mar 07, 2010
Regular Pay	1		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
Total Units:				0	0	0	0	0	0	0	0

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

*****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**.

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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: Monday, Mar 01, 2010
Earnings Code: Regular Pay

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

Time Sheet Next Day
Add New Line **Save** Copy Delete

*****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.

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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: Monday, Mar 01, 2010
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4
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
			8

Account Distribution

Earnings Code	Shift	Hours	Account Distribution
Regular Pay	1	8	<input type="button" value="Account Distribution"/>

*****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.

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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: Regular Pay
Date and Hours to Copy: Mar 01, 2010, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Mar 01, 2010	Tuesday Mar 02, 2010	Wednesday Mar 03, 2010	Thursday Mar 04, 2010	Friday Mar 05, 2010	Saturday Mar 06, 2010	Sunday Mar 07, 2010
<input 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 Mar 08, 2010	Tuesday Mar 09, 2010	Wednesday Mar 10, 2010	Thursday Mar 11, 2010	Friday Mar 12, 2010	Saturday Mar 13, 2010	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Time Sheet – Usage Summary

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

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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: Acct. Tech -- TEMPS0-00
 Department and Number: Human Resources -- 44000
 Time Sheet Period: Mar 01, 2010 to Mar 13, 2010
 Submit By Date: Apr 02, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 01, 2010	Tuesday Mar 02, 2010	Wednesday Mar 03, 2010	Thursday Mar 04, 2010	Friday Mar 05, 2010	Saturday Mar 06, 2010	Sunday Mar 07, 2010
Regular Pay	1	0	80			8	8	8	8	8	Enter Hours
Total Hours:			80			8	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

Lovesteen Best
Acct. Tech, TEMP50-00 Human Resources, 44000

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday, Mar 01, 2010	Tuesday, Mar 02, 2010	Wednesday, Mar 03, 2010	Thursday, Mar 04, 2010	Friday, Mar 05, 2010	Saturday, Mar 06, 2010	Sunday, Mar 07, 2010	Monday, Mar 08, 2010	Tuesday, Mar 09, 2010	Wednesday, Mar 10, 2010	Thursday, Mar 11, 2010	Friday, Mar 12, 2010	Saturday, Mar 13, 2010
Regular Pay	1	80		8	8	8	8	8			8	8	8	8	8	
Total Hours:		80		8	8	8	8	8			8	8	8	8	8	
Total Units:			0													

Time In and Out, Regular Pay

Monday Mar 01, 2010	Tuesday Mar 02, 2010	Wednesday Mar 03, 2010	Thursday Mar 04, 2010	Friday Mar 05, 2010	Saturday Mar 06, 2010	Sunday Mar 07, 2010	Monday Mar 08, 2010	Tuesday Mar 09, 2010	Wednesday Mar 10, 2010	Thursday Mar 11, 2010	Friday Mar 12, 2010	Saturday Mar 13, 2010
08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM			08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM			01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM	
05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM			05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM	

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**.

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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:

- 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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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

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Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 01, 2010	Tuesday Mar 02, 2010	Wednesday Mar 03, 2010	Thursday Mar 04, 2010	Friday Mar 05, 2010	Saturday Mar 06, 2010	Sunday Mar 07, 2010
Regular Pay	1	0	80		8	8	8	8	8	8	Enter Hours
Total Hours:			80		8	8	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

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**.

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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 OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN:

*****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.

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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.

Caution Your time sheet was submitted successfully

Time Sheet
Title and Number: Acct. Tech -- TEMP50-00
Department and Number: Human Resources -- 44000
Time Sheet Period: Mar 01, 2010 to Mar 13, 2010
Submit By Date: Apr 02, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 01, 2010	Tuesday Mar 02, 2010	Wednesday Mar 03, 2010	Thursday Mar 04, 2010	Friday Mar 05, 2010	Saturday Mar 06, 2010	Sunday Mar 07, 2010	
Regular Pay	1		0	80		8	8	8	8	8	Enter Hours	Enter Hours
Total Hours:			80			8	8	8	8	8	0	0
Total Units:				0		0	0	0	0	0	0	0

Submitted for Approval By: You on Apr 01, 2010
Approved By: Delois Frost
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.

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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 Mar 01, 2010 to Mar 13, 2010 **Pending**

- 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**.

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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 Mar 01, 2010 to Mar 13, 2010 **Return for Correction**



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



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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.



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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.