

Ramapo College of New Jersey

Web Time

Approver

Business Services
Debbie Schultes
Version 2.0

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I.	Self Service Entry	4
	Option 1 Accessing from Banner Login Page.....	4
	Option 2 Accessing from Ramapo Portal	7
II.	Time Reporting Selection	11
	Selection Criteria	11
	Access my Time Sheet	11
	Access my Leave Report	11
	Access my Leave Request	11
	Approve or Acknowledge Time	11
	Act as Proxy.....	11
	Act as Superuser	11
	Proxy Set Up.....	11
III.	View Submitted Time Sheet.....	14
IV.	Modify Submitted Time Sheet	15
V.	Approve Submitted Time Sheet.....	18
VI.	Printing Timesheet	19
VII.	Setting Up a Proxy	21
	Proxy Set Up Link	21

I. Self Service Entry

Self Service can be accessed from the Ramapo portal or the Banner login page. Option 1 below provides directions for accessing Self Service from Banner. Option 2 below provides directions for accessing Self Service from the Ramapo portal.

Option 1 Accessing from Banner Login Page

Enter Self Service Banner: <http://core.banner.ramapo.edu:9090/>



Internet Native Banner

Version 7.x

Select Database

Self Service Banner

Version 7.x

Select Database

Click on the button under Self Service Banner.

Ramapo College Self Service page will appear:

The screenshot shows the top of the Ramapo College Self Service page. It features a dark red header with the text "RAMAPO COLLEGE" in large white letters and "Self Service" in smaller white letters below it. Below the header is a list of links: "Enter Secure Area" (underlined), "Prospective Students", "Apply for Admission", "General Financial Aid", "Campus Directory", "Class Schedule", "Course Catalog", "Alumni and Friends", and "Back to Ramapo Guide". At the bottom left of the page, it says "RELEASE: 7.3". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Click on the [Enter Secure Area](#) link.

The screenshot shows the login page of the Ramapo College Self Service system. It has a dark red header with "RAMAPO COLLEGE" and "Self Service". Below the header, there is a text box for "User ID:" and another for "PIN:". Below these are two buttons: "Login" and "Forgot PIN?". A note reads: "Please Note: You **must** use uppercase 'R' when entering your ID." At the bottom left, it says "RELEASE: 7.3". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Enter **User Id** and **PIN**:

Click on the Button.

The Main Menu will appear:

The screenshot shows the main menu of the Ramapo College Self Service system. It features a dark red header with "RAMAPO COLLEGE" and a small image of the college's entrance. Below the header, there are three tabs: "Personal Information", "Employee", and "Finance". Below the tabs is a search bar with a "go" button. At the bottom right, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". Below the search bar, the text "Main Menu" is displayed.

Personal Information

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

Employee

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

Finance

Create or review financial documents, budget information, approvals.

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Click on the **Employee** link on the bottom of the page, or click on the **Employee** tab on the top of the page.

Employee

The Employee page will appear:

The screenshot shows the top navigation bar with 'RAMAPO COLLEGE' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right. Below this is a secondary navigation bar with three tabs: 'Personal Information', 'Employee' (which is highlighted), and 'Finance'. A search bar is located below the navigation tabs, with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading of the page is 'Employee'. Below the heading is an information icon (i) followed by a paragraph: '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 7320 or 7502 regarding Benefits Deductions and Leave Balance discrepancies, Employee Services and Records at ext 7781 for Jobs Summary discrepancies or the Payroll Office at ext 7782 for pay and tax form information.' Below this paragraph are several links: 'Time Sheet', 'Benefits and Deductions' (with subtext: 'Retirement, health, flexible spending, miscellaneous, beneficiary.'), 'Pay Information' (with subtext: 'Direct deposit allocation, earnings and deductions history, or pay stubs.'), 'Tax Forms' (with subtext: 'W4 information or W2 Form.'), and 'Jobs Summary'. At the bottom of the page, there is a footer with 'RELEASE: 7.3' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right.

Click on the **Time Sheet** link.

The Time Reporting Selection page will appear:

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

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Option 2 Accessing from Ramapo Portal

MY RAMAPO

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

How do I get a user name and password?

[CLICK HERE](#)

My Ramapo additional links

- [Quick Reference User Guide](#)
- [My Ramapo FAQ](#)
- [Usage Policy](#)
- [Forgot your password?](#)

Welcome to the My Ramapo Luminis Portal.

This secure site provides the Ramapo College student, faculty and staff communities with access to a growing number of on-line services. Inside you can check your e-mail, calendar, and participate in online groups.

If you are using a pop-up blocker, you may not be able to access all of the services available in My Ramapo. Please disable your pop-up blocker while you are using MyRamapo.

