Welcome to Web Time Entry Training for Banweb Time Entry

For Non-Exempt Employees

Introduction to Web Time Entry

New Mexico Tech is happy to offer its employees with the online service of web time entry via Employee Self Service.

Through New Mexico Tech's Web Time Entry Process employees enter:

- Hours worked on a web time sheet.
- Submit leave hours taken.

Banner Web Time Entry offers the following advantages over our current payroll process:

- The ability to access your web time sheet at your convenience, from any computer with an internet connection, at any time.
- The ability to review the status of your time sheet throughout the payroll process by logging into Employee Self Service.

Employee Responsibilities

- Web time entry and approval is required for all hourly jobs at New Mexico Tech.
- You MUST click the clock icon to clock in/out. This is MANDATORY.
- You MUST use clock in clock out on your timesheet if you do manually clock you must justify the reason.
- **YOU MUST submit** a web time sheet for **EVERY** pay period worked.
- Failure to submit your time sheet by the end of the pay period could cause a delay in receiving your paycheck.

Logging into Employee Self Service

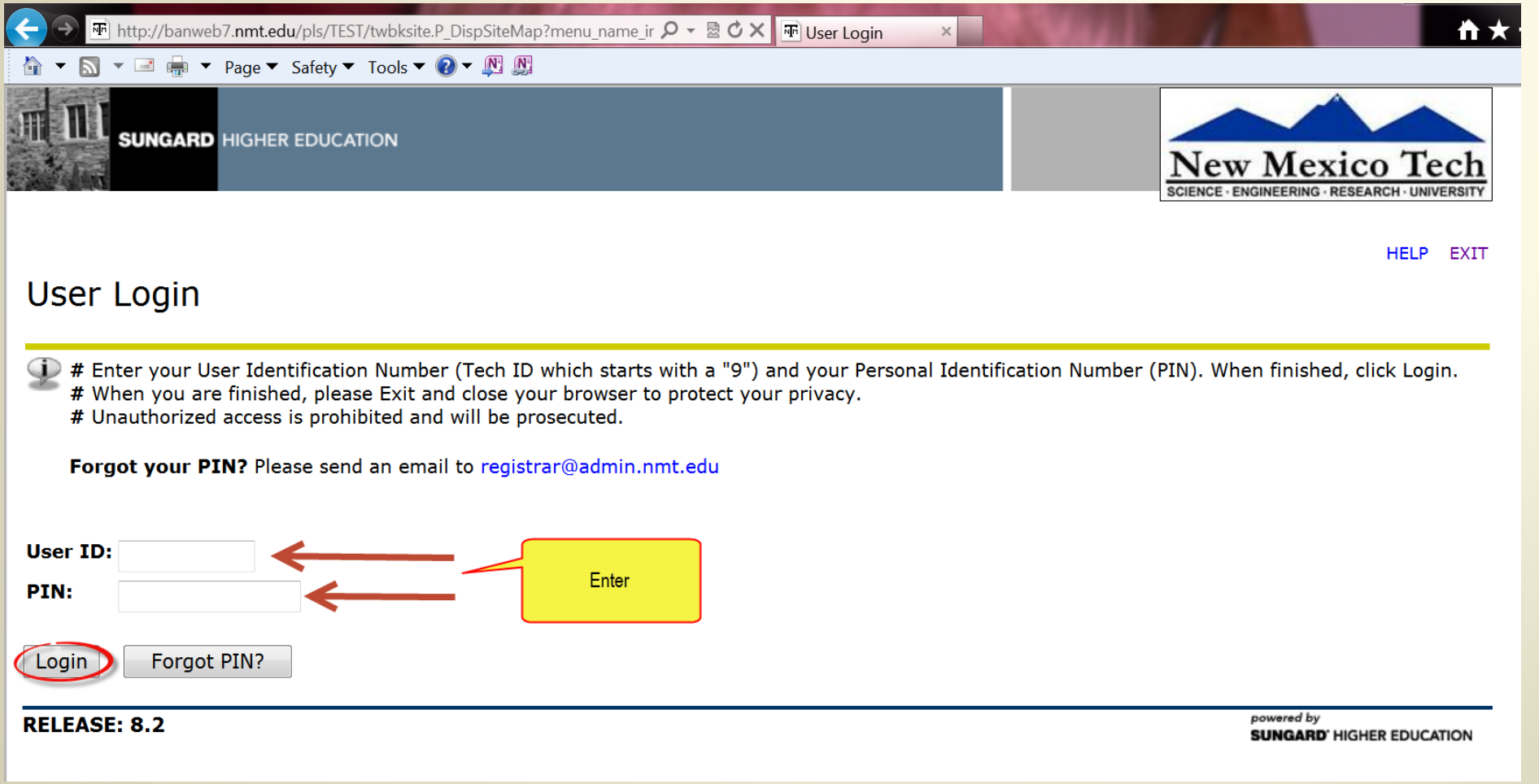
Employee Self-Service Log In "How To":

- Open Internet Explorer or Google Chrome
  - (other browsers may also work)

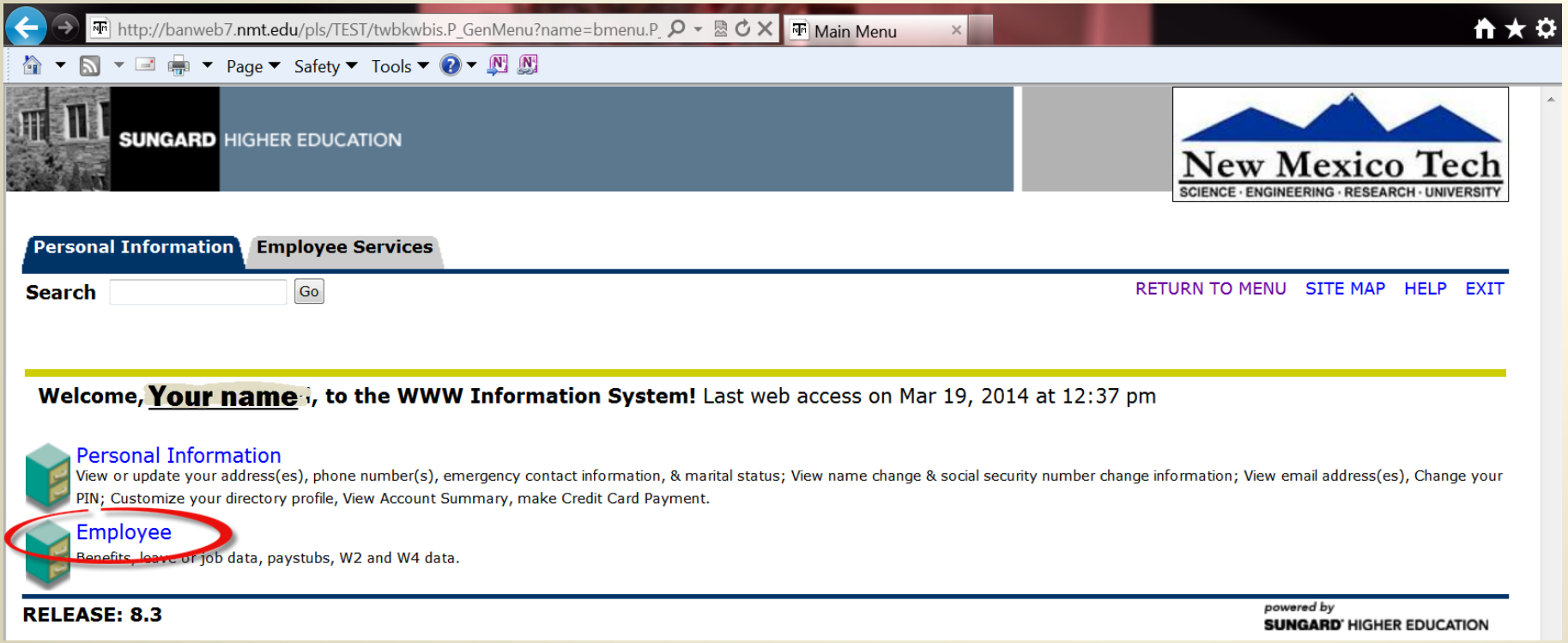
- Navigate to https://banweb7.nmt.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage

- Click on Enter Secure Area (Please read pin prompts carefully – you may be prompted for your current pin and a new pin)

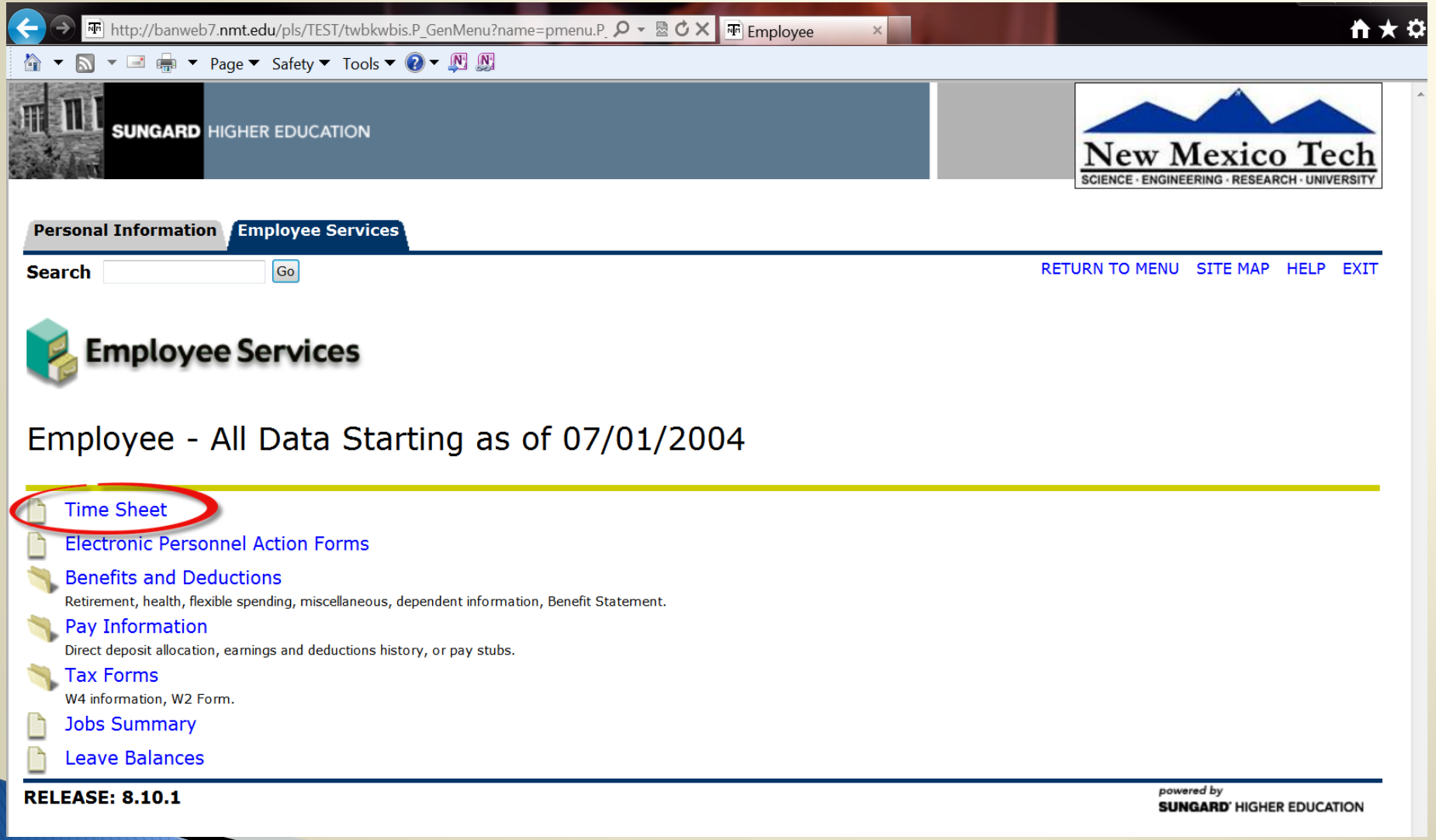
Enter your Tech ID and PIN
Click “Login”



