



SIGN IN

Username

Remember me on this computer

SIGN IN

Login with your email credentials



Search

Main Menu

Personal Information

Update contact information; review name or social security number change information; Change your PIN.

Advancement Officers

Search; contact information; call reports; review profiles; and giving history.

Student Services & Financial Aid

Register; View your academic records; Account Summary; Make a Payment; Payment Plan; Financial Aid

Faculty & Advisors

Enter Grades and Registration Overrides; View Class Lists and Student Information

Employee

Time sheets; time off; benefits; leave or job data; paystubs; W2 and W4 data.

WebTailor Administration

Customize the Web pages for your institution; Update user roles.

Finance

Create or review financial documents; budget information; approvals.

Sign Up / Update Alert-Me-Now Information

Sign Up / Update Alert-Me-Now Information

RELEASE: 8.9.1.3

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This is the main landing page. Click on Employee Tab or Link



Search

Employee

Your employee information has been gathered and updated on an ongoing basis via various employment documents. In the event that you notice discrepancies, please attempt to correct them via Employee Self Service. In the event that you are not able to correct discrepancies, please contact the Benefits Office at ext 7230 or 7502 regarding Benefits Deductions and Leave Balance discrepancies, the Payroll Office at ext 7782 for pay and tax form information.

- [MyEmployee](#)
- [Proxy Management](#)
- [Holds and Waivers](#)
- [Time Sheet](#)
- [EPAF:Employee Personnel Action Forms](#)

RELEASE: 8.9.1.3

Click On My Employee

Employee Dashboard



[My Profile](#)

Leave Balances as of 07/28/2022

Vacation Accruals in hours	241.50	Sick Accruals in hours	1,561.85	Furlough State Mandated in hours	0.00
Compensatory Accruals in hours	100.00	Paid Leave Bank in hours	0.00		

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 11/26/2021

[All Pay Stubs](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

[Enter Time](#)

[Approve Time](#)

[Faculty Load and Compensation](#)

[Salary Planner](#)

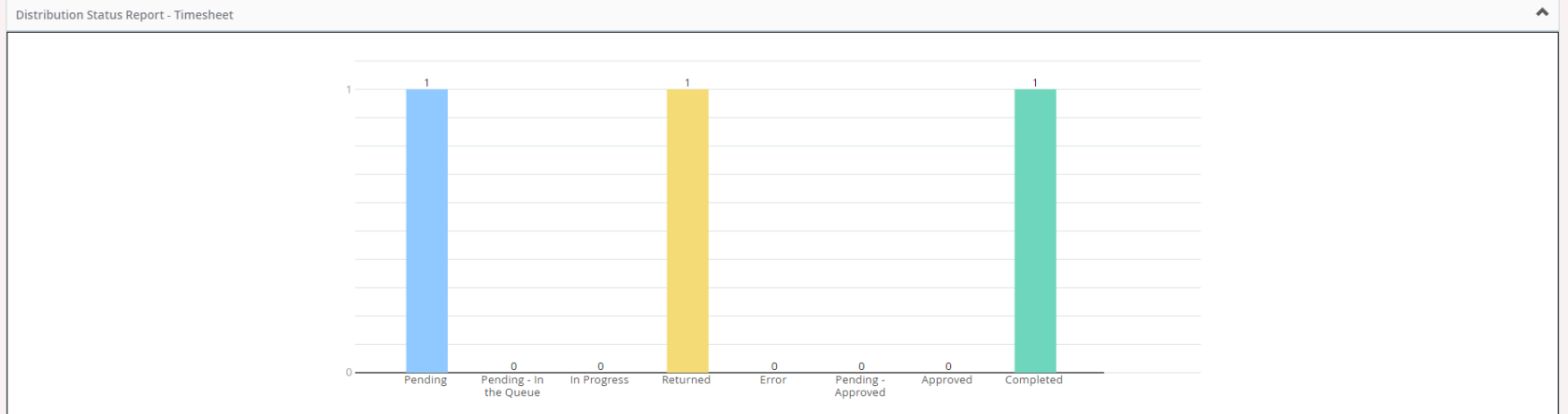
[Effort Certification](#)

[Benefits Administrator](#)

[1094 Tax Receipt ID Entry](#)

[Position Description](#)

