

Submitting Timesheets as an Employee

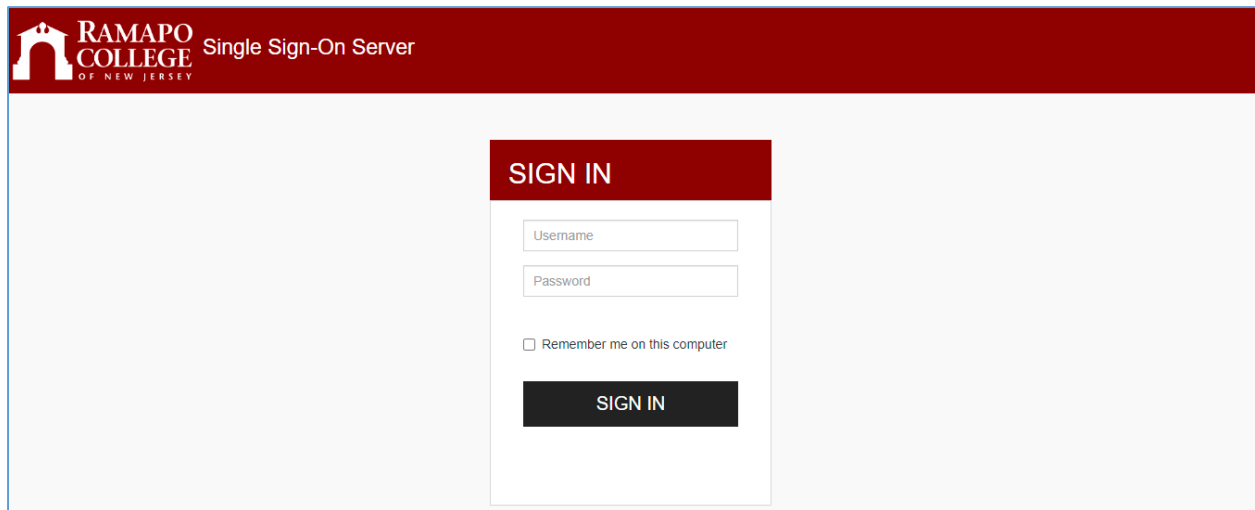
As of 8/4/2022

Background

This procedure will explain how to submit a timesheet as an employee (excluding student aides) using the Banner Self-Service 9 upgraded module

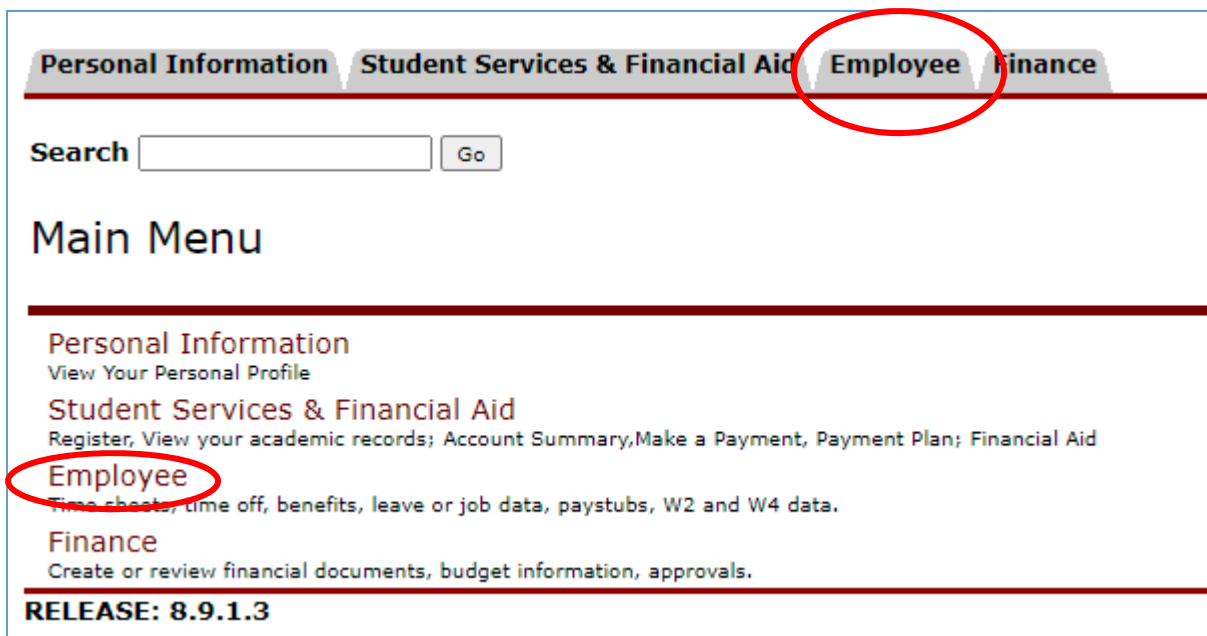
Steps

1. Go to Self Service
2. Log in using your Ramapo credentials. Note: username does not include @ramapo.edu



The screenshot shows the login interface for the Ramapo College Single Sign-On Server. At the top left is the Ramapo College of New Jersey logo. The header text reads "RAMAPO COLLEGE OF NEW JERSEY Single Sign-On Server". The main content area features a "SIGN IN" button at the top of a white box. Below this are input fields for "Username" and "Password". A checkbox labeled "Remember me on this computer" is positioned below the password field. At the bottom of the white box is a black "SIGN IN" button.