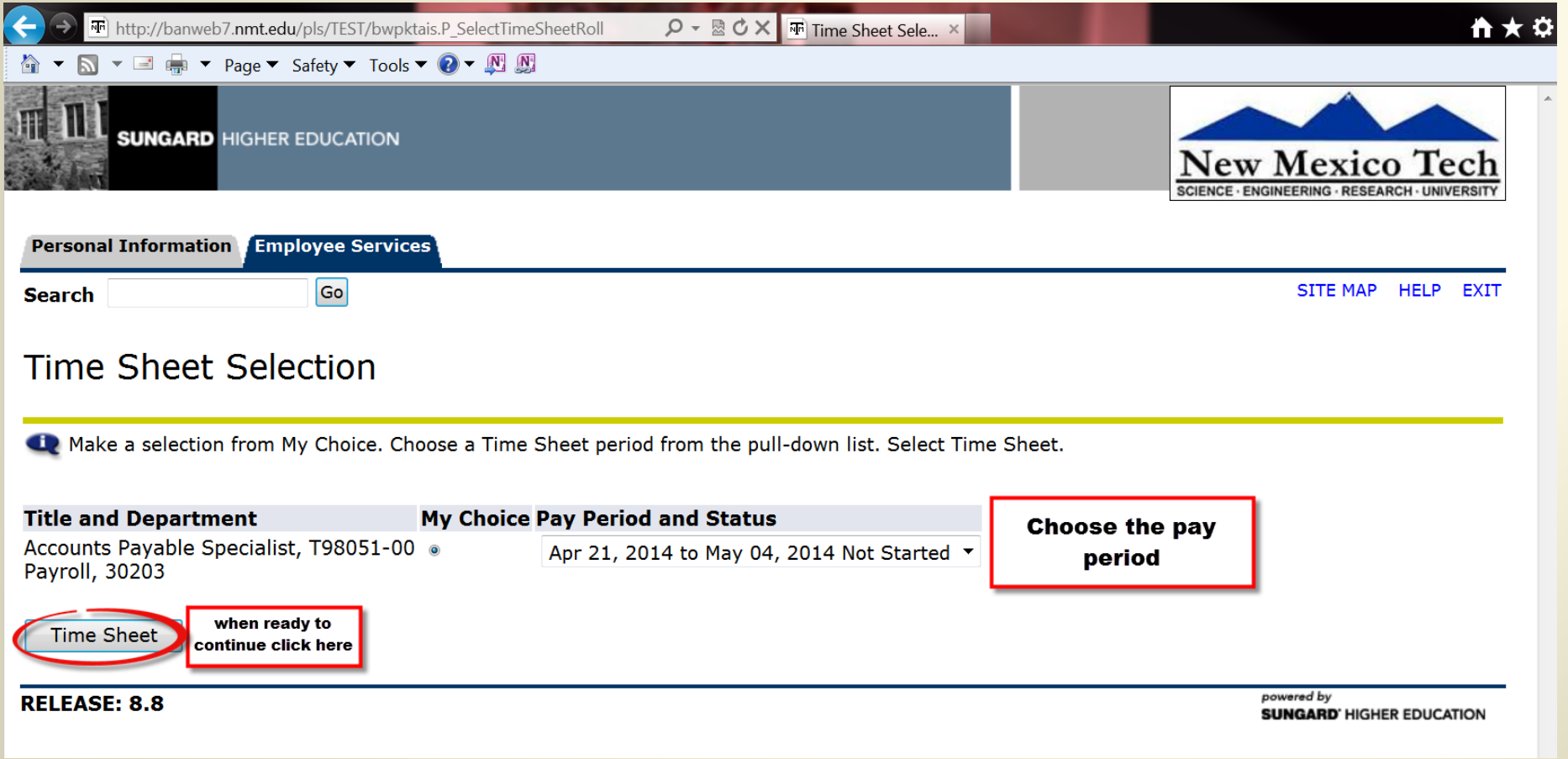
Click on the “Employee” link:



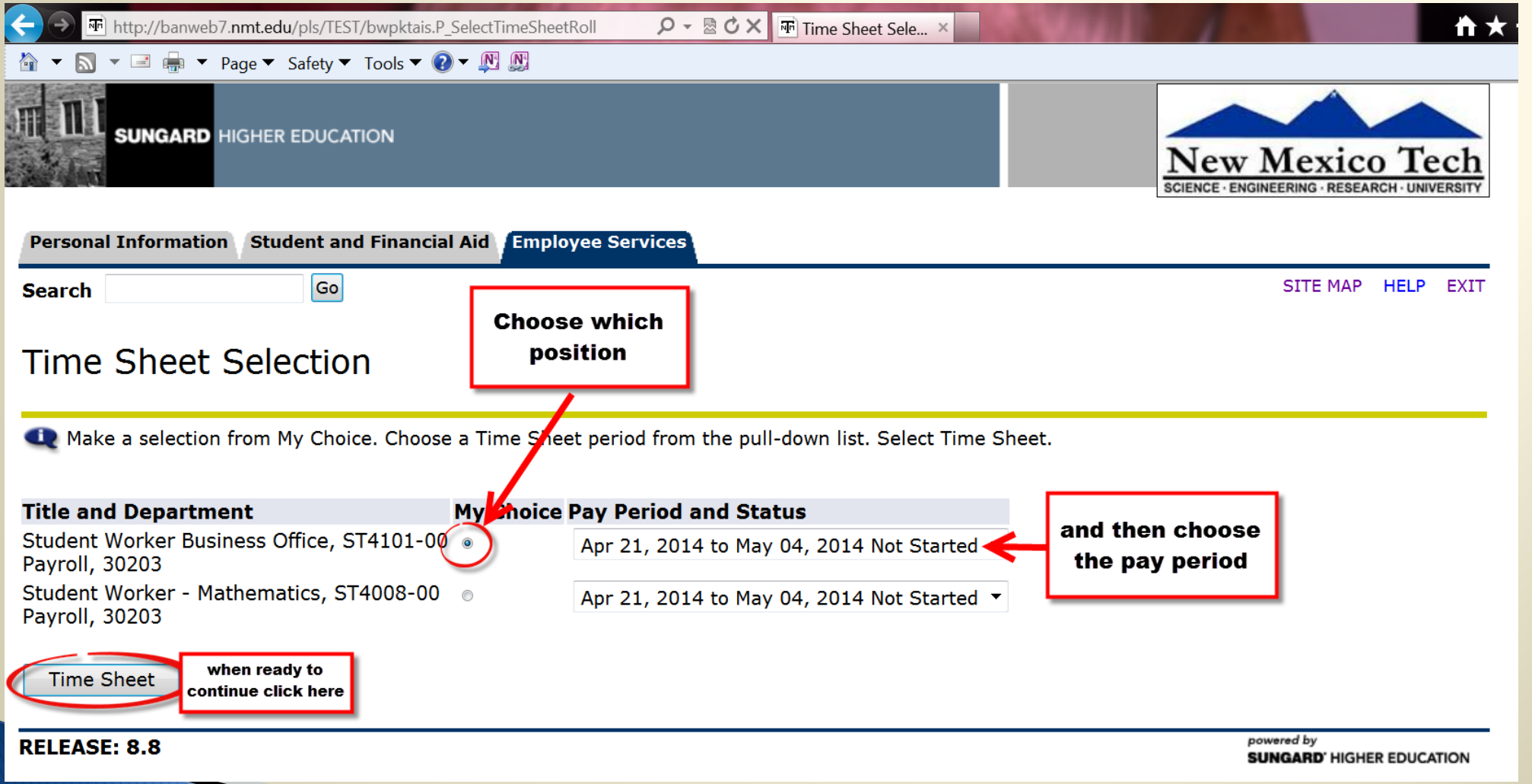
From the Employee Services tab- Click "Time Sheet":



