

Submitting Timesheets as a Student Employee

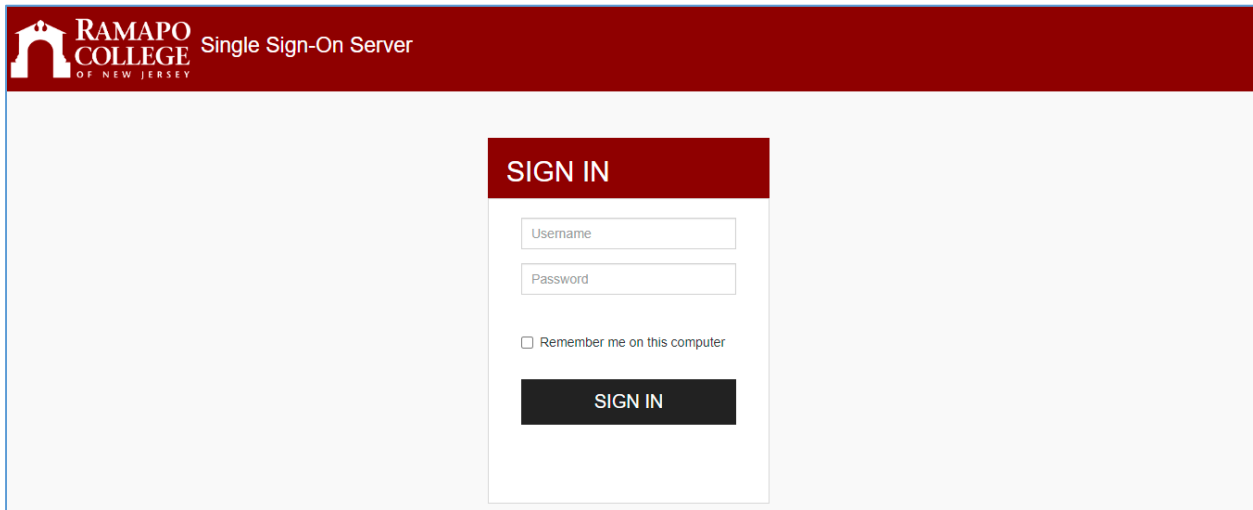
As of 8/11/2022

Background

This procedure will explain how to submit a timesheet as a student aide using the Banner Self-Service 9 upgraded module. Unlike full-time employees (who only enter the time they are off), students enter the hours they worked on their time sheets and include any time they took off as sick.