3. Click on the Employee tab or the Employee link



The screenshot displays the "Main Menu" of the Banner Self-Service 9 system. At the top, there are four tabs: "Personal Information", "Student Services & Financial Aid", "Employee", and "Finance". The "Employee" tab is circled in red. Below the tabs is a search bar with a "Go" button. The "Main Menu" section lists four categories: "Personal Information" (with sub-link "View Your Personal Profile"), "Student Services & Financial Aid" (with sub-links "Register, View your academic records; Account Summary, Make a Payment, Payment Plan; Financial Aid"), "Employee" (circled in red, with sub-links "Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data."), and "Finance" (with sub-link "Create or review financial documents, budget information, approvals."). At the bottom, a red banner displays the text "RELEASE: 8.9.1.3".

- Click on My Employee

Personal Information Student Services & Financial Aid **Employee** Finance

Search Go

Employee

Your employee information has been gathered and updated on an ongoing basis via various e Employee Self Service. In the event that you are not able to correct discrepancies, please contact the Payroll Office at ext 7782 for pay and tax form information.

My Employee

Proxy Management

Holds and Waivers

RELEASE: 8.9.1.3

- From the Employee Dashboard, locate the Enter Time blue box on the right side of your screen

RAMAPO COLLEGE OF NEW JERSEY

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 08/04/2022

Vacation Accruals in hours	158.75	Sick Accruals in hours	333.75	Personal Accruals in hours	21.00
Compensatory Accruals in hours	33.50	Furlough State Mandated in hours	0.00	Paid Leave Bank in hours	0.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 07/22/2022 All Pay Stubs Direct Deposit Information Deductions History

Earnings

My Activities

Enter Time

6. Locate the position for which you need to enter time. Click the Start Timesheet button to begin.

The screenshot shows the 'Employee Dashboard' with a 'Timesheet' tab selected. Below the tab, there is a table with columns: Pay Period, Hours/Units, Submitted On, and Status. The first row shows a pay period of '07/30/2022 - 08/12/2022' and a status of 'Not Started'. A red circle highlights the 'Start Timesheet' button located to the right of the 'Not Started' status. Above the table, there is a 'Pay Period' dropdown menu and a 'Prior Periods' link.

7. If you have time (vacation, sick, etc.) to enter, follow the proceeding steps. If not, skip to step 11.

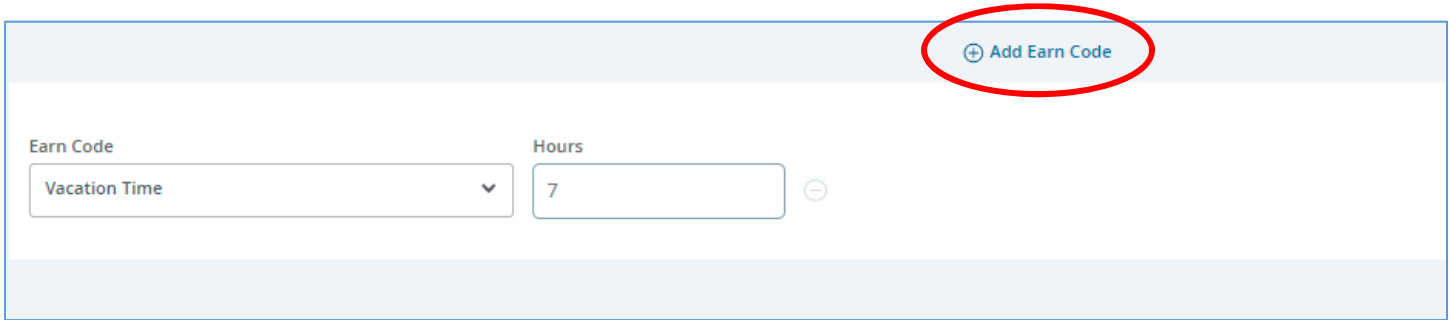
a. Note: If you are returning to an already started timesheet, click In Progress, then continue to step 8

This screenshot shows the same Timesheet table as in step 6, but the status for the pay period '07/30/2022 - 08/12/2022' is now 'In Progress'. A red circle highlights the 'In Progress' status. The 'Start Timesheet' button is no longer visible.