Time Sheet Selection

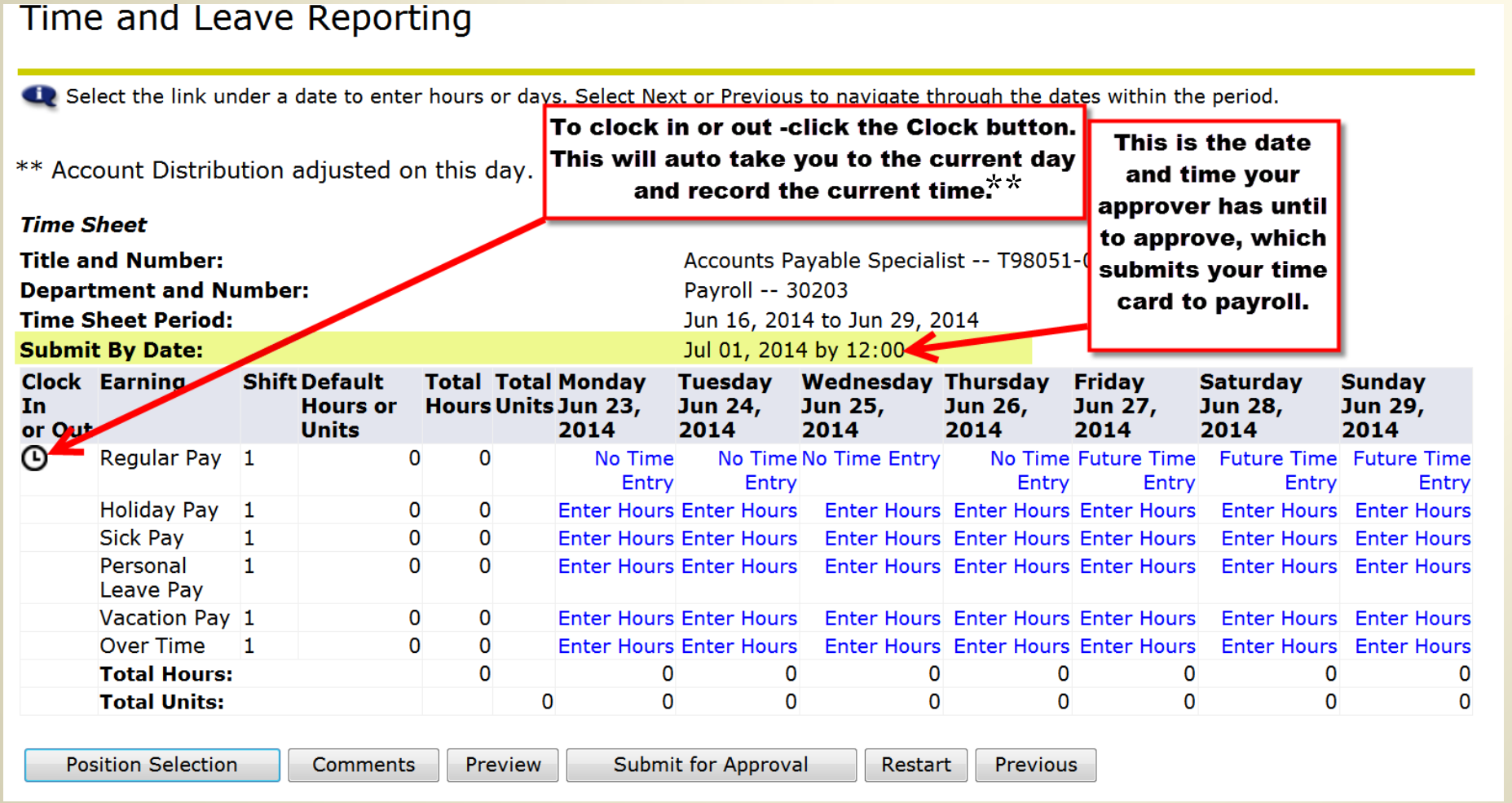


If you have more than one position:



To automatically clock in/out

Clocking in/out utilizing the clock button is MANDATORY



Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

To clock in or out -click the Clock button. This will auto take you to the current day and record the current time.**

This is the date and time your approver has until to approve, which submits your time card to payroll.

** Account Distribution adjusted on this day.

Time Sheet

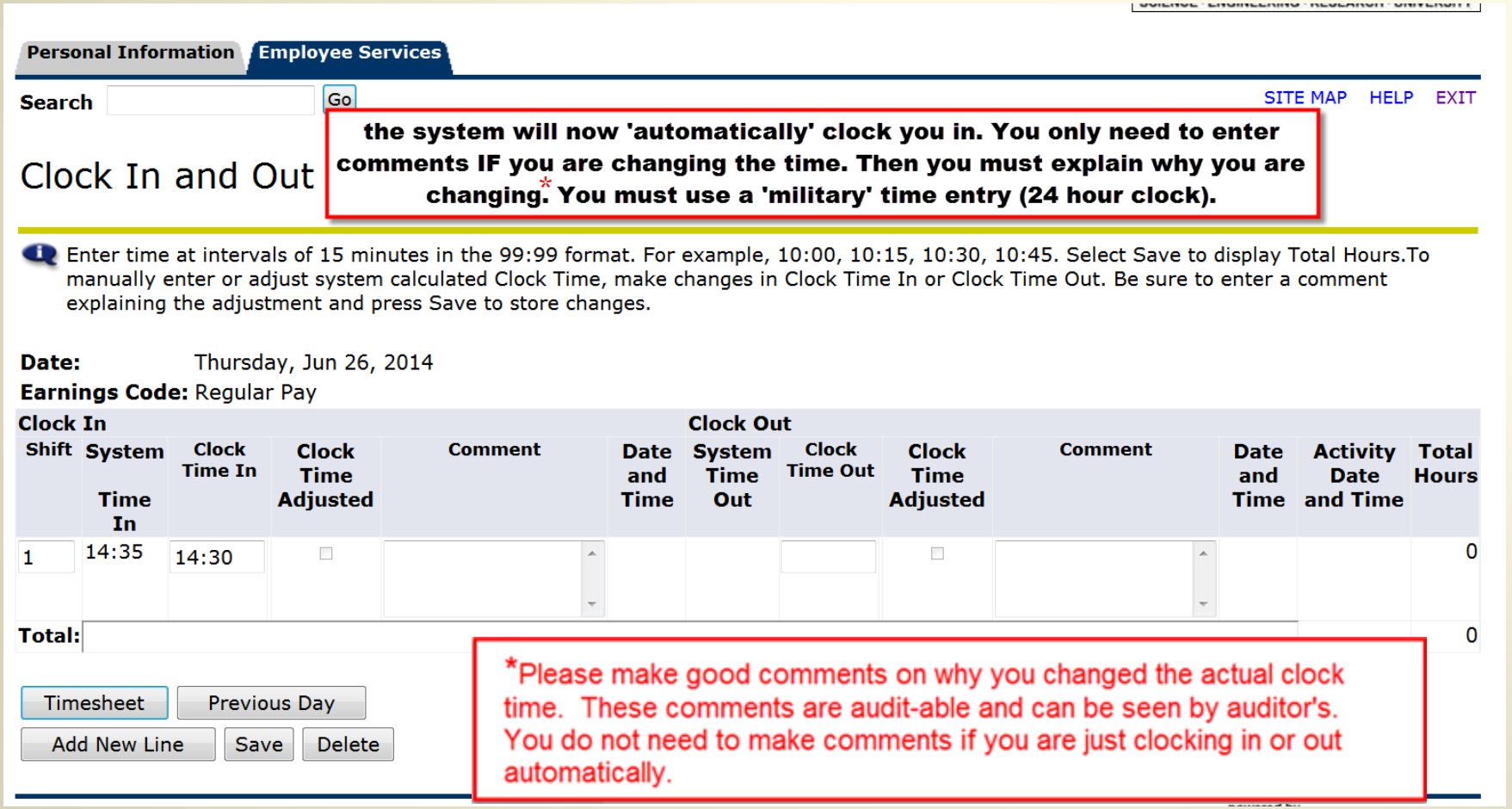
Title and Number:	Accounts Payable Specialist -- T98051-(
Department and Number:	Payroll -- 30203
Time Sheet Period:	Jun 16, 2014 to Jun 29, 2014
Submit By Date:	Jul 01, 2014 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 23, 2014	Tuesday Jun 24, 2014	Wednesday Jun 25, 2014	Thursday Jun 26, 2014	Friday Jun 27, 2014	Saturday Jun 28, 2014	Sunday Jun 29, 2014
	Regular Pay	1	0	0		No Time Entry	No Time Entry	No Time Entry	No Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Over Time	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

Position Selection | Comments | Preview | Submit for Approval | Restart | Previous

**Utilizing the clock icon for clocking in/out is MANDATORY. Manual entry will NOT be accepted unless approved by a supervisor.

Clock In and Clock Out



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Clock In and Out

the system will now 'automatically' clock you in. You only need to enter comments IF you are changing the time. Then you must explain why you are changing.* You must use a 'military' time entry (24 hour clock).

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Thursday, Jun 26, 2014

Earnings Code: Regular Pay

Clock In						Clock Out						
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	14:35	14:30	☐					☐				0
Total:												0

Timesheet | Previous Day

Add New Line | Save | Delete

*Please make good comments on why you changed the actual clock time. These comments are audit-able and can be seen by auditor's. You do not need to make comments if you are just clocking in or out automatically.

Adjustments

Clock Out time has been adjusted and a Comment is required.