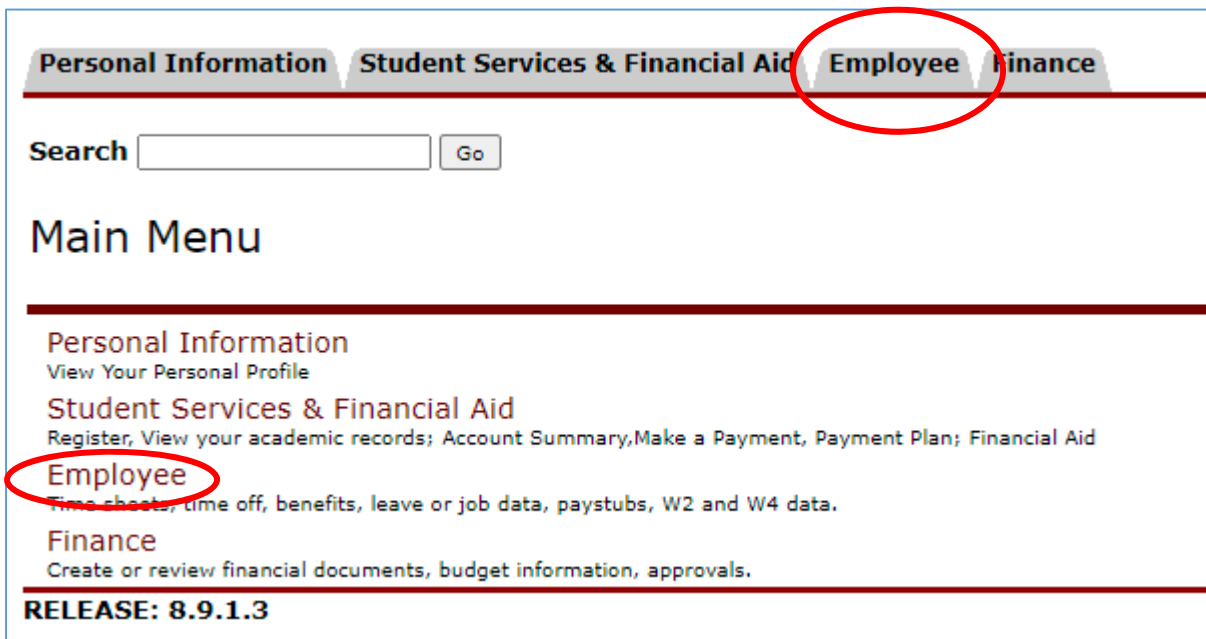
Steps

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 logo with the text "RAMAPO COLLEGE OF NEW JERSEY" and "Single Sign-On Server". The main content area features a "SIGN IN" header in a red box. Below this are two input fields: "Username" and "Password". There is a checkbox labeled "Remember me on this computer" and a black "SIGN IN" button at the bottom.

3. Click on the Employee tab or the Employee link



The screenshot displays the Banner Self-Service 9 Main Menu. 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 several categories: "Personal Information" (View Your Personal Profile), "Student Services & Financial Aid" (Register, View your academic records, Account Summary, Make a Payment, Payment Plan, Financial Aid), "Employee" (Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data), and "Finance" (Create or review financial documents, budget information, approvals). The "Employee" category is also circled in red. At the bottom, it says "RELEASE: 8.9.1.3".

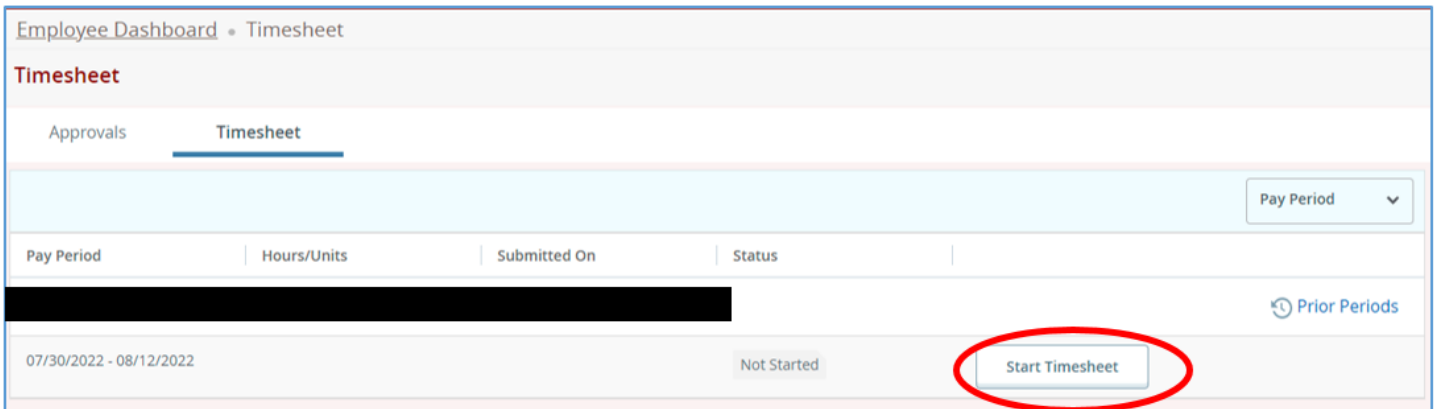
4. Click on My Employee

The screenshot shows a navigation bar with four tabs: "Personal Information", "Student Services & Financial Aid", "Employee", and "Finance". The "Employee" tab is highlighted in red. Below the navigation bar is a search field with a "Go" button. The main heading is "Employee". A message states: "Your employee information has been gathered and updated on an ongoing basis via various 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." Below the message are three menu items: "My Employee" (circled in red), "Proxy Management", and "Holds and Waivers". At the bottom, it says "RELEASE: 8.9.1.3".

