

Welcome to Web Time Entry Training for Banweb Time Entry

For Students

Introduction to Web Time Entry

New Mexico Tech is happy to now offer its employees with the online service of web time entry via Employee Self Service. The new online process will allow employees to enter hours worked and leave taken through New Mexico Tech's Web Time Entry Process.

You will be able to 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 hourly jobs at New Mexico Tech.
- ▶ You **MUST** submit a web time sheet for **EVERY** pay period worked.
- ▶ Failure to submit your time sheet by the “Submit by Date” could cause a delay in receiving your paycheck.

Logging into Employee Self Service

Employee Self Service Log In

- ▶ Open Internet Explorer
- ▶ Navigate to <https://banweb7.nmt.edu>
- ▶ 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"

http://banweb7.nmt.edu/pls/TEST/twbksite.P_Dispatch?menu_name_ir

User Login

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HELP EXIT

User Login

i # Enter your User Identification Number (Tech ID which starts with a "9") and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.
Unauthorized access is prohibited and will be prosecuted.

Forgot your PIN? Please send an email to registrar@admin.nmt.edu

User ID:

PIN:

Enter

Login Forgot PIN?

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Click the “Employee” link

http://banweb7.nmt.edu/pls/TEST/twbkwbis.P_GenMenu?name=bmenu.P_

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Personal Information Employee Services

Search Go

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Welcome, **Your name**, to the WWW Information System! Last web access on Mar 19, 2014 at 12:37 pm

 [Personal Information](#)
View or update your address(es), phone number(s), emergency contact information, & marital status; View name change & social security number change information; View email address(es), Change your PIN; Customize your directory profile, View Account Summary, make Credit Card Payment.

 [Employee](#)
Benefits, leave of job data, paystubs, W2 and W4 data.

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On the Employee Services tab – Click “Time Sheet”

The screenshot shows a web browser window with the URL http://banweb7.nmt.edu/pls/TEST/twbkwbis.P_GenMenu?name=pmenu.P and a tab titled "Employee". The page header includes the SUNGARD HIGHER EDUCATION logo on the left and the New Mexico Tech logo (SCIENCE · ENGINEERING · RESEARCH · UNIVERSITY) on the right. Below the header, there are two tabs: "Personal Information" and "Employee Services", with the latter being the active tab. A search bar with a "Go" button is located on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Employee Services" and displays "Employee - All Data Starting as of 07/01/2004". A list of menu items is shown, with "Time Sheet" circled in red. The other items are "Electronic Personnel Action Forms", "Benefits and Deductions" (with a sub-description: "Retirement, health, flexible spending, miscellaneous, dependent information, Benefit Statement."), "Pay Information" (with a sub-description: "Direct deposit allocation, earnings and deductions history, or pay stubs."), "Tax Forms" (with a sub-description: "W4 information, W2 Form."), "Jobs Summary", and "Leave Balances". At the bottom, the text "RELEASE: 8.10.1" is on the left, and "powered by SUNGARD HIGHER EDUCATION" is on the right.

Personal Information **Employee Services**

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Employee Services

Employee - All Data Starting as of 07/01/2004

- [Time Sheet](#)
- [Electronic Personnel Action Forms](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, dependent information, Benefit Statement.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information, W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)

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Time Sheet Selection

http://banweb7.nmt.edu/pls/TEST/bwpktais.P_SelectTimeSheetRoll

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Personal Information Student and Financial Aid **Employee Services**

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Time Sheet Selection

Choose which position

and then choose the pay period

when ready to continue click here

Title and Department	My Choice	Pay Period and Status
Student Worker Business Office, ST4101-00 Payroll, 30203	<input checked="" type="radio"/>	Apr 21, 2014 to May 04, 2014 Not Started
Student Worker - Mathematics, ST4008-00 Payroll, 30203	<input type="radio"/>	Apr 21, 2014 to May 04, 2014 Not Started

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To automatically clock in/out

http://banweb7.nmt.edu/pls/PROD/bwpkteis.P_SelectTimeSheetDriver BQY Time and Leave ... July 2014

Page Safety Tools ?