You can type over the time In or Out to 'adjust' the time, HOWEVER, you will be required to add comments to explain why.*

Date: Thursday, Jun 26, 2014
Earnings Code: Regular Pay

Clock In						Clock Out						
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	14:35	14:30	☐			14:40	14:45	☑	error clock out			
1	14:40	14:45	☐	error clock out ... clocked back in				☐				

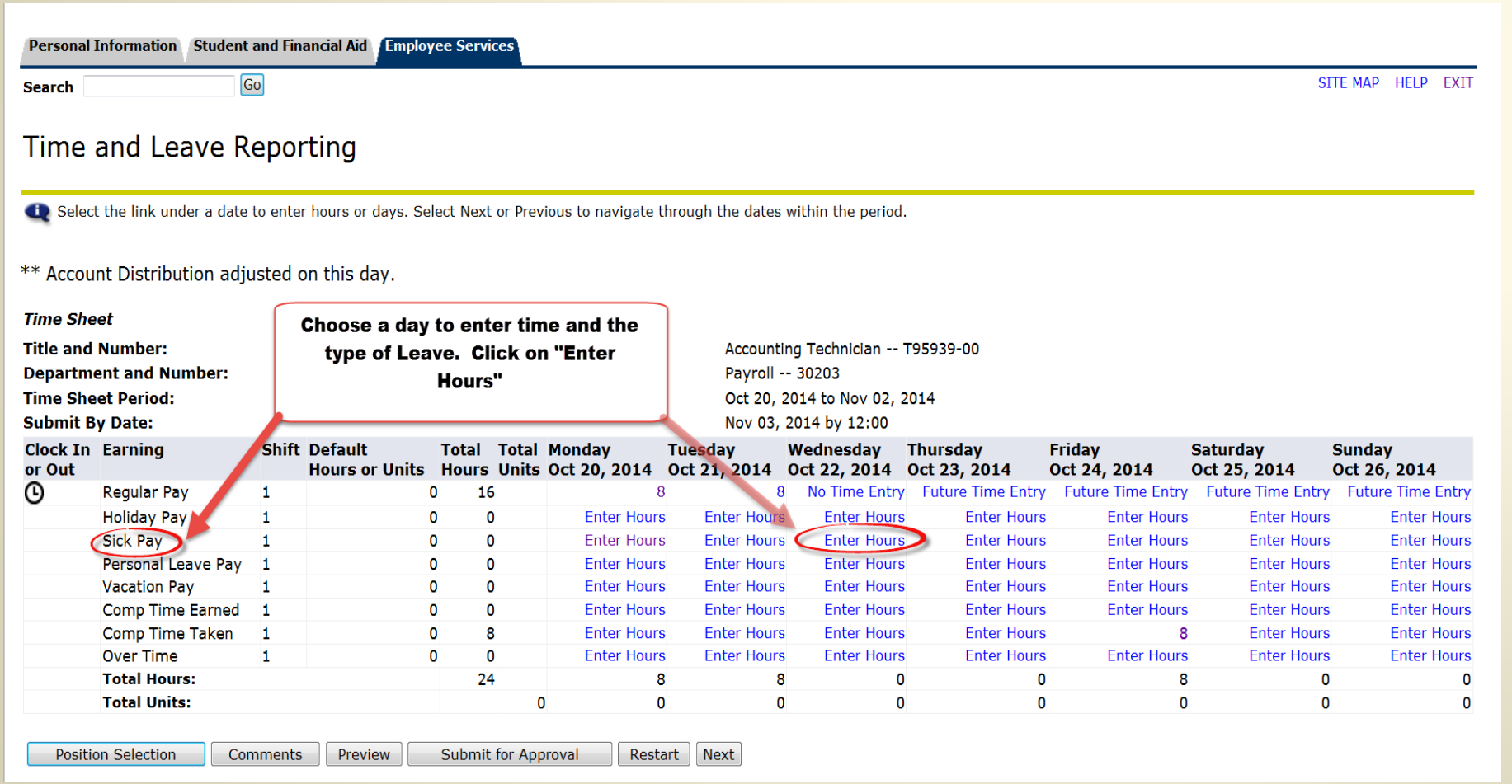
Timesheet | Previous Day | Add New Line | Save | Delete

*Please make good comments on why you changed the actual clock time. These comments are audit-able and can be seen by auditor's. You do not need to make comments if you are just clocking in or out automatically.

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	.25	Account Distribution

Entering Exception Time (Leave):



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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** Account Distribution adjusted on this day.

Choose a day to enter time and the type of Leave. Click on "Enter Hours"

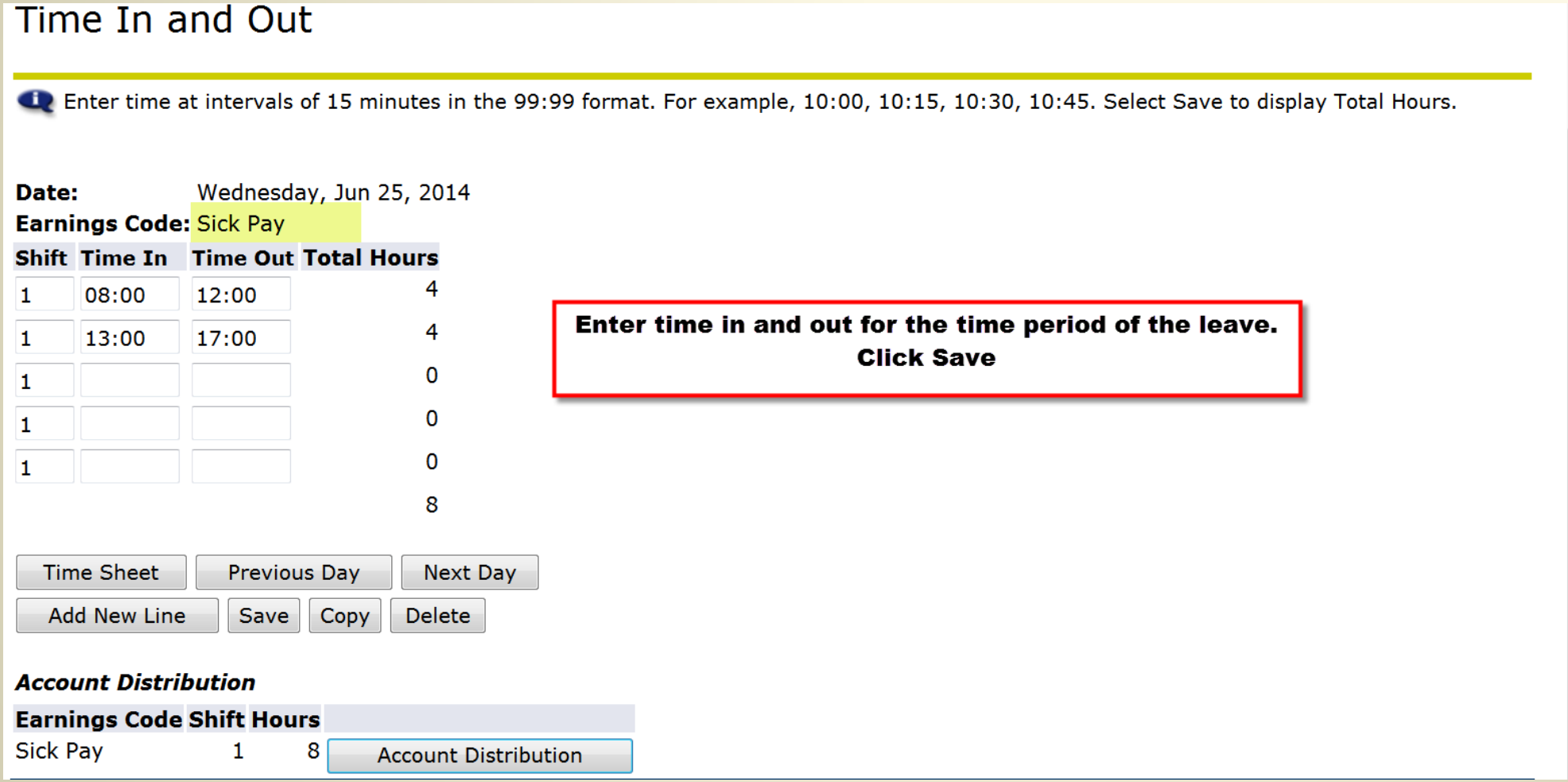
Time Sheet

Title and Number: Accounting Technician -- T95939-00
Department and Number: Payroll -- 30203
Time Sheet Period: Oct 20, 2014 to Nov 02, 2014
Submit By Date: Nov 03, 2014 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 20, 2014	Tuesday Oct 21, 2014	Wednesday Oct 22, 2014	Thursday Oct 23, 2014	Friday Oct 24, 2014	Saturday Oct 25, 2014	Sunday Oct 26, 2014
	Regular Pay	1	0	16		8	8	No Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			24		8	8	0	0	8	0	0
	Total Units:				0	0	0	0	0	0	0	0

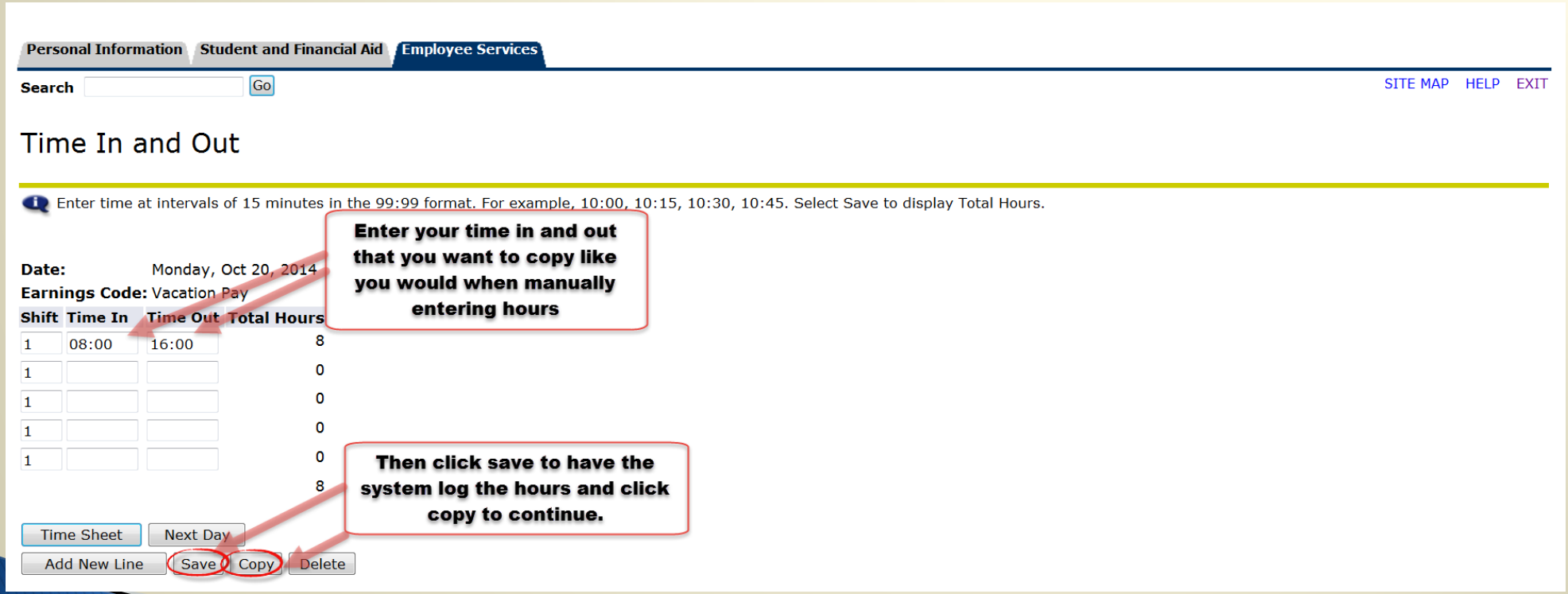
Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Entering Exception Time (cont.)