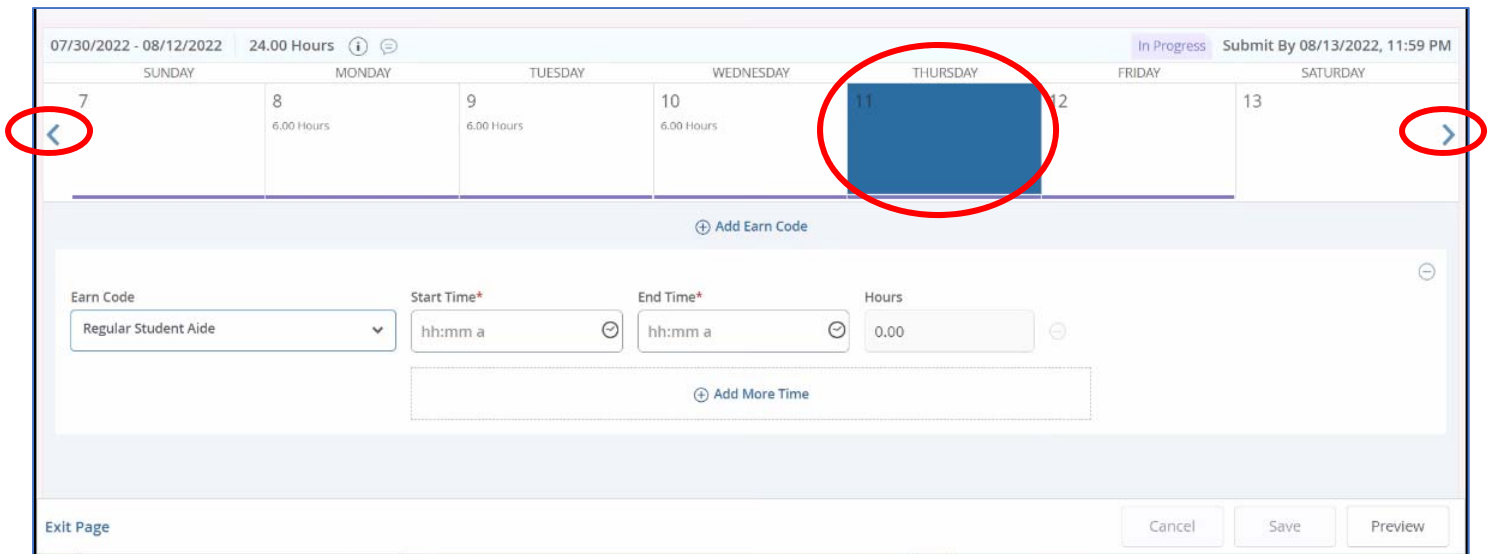
5. From the Employee Dashboard, locate the Enter Time blue box on the right side of your screen

The screenshot shows the "Employee Dashboard" for Ramapo College of New Jersey. The header includes the college logo and name. The main content area has a profile picture placeholder with a "My Profile" button. To the right, it says "Leave Balances as of 08/04/2022" and has a large blacked-out area with a link for "Full Leave Balance Information". Below this are sections for "Pay Information" (with sub-links for "Latest Pay Stub: 07/22/2022", "All Pay Stubs", "Direct Deposit Information", and "Deductions History") and "Earnings". On the right side, there is a "My Activities" section with a blue button labeled "Enter Time" circled in red.

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



7. Click on the day for which you need to enter the hours you worked or the hours you took off as sick. The day will turn blue, shown below. Make sure the correct day is highlighted before entering hours. Note: to go to a different week within the pay period, use the arrow keys on either side of the calendar.



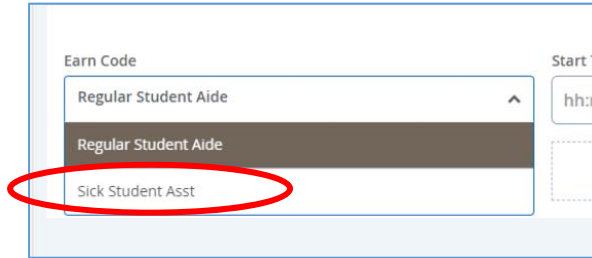
8. The earn code for entering normal hours worked is Regular Student Aide. Click on the clock to begin entering your start time for the day. **Be sure to choose the correct AM/PM indicator!** Then, click Set to set the time. Do the same for the End Time. The Hours field will populate automatically.

The screenshot shows a calendar view for the week of 07/30/2022 to 08/12/2022. The current date is Thursday, 08/11/2022, which is highlighted in blue. Below the calendar is a form for adding an earn code. The 'Earn Code' is set to 'Regular Student Aide'. The 'Start Time*' field is active, and a time picker is open. The time picker shows '09:00 AM' selected, with '09' in the hour field, '00' in the minute field, and 'AM' in the period field. The 'End Time*' field is empty, and the 'Hours' field is '0.00'. There are red circles around the AM/PM indicators in both the Start Time and End Time fields, and a red circle around the '09' in the time picker. At the bottom right, there are 'Cancel', 'Save', and 'Preview' buttons.