8. Click on the calendar day to enter time. Then, under Earn Code, select the type of time you need to enter (vacation, sick, compensatory, personal, etc.).

The screenshot shows a calendar view for the pay period '07/30/2022 - 08/12/2022'. The days of the week are listed at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. Below each day is a calendar grid. The date '4' (Thursday) is circled in red. Below the calendar, there is an 'Add Earn Code' button. A dropdown menu is open, showing a list of 'Earn Code' options: 'Select Earn Code', 'Vacation Time', 'Sick Full Time', 'Compensatory Time Taken', 'Personal Time', and 'Leave Voluntary Furlough'. The 'Vacation Time' option is highlighted. A red circle also highlights the 'In Progress' status and the 'Submit By 08/12/2022, 03:00 P' deadline in the top right corner.

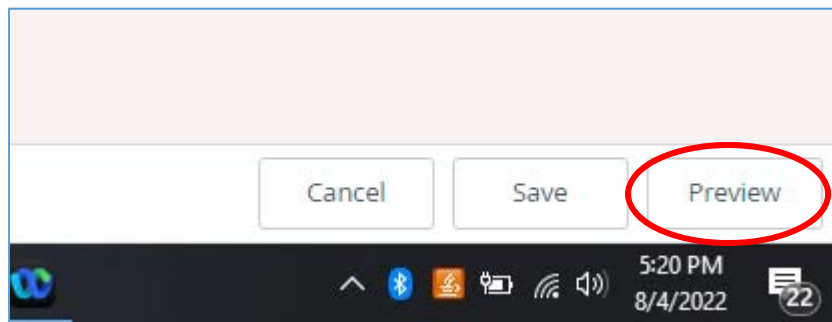
9. The Hours field will appear. Enter the amount of hours.
 - a. If there is more than one type of time/ earn code to enter for the same day, click Add Earn Code and select the type of earn code for which you need to enter time. Enter the hours.



+

 Add Earn Code

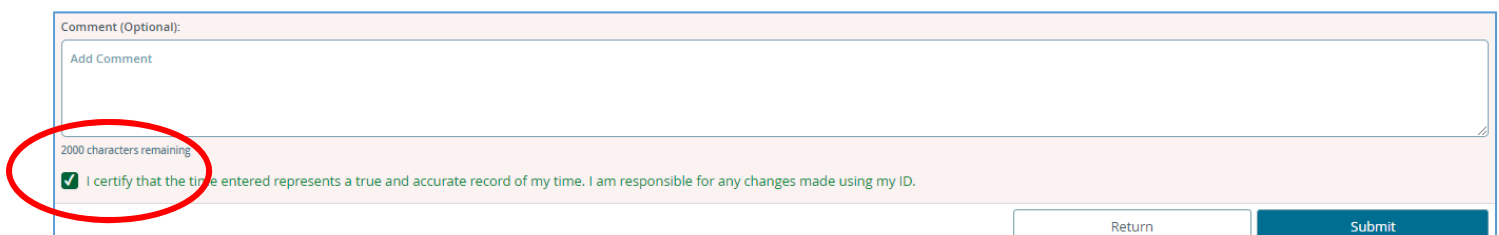
10. Click Save
11. Click Preview on the bottom right corner



Cancel Save Preview

5:20 PM
8/4/2022

12. Check the box on the bottom left corner of the screen (you may have to scroll down). This is to certify that the time entered is true and accurate. You cannot submit time without checking this box.



Comment (Optional):

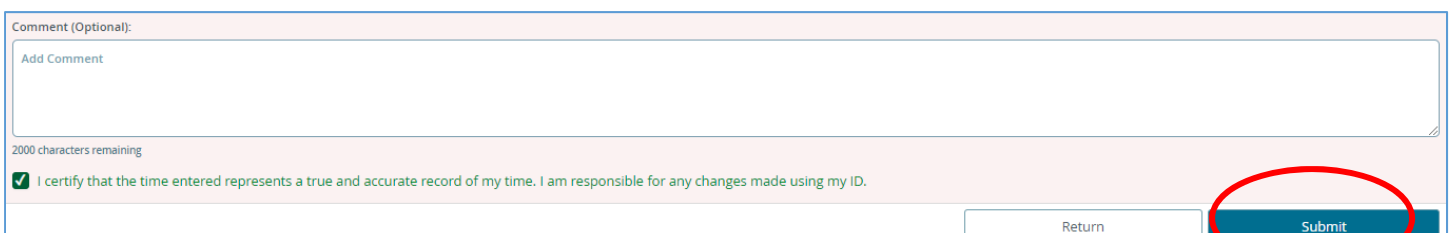
Add Comment

2000 characters remaining

☒ 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.

Return Submit

13. Click Submit (blue button, bottom right corner)



Comment (Optional):

Add Comment

2000 characters remaining

☒ 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.

Return Submit