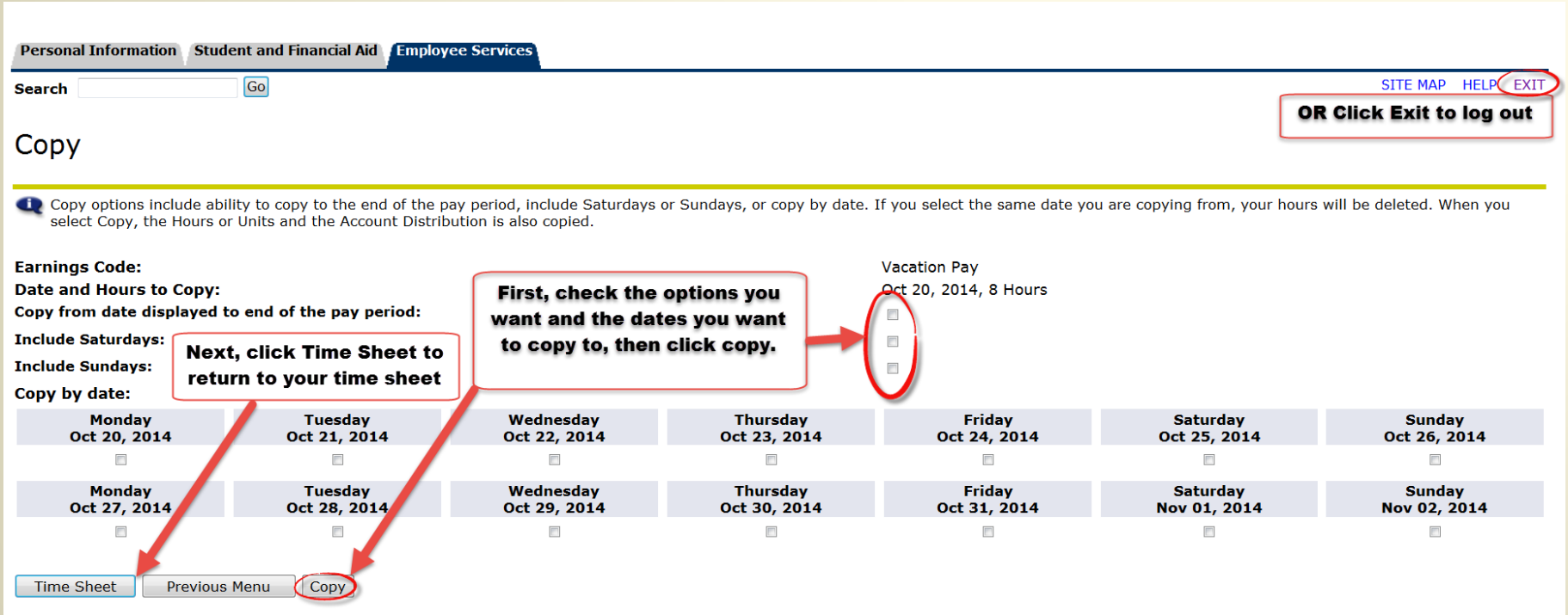


Copying Leave Hours into Your Timesheet:

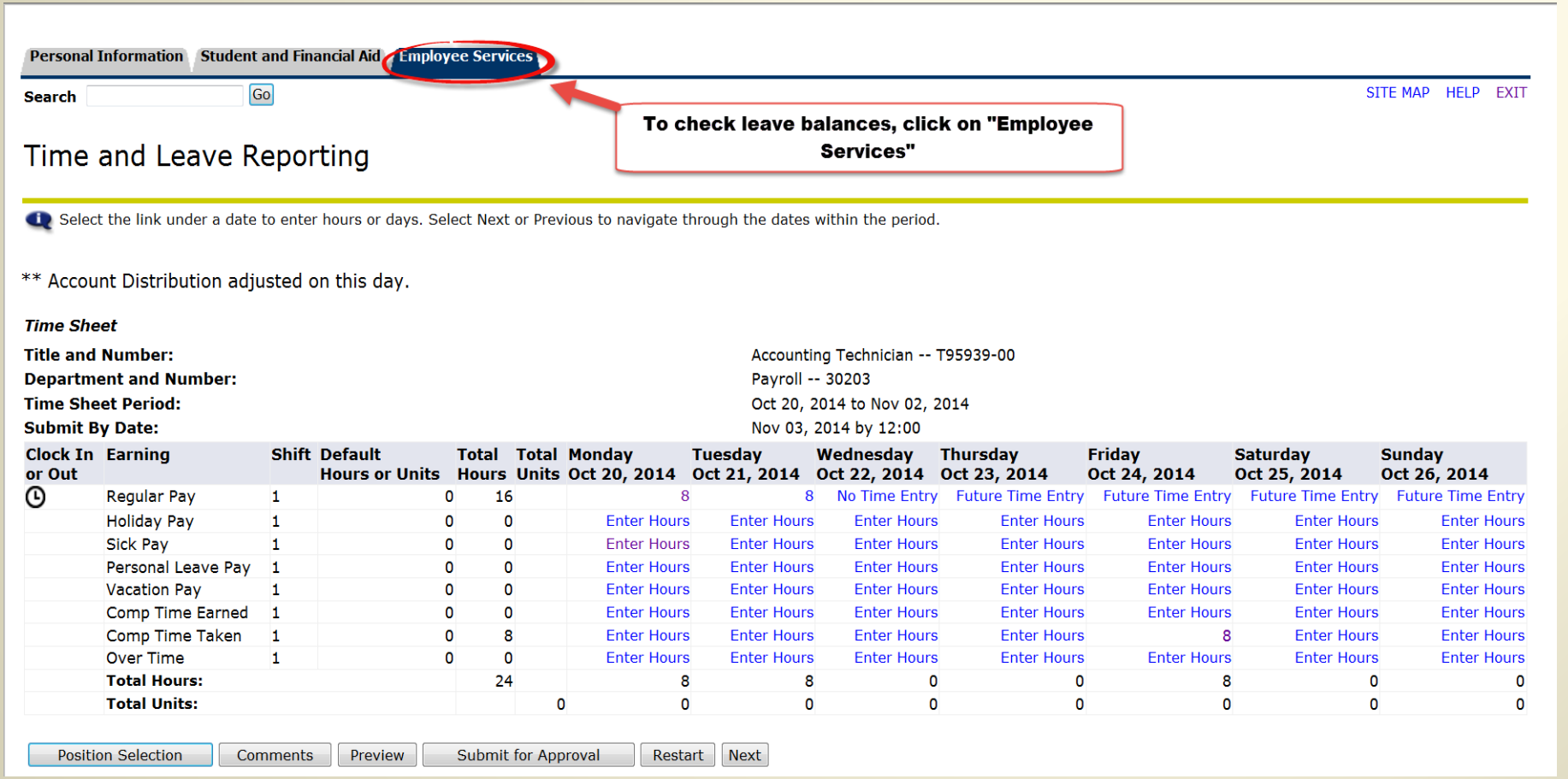
- To copy Leave hours into your time sheet, enter the clock in/out time manually into Banweb that you wish to add leave time to.
- When finished, click Save at the bottom of the screen



Copying Leave Hours(cont.)