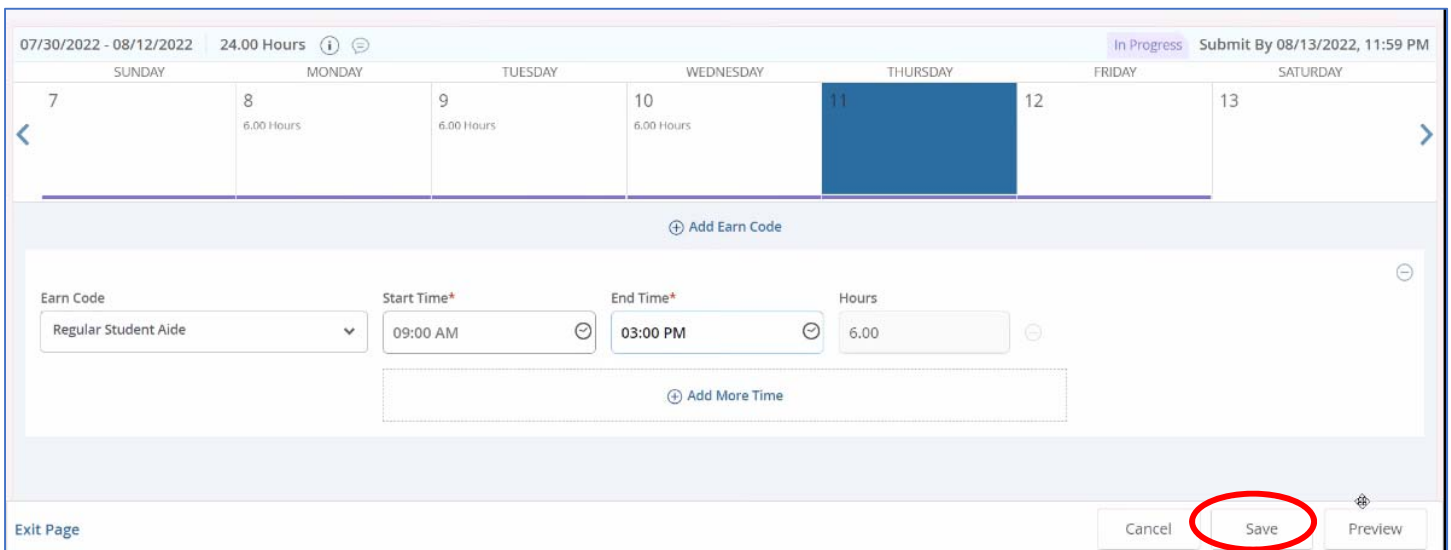
- a. Note: If you need to split the hours (to express a break within the day, ex: 9 am to 12 pm and 1 pm to 3pm), click Add More Time and add the hours.

The screenshot shows the same time entry interface as above, but now the 'Start Time*' is '09:00 AM' and the 'End Time*' is '03:00 PM'. The 'Hours' field has updated to '6.00'. The 'Add More Time' button is circled in red. At the bottom right, there are 'Cancel', 'Save', and 'Preview' buttons.

- b. To enter sick time, change the Earn Code drop down menu to sick time. Be sure you have enough hours earned to put in sick time.



9. Click Save after each day for which you enter hours. You should not move onto another day until you have clicked Save on days for which you have added time. Otherwise, your changes will not be saved.



10. Repeat steps 7-9 until you have entered all the time you worked/any time you took off sick. You can also copy time from one day to multiple days by selecting the paper icon, choosing the days you want to copy the hours to, and clicking Save. If you select Copy, you will have the option to select "Copy to the end of pay period" or select each day individually. It is recommend you select each day individually to ensure time entry accuracy.



11. Once all the hours have been added & saved, click Preview

Employee Dashboard • Timesheet

Timesheet data successfully saved.

Restart Time Leave Balances

07/30/2022 - 08/12/2022 30.00 Hours In Progress Submit By 08/13/2022, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

7 8 9 10 11 12 13

6.00 Hours 6.00 Hours 6.00 Hours 6.00 Hours

Add Earn Code

Regular Student Aide 09:00 AM - 03:00 PM 6.00 Hours

Add More Time

Total: 6.00 Hours Account Distribution

Exit Page Cancel Save Preview

12. This will show you a preview/summary of the time you entered. Check everything over and make sure the time you entered is correct/accurate. Note: Your supervisor is not able to edit your timesheet or enter time on your behalf, and it is your responsibility to make sure the time entered is accurate.