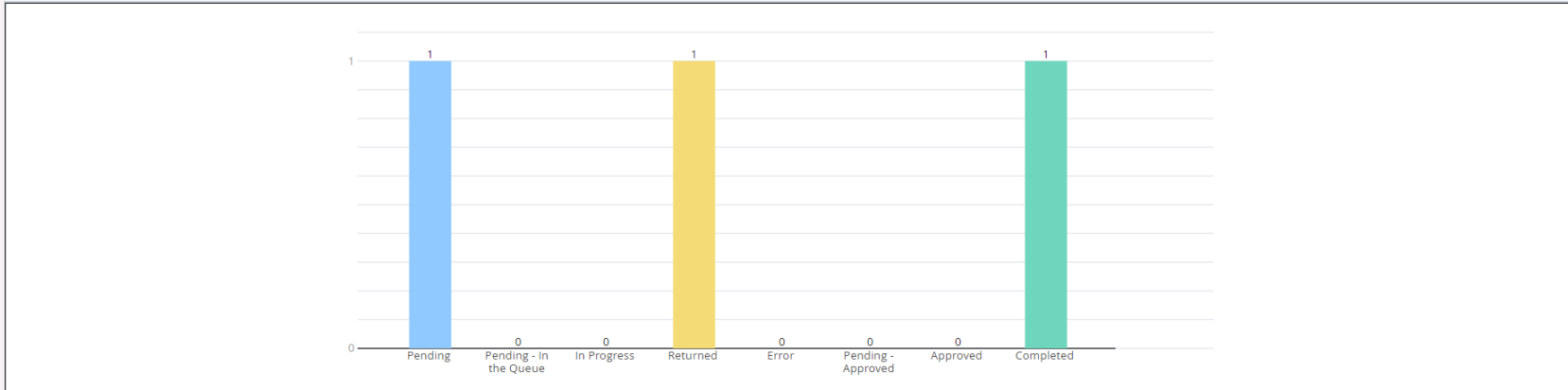
Click on Approve Time, which is directly under the Enter Time Blue Box



<input type="checkbox"/>	Pending	1			
<input type="checkbox"/>	Employee Name	ID	Organization	Hours/Units	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	19.50 Hours	ⓘ 💬 1 ⋮
Pending - In the Queue		0			
In Progress		0			
Returned		1			

This is just an example of one employee who has submitted his timesheet.

Distribution Status Report - Timesheet

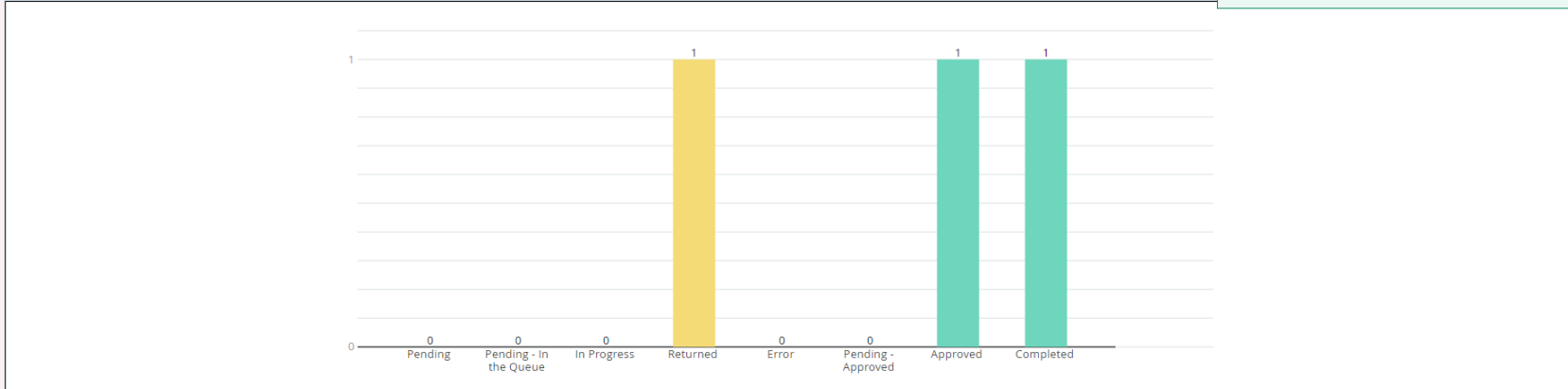


<input type="checkbox"/> Pending 1 Approve/Acknowledge				
Employee Name	ID	Organization	Hours/Units	
<input checked="" type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	19.50 Hours	
Pending - In the Queue 0				
In Progress 0				
Returned 1				
Employee Name	ID	Organization	Hours/Units	

Choose employee by checking the box next to their name, and then click on the blue box, Approve/Acknowledge



✔ Timesheet(s) successfully processed. 1 Timesheet(s) approved.