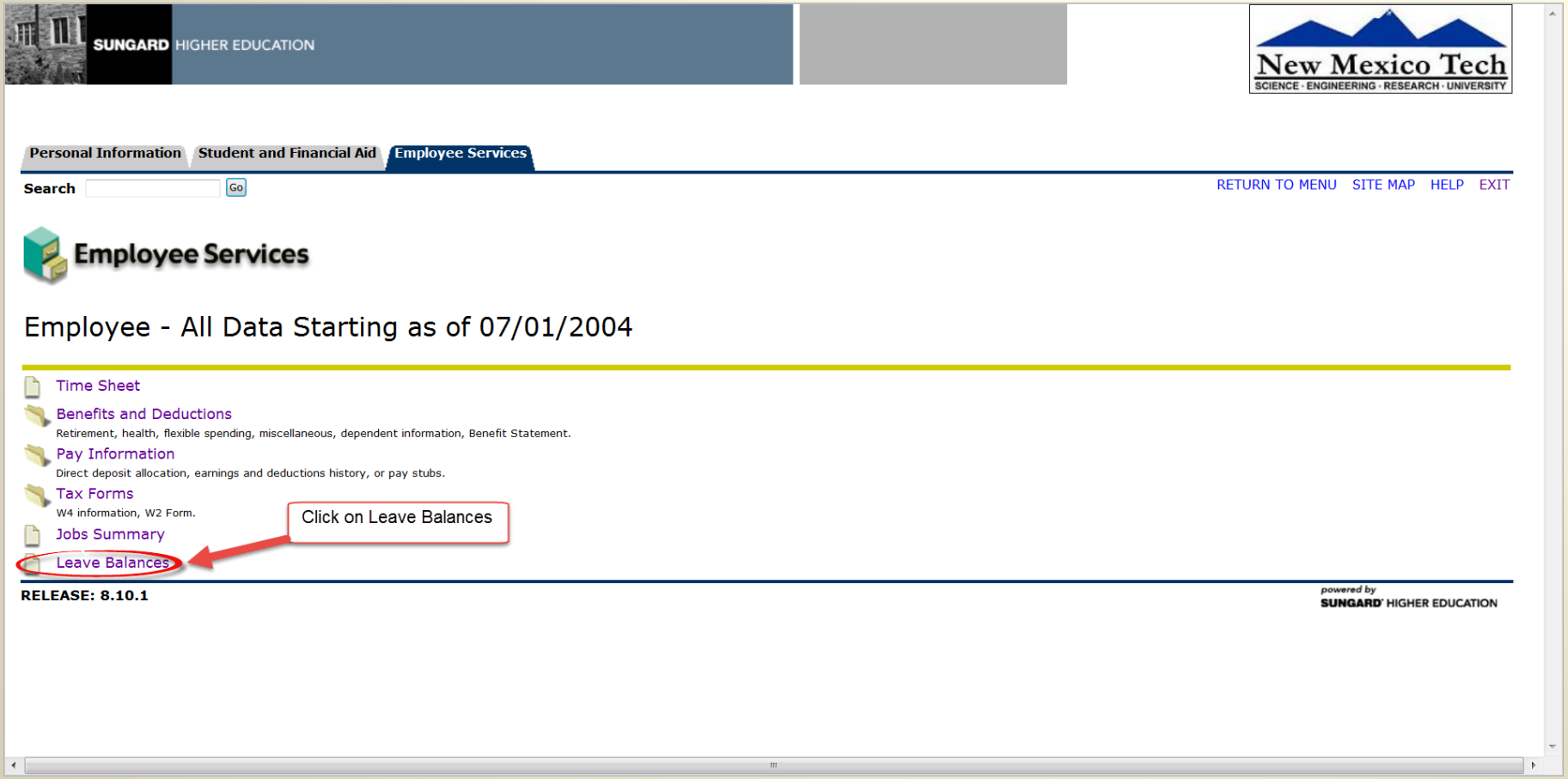


Checking Leave Balances

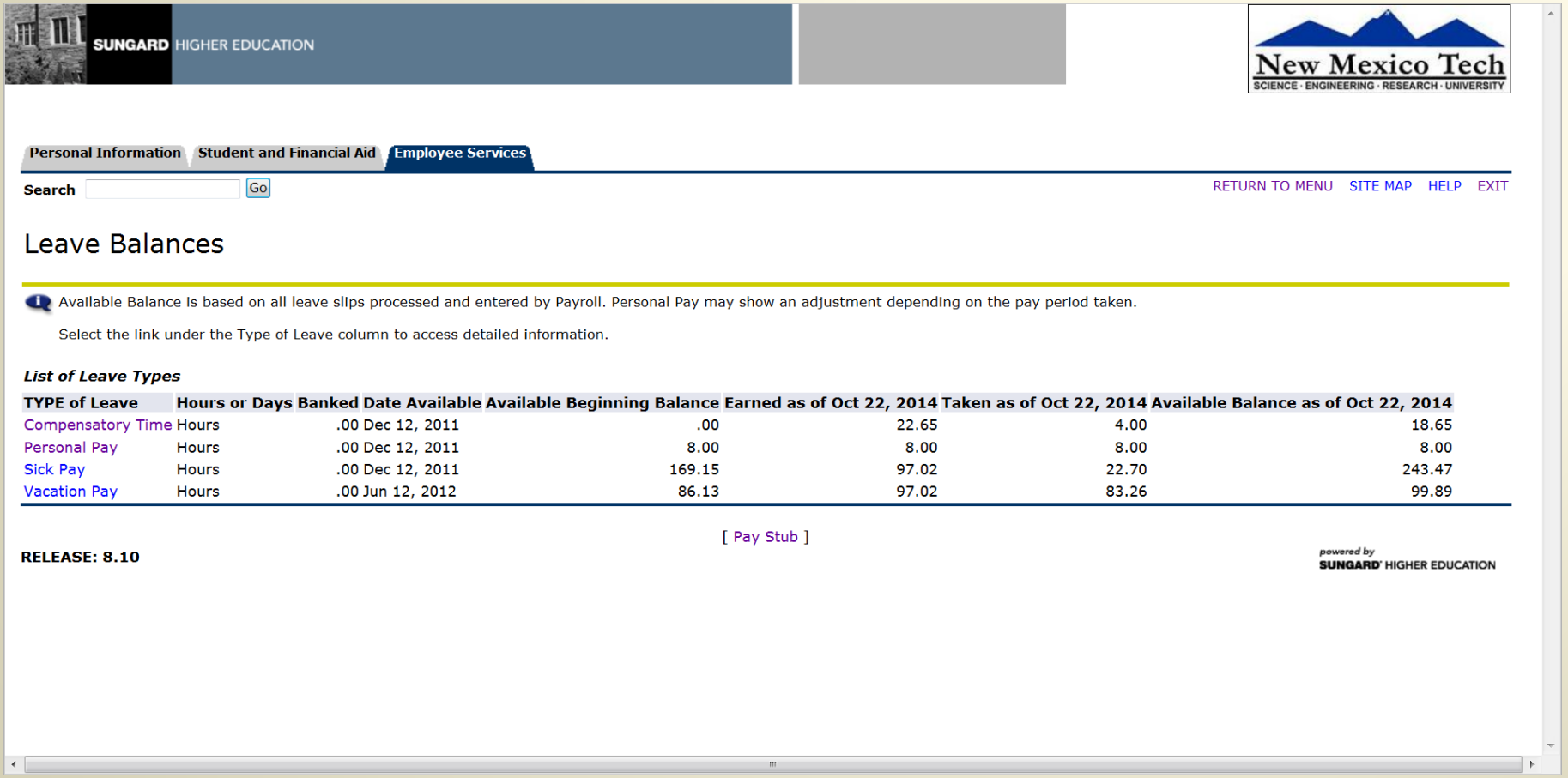


Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 20, 2014	Tuesday Oct 21, 2014	Wednesday Oct 22, 2014	Thursday Oct 23, 2014	Friday Oct 24, 2014	Saturday Oct 25, 2014	Sunday Oct 26, 2014
	Regular Pay	1	0	16		8	8	No Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			24		8	8	0	0	8	0	0
	Total Units:				0	0	0	0	0	0	0	0

Checking Leave Balances(cont.)



Checking Leave Balances(cont.)



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Leave Balances

Available Balance is based on all leave slips processed and entered by Payroll. Personal Pay may show an adjustment depending on the pay period taken.

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Oct 22, 2014	Taken as of Oct 22, 2014	Available Balance as of Oct 22, 2014
Compensatory Time	Hours	.00 Dec 12, 2011	.00	22.65	4.00	18.65
Personal Pay	Hours	.00 Dec 12, 2011	8.00	8.00	8.00	8.00
Sick Pay	Hours	.00 Dec 12, 2011	169.15	97.02	22.70	243.47
Vacation Pay	Hours	.00 Jun 12, 2012	86.13	97.02	83.26	99.89

[Pay Stub]

RELEASE: 8.10

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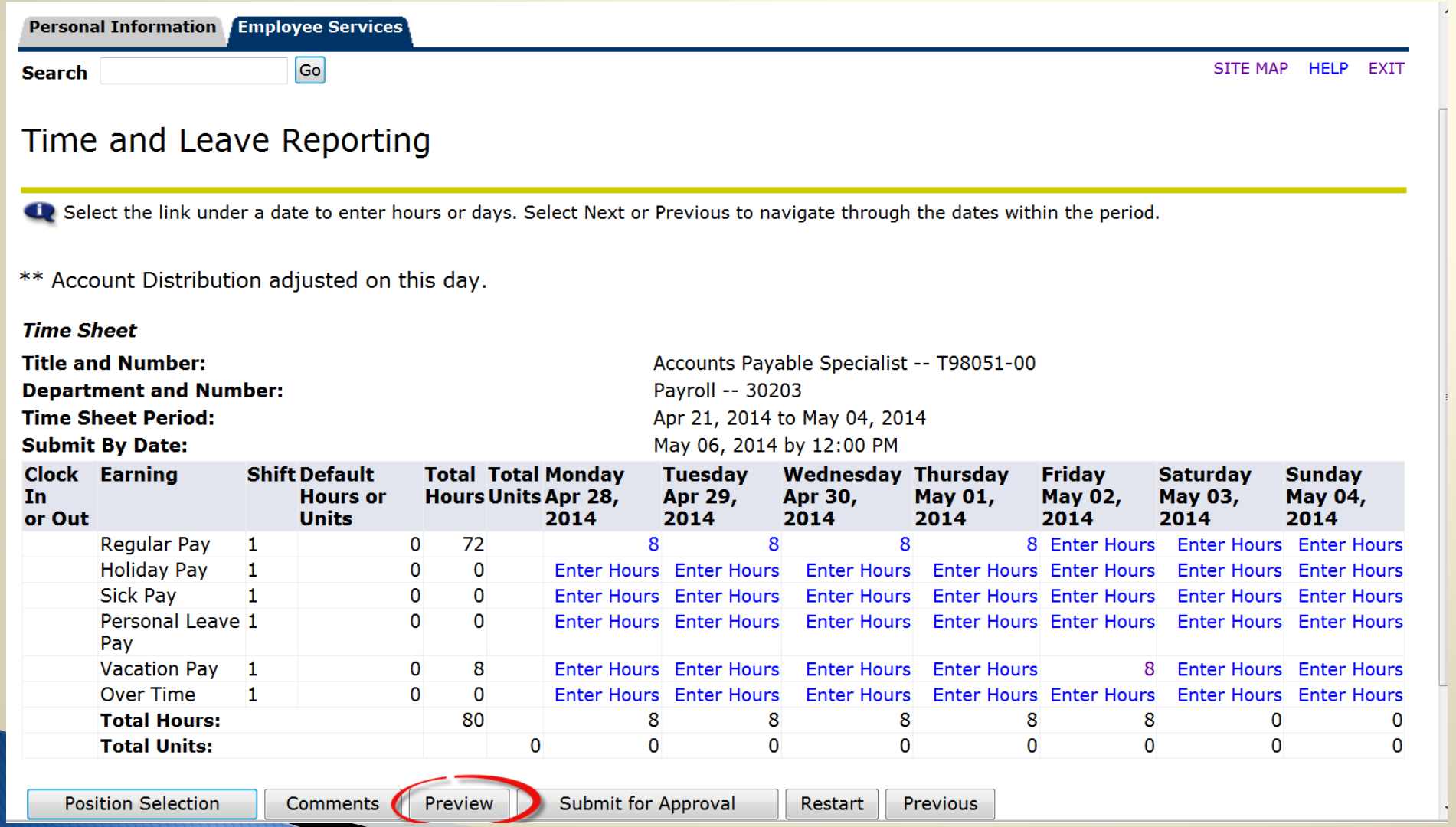
After entering time (and SAVING) for each work day and before submitting for approval – PREVIEW & VERIFY



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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Accounts Payable Specialist -- T98051-00
Department and Number: Payroll -- 30203
Time Sheet Period: Apr 21, 2014 to May 04, 2014
Submit By Date: May 06, 2014 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014	Sunday May 04, 2014
	Regular Pay	1	0	72		8	8	8	8	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			80		8	8	8	8	8	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Previous

PREVIEW & VERIFY (cont.)