Employee Dashboard • Timesheet • Preview

Pay Period: 07/30/2022 - 08/12/2022 30.00 Hours In Progress Submit By 08/13/2022, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/04/2022	RSA, Regular Student Aide	1	6.00 Hours
08/08/2022	RSA, Regular Student Aide	1	6.00 Hours
08/09/2022	RSA, Regular Student Aide	1	6.00 Hours
08/10/2022	RSA, Regular Student Aide	1	6.00 Hours
08/11/2022	RSA, Regular Student Aide	1	6.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/04/2022	RSA, Regular Student Aide	1	6.00	09:00 AM			03:00 PM		
08/08/2022	RSA, Regular Student Aide	1	6.00	09:00 AM			03:00 PM		
08/09/2022	RSA, Regular Student Aide	1	6.00	09:00 AM			03:00 PM		
08/10/2022	RSA, Regular Student Aide	1	6.00	09:00 AM			03:00 PM		
08/11/2022	RSA, Regular Student Aide	1	6.00	09:00 AM			03:00 PM		

Summary

Return Submit

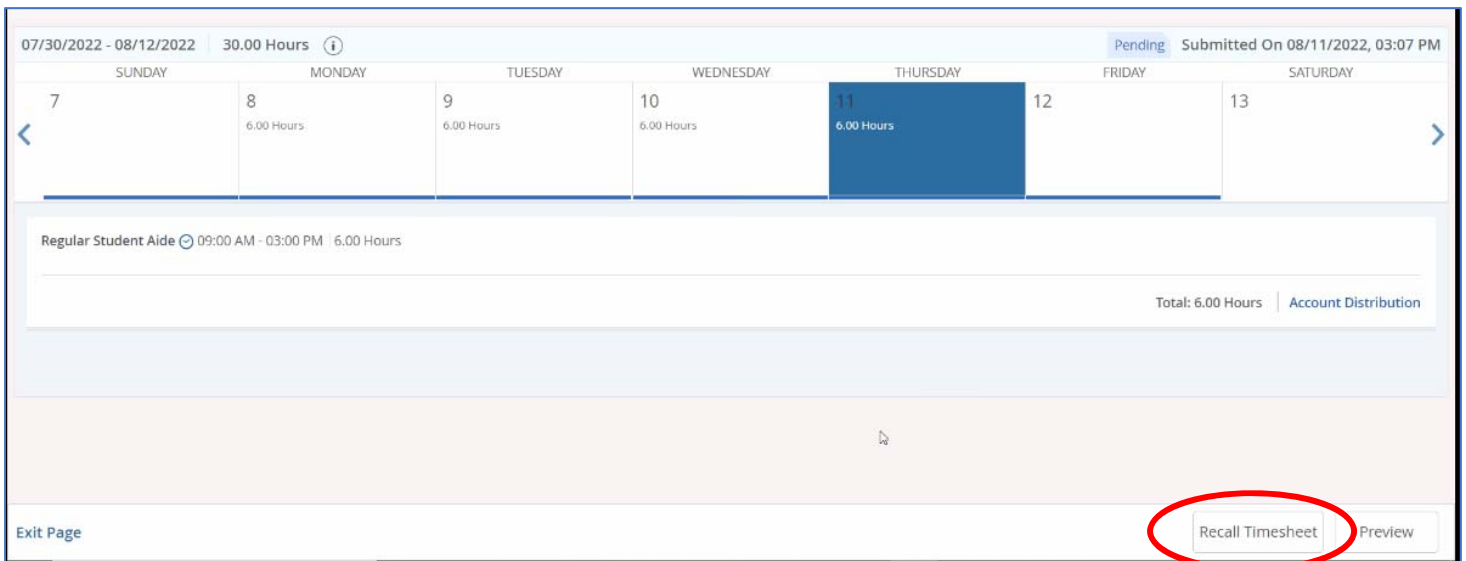
13. Once everything has been checked, scroll all the way to the bottom of the Preview page and look for a checkbox that states “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.” Without checking this box, you cannot submit your timesheet for approval. Check the box, then click Submit



You have now submitted your timesheet for approval.

Additional Notes:

- After submitting your time, your timesheet will now go into a “Pending” state until it is approved. In this state, you are able to recall your timesheet and make changes if necessary until the timesheet is approved. In order to recall your timesheet, go back into the timesheet and click Recall Timesheet. From there, you can make any changes needed. You will need to Preview, Certify & Submit your timesheet again once those changes are made.



- Once the timesheet is approved, no more changes can be made. For any issues regarding time entered & approval on a timesheet, please contact Payroll.