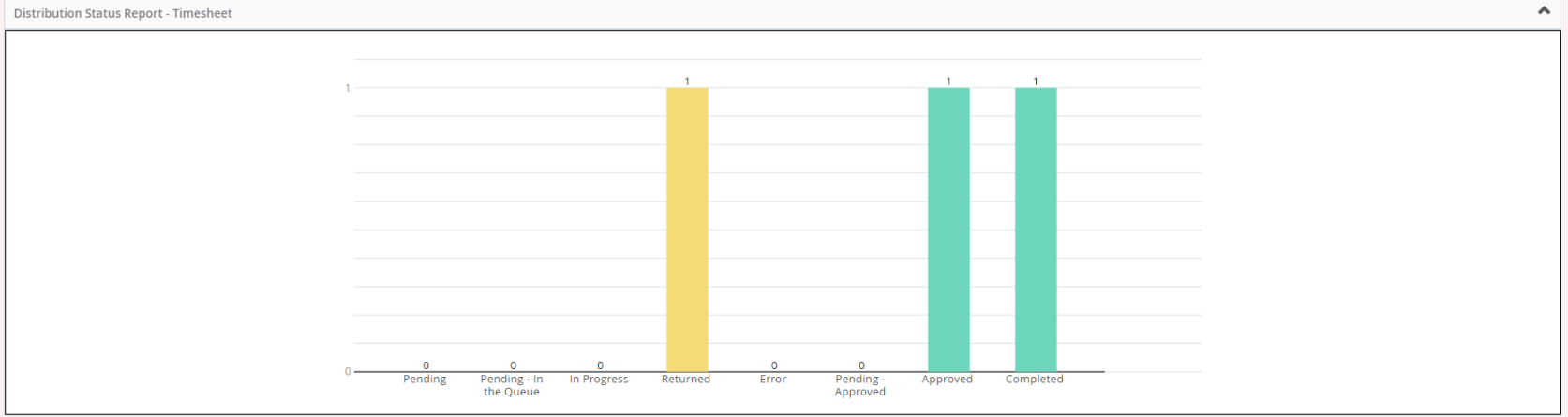
Pending	0	▼		
Pending - In the Queue	0	▼		
In Progress	0	▼		
Returned	1	▲		
Employee Name	ID	Organization	Hours/Units	▼
[Redacted]				
Error	0	▼		

On the upper right hand corner, you are informed the timesheet has been approved.

Approvals - Timesheet

Approvals Timesheet

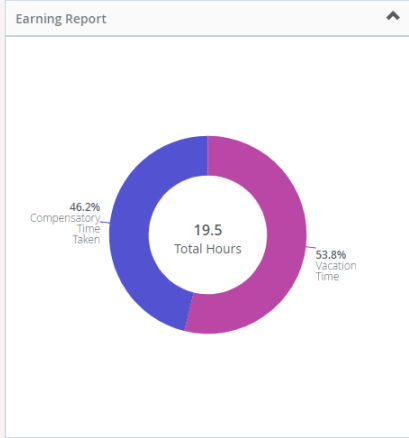
Timesheet | All Departments | 07/16/2022 - 07/29/2022 (2022 RB 16) | All Status except Not Started | Enter ID/Name



Pending	0
[redacted]	
In Progress	0
Returned	1

After approving, you can go up to right hand corner and click on Reports

Reports - Timesheet



Employee Name	ID	Hours/Days/Units	Organization	Earn Code
[redacted]	[redacted]	[redacted]	[redacted]	Compensatory Time Taken
[redacted]	[redacted]	[redacted]	[redacted]	Vacation Time

Results found: 2

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This report would show a breakdown of employee's hours, based on job positions. A student aide's report would look different in as much as the way hours are entered.