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Summary of Reported Time

Set your printer layout to Landscape before printing.

[redacted]

Payroll, 30203

Accounts Payable Specialist, T98051-00

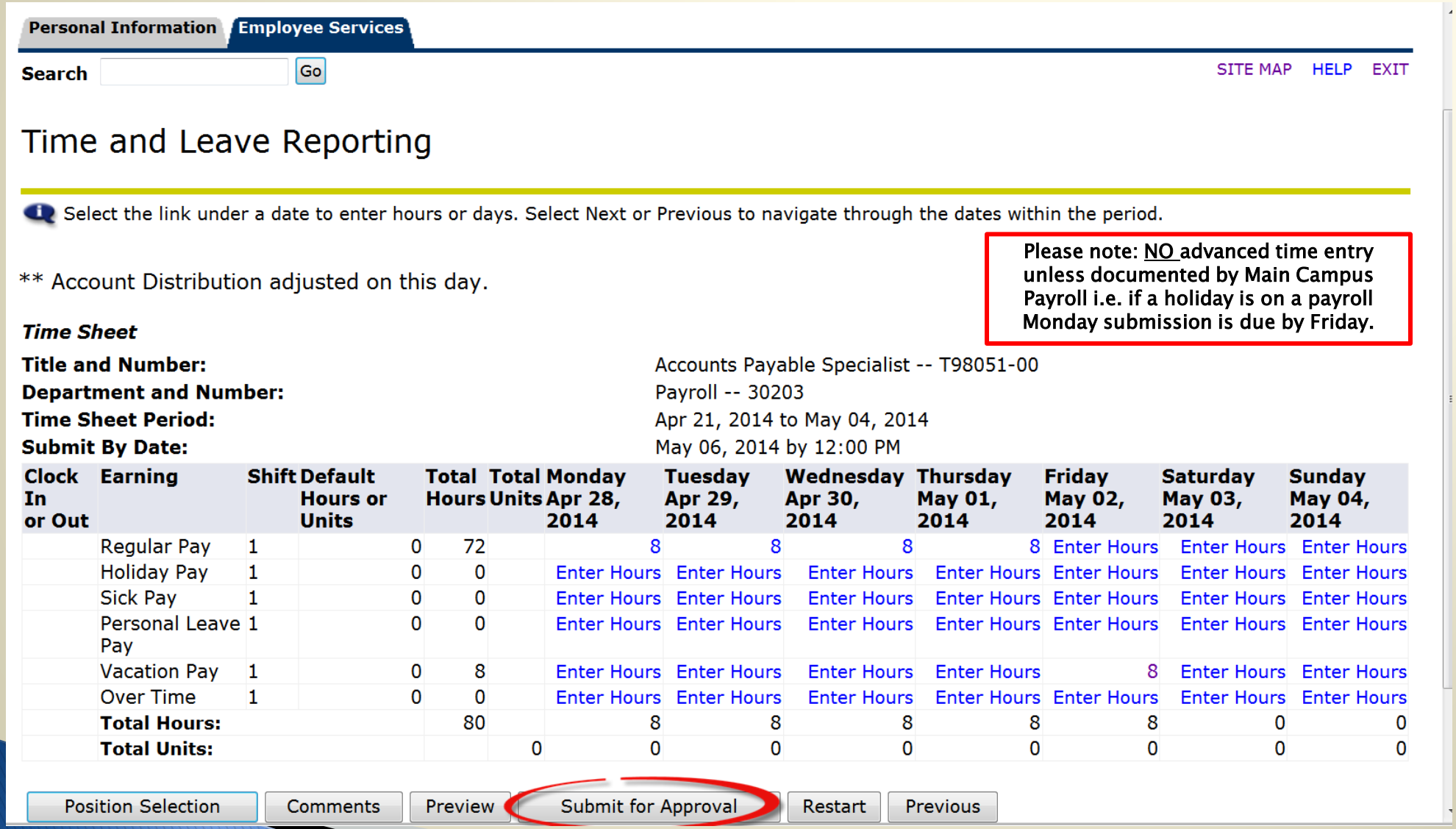
Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Apr 21, 2014	Tuesday , Apr 22, 2014	Wednesday, Apr 23, 2014	Thursday , Apr 24, 2014	Friday , Apr 25, 2014	Saturday , Apr 26, 2014	Sunday , Apr 27, 2014	Monday , Apr 28, 2014	Tuesday , Apr 29, 2014	Wednesday, Apr 30, 2014	Thursday , May 01, 2014	Friday , May 02, 2014
Regular Pay	1	72		8	8	8	8	8			8	8	8	8	
Vacation Pay	1	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 Apr 21, 2014	Tuesday Apr 22, 2014	Wednesday Apr 23, 2014	Thursday Apr 24, 2014	Friday Apr 25, 2014	Saturday Apr 26, 2014	Sunday Apr 27, 2014	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014	Sunday May 04, 2014
08:00 AM 12:00	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00			08:00 AM 12:00	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM	08:00 AM 12:00 PM 01:00 PM			

Submit for Approval – by your supervisor



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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Please note: NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

** Account Distribution adjusted on this day.

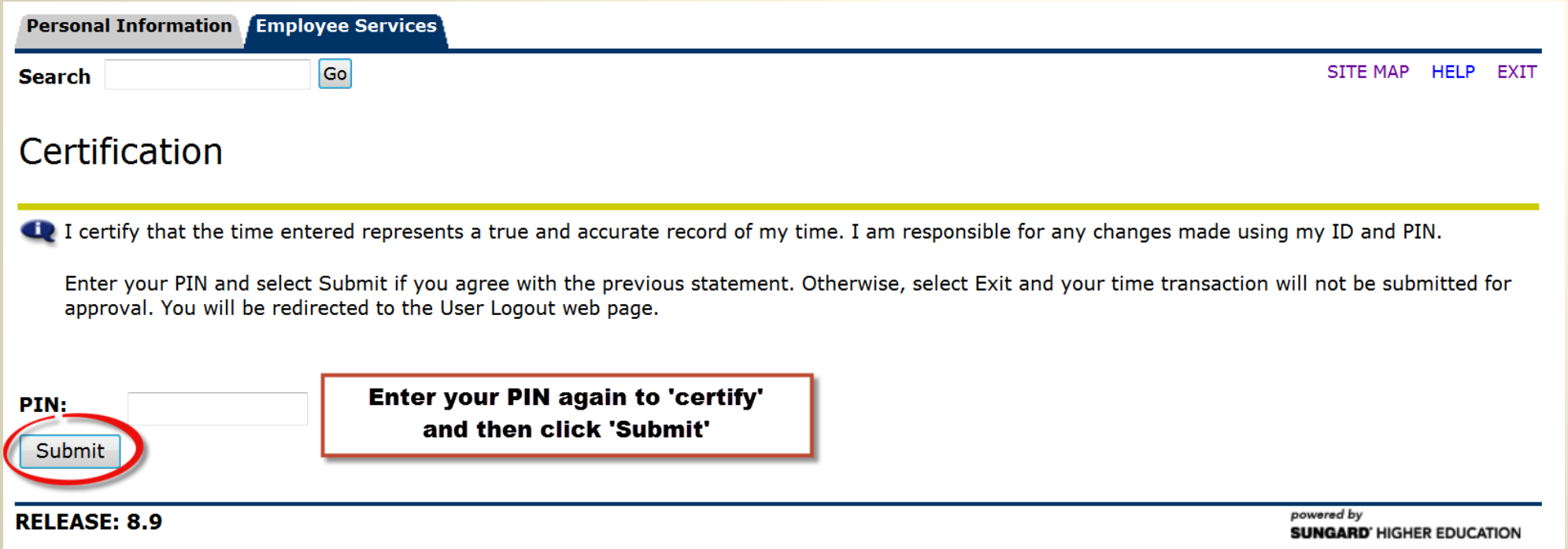
Time Sheet

Title and Number: Accounts Payable Specialist -- T98051-00
Department and Number: Payroll -- 30203
Time Sheet Period: Apr 21, 2014 to May 04, 2014
Submit By Date: May 06, 2014 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014	Sunday May 04, 2014
	Regular Pay	1	0	72		8	8	8	8	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			80		8	8	8	8	8	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Previous

Certification



After submitting– verify

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your time sheet was submitted successfully.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Student Worker Business Office -- ST4101-00
Department and Number: Payroll -- 30203
Time Sheet Period: May 05, 2014 to May 18, 2014
Submit By Date: May 20, 2014 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 05, 2014	Tuesday May 06, 2014	Wednesday May 07, 2014	Thursday May 08, 2014	Friday May 09, 2014	Saturday May 10, 2014	Sunday May 11, 2014
	Student Worker	1	0	18.5		3.5	3.5	Enter Hours	3.5	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			18.5		3.5	3.5	0	3.5	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next | Return Time

Submitted for Approval By: You on May 06, 2014
Approved By:
Waiting for Approval From: **Will show your approvers name**

RELEASE: 8.8

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NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