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Search

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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:

Department and Number:

Time Sheet Period:

Submit By Date:

**Click on the clock icon
this will automatically go to the
current date and time**

Student Worker Payroll -- ST4104-00

Payroll -- 30203

Jun 30, 2014 to Jul 13, 2014

Jul 15, 2014 by 12:00

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 30, 2014	Tuesday Jul 01, 2014	Wednesday Jul 02, 2014	Thursday Jul 03, 2014	Friday Jul 04, 2014	Saturday Jul 05, 2014	Sunday Jul 06, 2014
	Student Worker	1	0	19		No Time Entry		4	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Total Hours:			19		0	0	4	0	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Your clock in/out date & time will automatically update

http://banweb7.nmt.edu/pls/PROD/bwpktclk.P_UpdateClockInOut

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Clock In and Out

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: Wednesday, Jul 09, 2014

Earnings Code: Student Worker

this example shows where the clock out was done

Shift	System	Clock In			Comment	Clock Out			Comment	Date and Time	Activity Date and Time	Total Hours
		Clock Time In	Clock Time Adjusted			System Time Out	Clock Time Out	Clock Time Adjusted				
1	08:00	08:00	<input type="checkbox"/>			11:57	12:00	<input type="checkbox"/>			Jul 09, 2014 11:57	4
Total:											4	

then click SAVE if done... click EXIT in upper right corner

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				Date and Time	Activity Date and Time	Total Hours		
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out				Clock Time Adjusted	Comment
1	14:35	14:30	<input type="checkbox"/>			14:40	14:45	<input checked="" type="checkbox"/>	error clock out			
1	14:40	14:45	<input type="checkbox"/>	error clock out ... clocked back in				<input type="checkbox"/>				

Account Distribution

Earnings Code	Shift	Hours	Account Distribution
Regular Pay	1	.25	<input type="button" value="Account Distribution"/>

Preview

Summary of Reported Time

 Set your printer layout to Landscape before printing.

██████████
Student Worker Business Office, ST4101-00

Payroll, 30203

Time Sheet

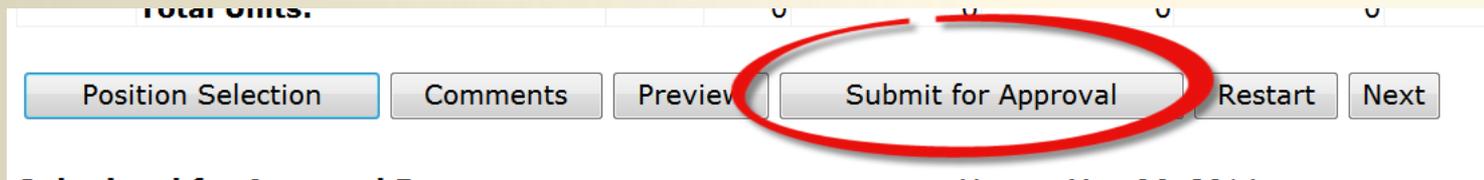
Earning Shift Code	Total Hours	Total Units	Monday, May 05, 2014	Tuesday, May 06, 2014	Wednesday, May 07, 2014	Thursday, May 08, 2014	Friday, May 09, 2014	Saturday, May 10, 2014	Sunday, May 11, 2014	Monday, May 12, 2014	Tuesday, May 13, 2014	Wednesday, May 14, 2014	Thursday, May 15, 2014	Friday, May 16, 2014
Student 1 Worker	18.5		3.5	3.5		3.5				1.5	1.5	3.5	1.5	
Total Hours:	18.5		3.5	3.5		3.5				1.5	1.5	3.5	1.5	
Total Units:		0												

Time In and Out, Student Worker

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	Monday, May 12, 2014	Tuesday, May 13, 2014	Wednesday, May 14, 2014	Thursday, May 15, 2014	Friday, May 16, 2014	Saturday, May 17, 2014	Sunday, May 18, 2014
08:00 AM 11:30 AM	08:00 AM 11:30 AM		08:00 AM 11:30 AM				02:00 PM 03:30 PM	02:00 PM 03:30 PM	08:00 AM 11:30 AM	02:00 PM 03:30 PM			

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Submit for Approval – by your supervisor



- ▶ Remember – once submitted for approval, you can not make changes. If you find you have submitted a time card with an error, notify your approver ASAP! Your approver can make changes if the approver has not ‘Approved’ yet.

Certification

Personal Information **Employee Services**

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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.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

**Enter your PIN again to 'certify'
and then click 'Submit'**

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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

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Student 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’
 - ▶ Click the Clock In Out Icon
 - ▶ Click ‘Save’
 - ▶ If finished for the day – Click ‘Exit’
- Else
- ▶ If ALL time entered for pay period – click on “Preview” and review
 - ▶ When complete and correct – Click ‘Submit for Approval’
 - ▶ 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.