Web Time Entry

Instructions for Approvers

Introduction: Page 2

Section 1: Login to My Ramapo and web self service – Page 3

Section 2: Set Proxies – Page 9

Section 3: Approve Time – Page 11

Section 4: “Extract” Time for absent employees – Page 18
Introduction: Web Self Service Time Entry

The Web Time Entry component of Employee Self Service allows employees to submit their time off via an electronic Time Sheet.

The payroll system knows the regular schedule and legal holidays. Full time employees need only enter time off, or what is known as “exception” time.

Hourly part time employees will need to enter their time worked.

Time Sheets submitted by employees will be reviewed and approved by a supervisor or manager referred to as an “Approver.”

As an Approver you may correct or update an employee’s submission.

In an employee’s absence an approver may “extract” the employee’s time sheet for submission.

Employees must submit their time sheets for approval every other Friday (Thursdays in the summer).

Because My Ramapo is available on the web you do not need to be on campus or at your desk to approve your employee’s time off.

Approvers may designate trusted co-workers as a “Proxy” to approve employee time in their absence.

It is important to approve employee’s submission of time off in a timely fashion to avoid missing payroll processing deadlines.
Login to My Ramapo (Luminis) Self Service:

Logging In - To log in you must have:
- A computer equipped with a Web browser and an internet connection.
- A Ramapo User Identification or Login Name and Password. User name and password are the same for both My Ramapo and e-mail.

My Ramapo Login Procedure:
1. Open a supported Internet web browser. These include Internet Explorer, Netscape, Firefox and Safari.
2. Enter the URL: http://my.ramapo.edu
3. In the Secure Access Login box, enter your user name and password and click Login.
Once you log in the system displays your homepage.

(Note: The tabs available on your home page may differ based on the roles you have in the system)

Click on the **Employee Resources** tab:

Click through the link: **Web Self Service** to reach the web self service Login Page.
Login using your Email User Name and Password.
Click in the **Employee** link:

**Note:** Your **Main Menu** might have different options depending on the roles you have on campus.
Click on the **Time Sheet** link:
Section 2: Set Proxies

To set up a Proxy click on the Proxy Set Up link.

By designating a co-worker as a Proxy you are giving them the authority to act in your place for all matters relating to the recording of Time and Attendance records. The system records both the responsible manager/supervisor and the proxy that performs any action.
From the drop down list select the desired Proxy, highlight the Check Box and click on the **Save** button. You will see the proxy added to your list.

If the individual you wish to set as a proxy is not on the list please contact Human Resources.
Section 3: Approve Time

If you are acting as a **Proxy** use the drop down list to select the Approver you are approving for. Otherwise use “Self”
Select the Unit and Pay Period Desired.

Do not enter any information after the payroll processing deadline as it will not be entered into the system.
Pending Time Sheets are those that have been submitted by employees and are awaiting your approval.

If an employee has not started a Time Sheet you will not be able to approve or update their Time Sheet. Contact Human Resources for assistance. Once submitted by an employee, you as approver may review an employee’s time sheet, change their time record or approve the Time Sheet.
To review a Time Sheet click on the Link to the Employee’s name.
If you need to correct an entry select the **Change Record** button. **Ignore** the **Return for Correction** button. This is not functional in our installation.
You will be able to add, subtract or modify hours for the employee.

**Remember:** The payroll system knows the regular hours and legal holidays.

Click on the **Save** button when you have completed the changes.
You can approve a single Time Sheet or multiple sheets.

If you have reviewed the time sheets and want to approve them all you may use the **Select All, Approve or FYI** button.
When you click the **Save** button the Time Sheet(s) are passed on to the payroll system.

Once a Time Sheet is approved and passed to the payroll system you may not retrieve or update the record.

If an employee has no scheduled time off the system will issue a "**No hours Entered**" warning. That is correct because we are only recording time – off with the system. The regular hours are automatically entered.
“Extract“ and Submit an Absent Employee’s Time Sheet

If an employee has failed to start their time sheet, the approver, or the proxy, may “extract” the time sheet for the employee. This means the approver will initiate the timesheet and enter the appropriate time off for the employee. The approver will then submit the time sheet for the employee. Finally the Approver can then approve the time sheet.

Besides each employee you will see a link to Extract the time sheet. When you click on the Extract link you will get a dialogue box

Click OK to proceed
You will be presented with the Time Sheet as the employee would see it. You may then proceed to enter the relevant time off and submit the Time Sheet for approval on behalf of the employee.

You may then return to the approver form to approve this Time Sheet as you would any other submitted by your employees for approval.