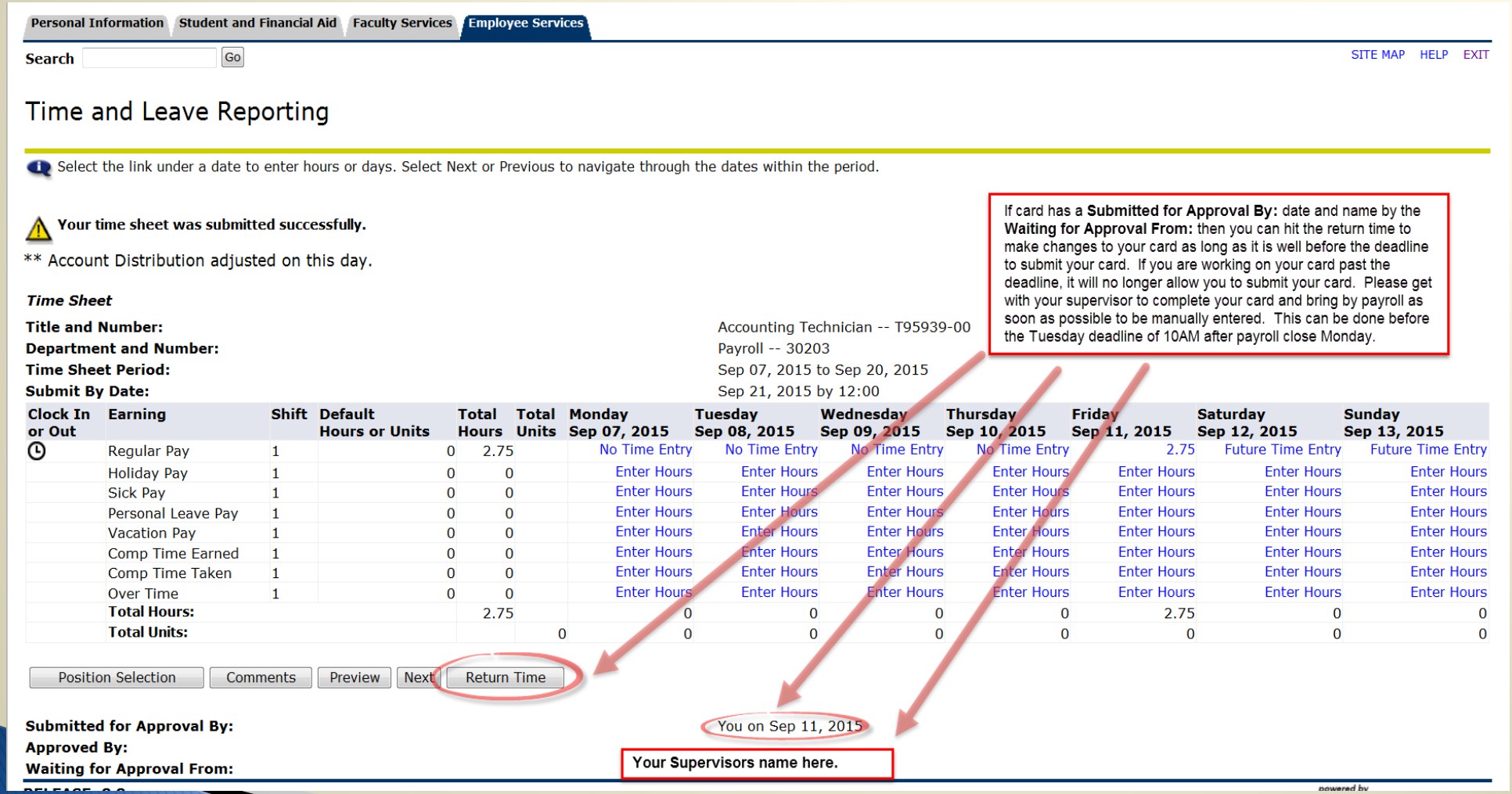
Returning Your Timecard if a Mistake Was Made:

- You, the employee, have the ability to "return" your timecard to yourself online if you:
  - Submitted your timecard too early and still have hours you would like to log.
  - Need to correct clock-in/out times for a given day.

NOTICE: Once your approver has *approved* your timecard, ***you* CANNOT ***return your timecard to yourself. In this case,*** your **approver must return your timecard to you.****

Please view the next 2 slides for a step-by-step guide on returning your timecard to yourself.

Returning Your Timecard Step-By-Step Guide



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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your time sheet was submitted successfully.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Accounting Technician -- T95939-00
Department and Number: Payroll -- 30203
Time Sheet Period: Sep 07, 2015 to Sep 20, 2015
Submit By Date: Sep 21, 2015 by 12:00

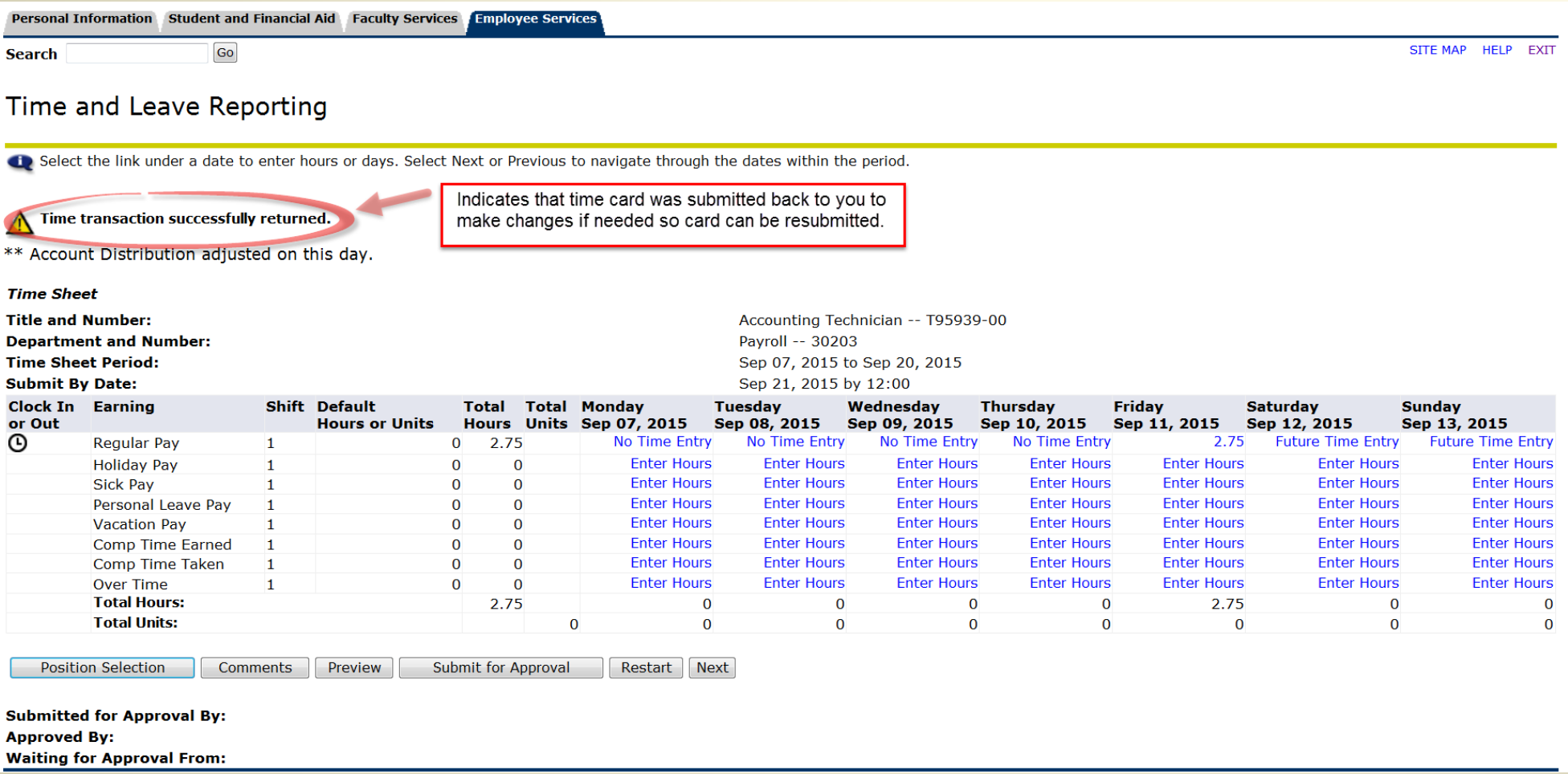
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 07, 2015	Tuesday Sep 08, 2015	Wednesday Sep 09, 2015	Thursday Sep 10, 2015	Friday Sep 11, 2015	Saturday Sep 12, 2015	Sunday Sep 13, 2015
	Regular Pay	1	0	2.75		No Time Entry	No Time Entry	No Time Entry	No Time Entry	2.75	Future Time Entry	Future Time Entry
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			2.75		0	0	0	0	2.75	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next | Return Time

Submitted for Approval By: You on Sep 11, 2015
Approved By:
Waiting for Approval From: Your Supervisors name here.

If card has a **Submitted for Approval By:** date and name by the **Waiting for Approval From:** then you can hit the return time to make changes to your card as long as it is well before the deadline to submit your card. If you are working on your card past the deadline, it will no longer allow you to submit your card. Please get with your supervisor to complete your card and bring by payroll as soon as possible to be manually entered. This can be done before the Tuesday deadline of 10AM after payroll close Monday.

Returning Your Timecard Step-By-Step Guide



Personal Information | Student and Financial Aid | Faculty Services | Employee Services

Search Go

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time transaction successfully returned.

Indicates that time card was submitted back to you to make changes if needed so card can be resubmitted.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Accounting Technician -- T95939-00
Department and Number: Payroll -- 30203
Time Sheet Period: Sep 07, 2015 to Sep 20, 2015
Submit By Date: Sep 21, 2015 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 07, 2015	Tuesday Sep 08, 2015	Wednesday Sep 09, 2015	Thursday Sep 10, 2015	Friday Sep 11, 2015	Saturday Sep 12, 2015	Sunday Sep 13, 2015
	Regular Pay	1	0	2.75		No Time Entry	No Time Entry	No Time Entry	No Time Entry	2.75	Future Time Entry	Future Time Entry
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Over Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			2.75		0	0	0	0	2.75	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:

Hourly *Non-Exempt* Staff Time Entry Quick Steps

- Using a Web browser go to the Banweb Self Service- http://banweb7.nmt.edu
- Click on "Enter Secure Area"
- Enter your Tech Id and Pin
- Click 'Employee'
- Click 'Time Sheet'
- Click button for 'Access my Time Sheet'
- Click 'Select'
- Carefully Choose Job and pay period (more than one may be displayed)
- Click 'Time Sheet'
- Choose Date and Earning Type
- Click 'Enter Hours'
- Click the Clock In/Out Icon to enter time.
  - Remember this is MANDATORY.
- Click 'Save'
- If finished for the entry – Click 'Exit'

- If entering exception time i.e. vacation, sick, for multiple days with the same hours and earnings type you may use the 'Copy' feature.

- If ALL time entered for pay period – click on "Preview" and review

- When complete and correct – Click 'Submit for Approval' (you can not make changes after submitting)
  - Remember NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

- Check bottom of screen to verify that the line 'Submitted for Approval By:' has your name and the date.

- You can check back to see when your 'Approver' has approved.

Errors That May Occur During Timecard Approval Process

- If an error should occur at any time during the timecard approval process, a notification will appear on both the Student's and Approver's screens.

- Please see separate slideshow, "Approver and Student Time Card Errors: Problems and Resolutions", for step-by-step guidance to resolve any errors you may encounter while using BanWeb.