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

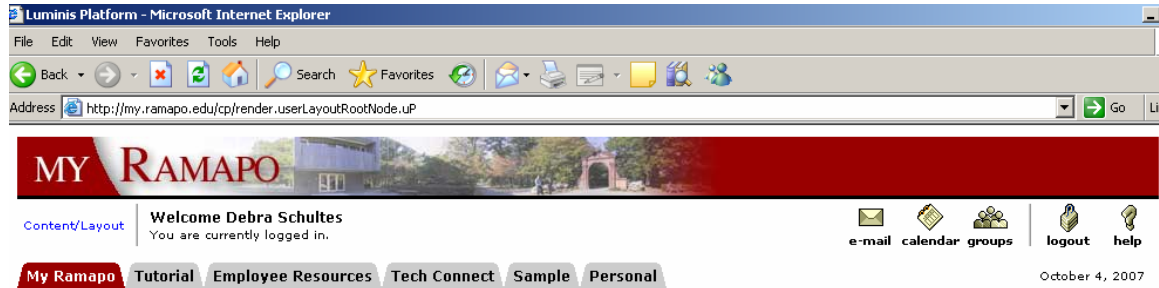
and much more...

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[Top](#) **SUNGARD** HIGHER EDUCATION

Access the portal by entering User Name, Password, and clicking on the Login button.

The My Ramapo page will appear.

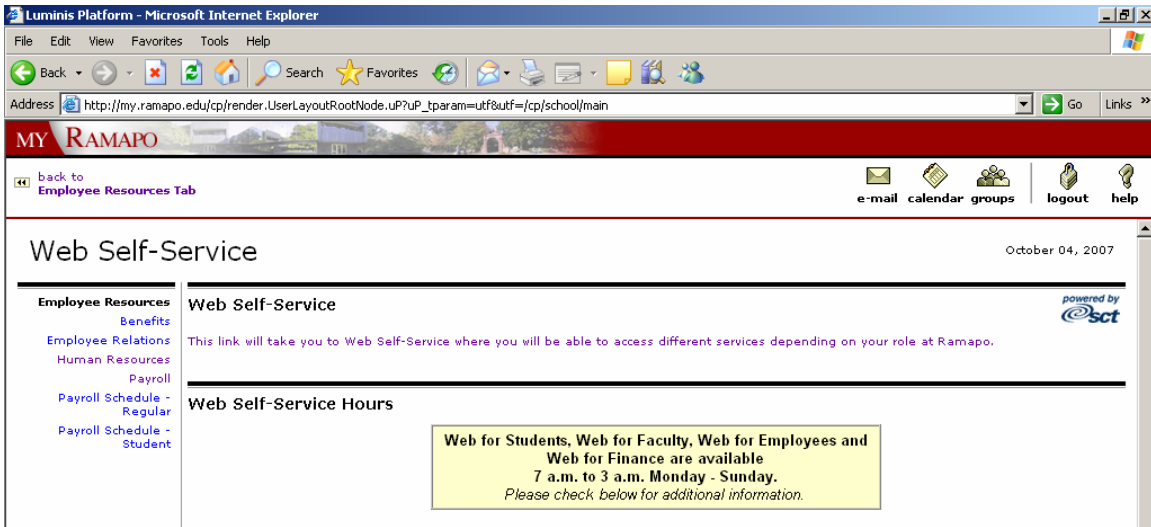


Click on the Employee Resources, Employee Resources, tab.

Under Web Self-Service click on the Banner Web for Students/Web for Faculty/Web for Employees link.



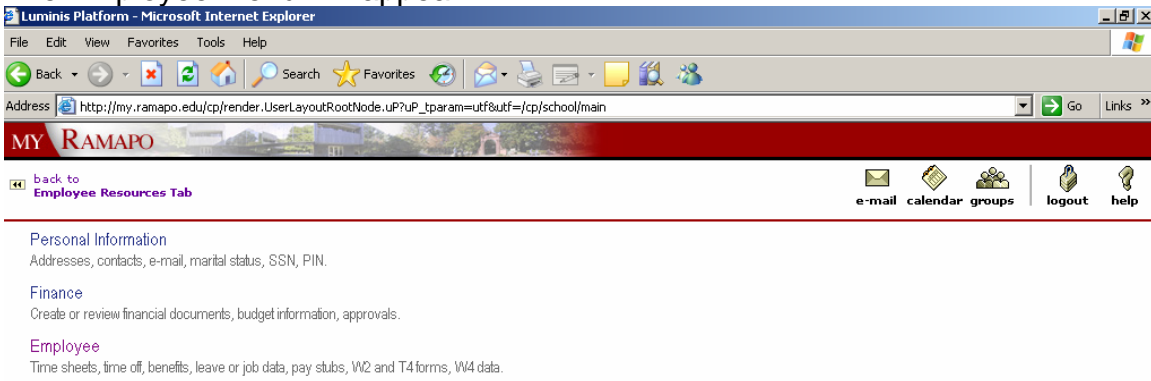
The Web Self Service page will appear:



Click on the link:

This link will take you to [Web Self-Service](#) where you will be able to access different services depending on your role at Ramapo.

The Employee Menu will appear:



Click on the **Employee** link on the bottom of the page.

The Employee page will appear:

RAMAPO COLLEGE

Personal Information **Employee** Finance

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

i 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 7320 or 7502 regarding Benefits Deductions and Leave Balance discrepancies, Employee Services and Records at ext 7781 for Jobs Summary discrepancies or the Payroll Office at ext 7782 for pay and tax form information.

- Time Sheet
- Benefits and Deductions
- Retirement, health, flexible spending, miscellaneous, beneficiary.
- Pay Information
- Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
- W4 information or W2 Form.
- Jobs Summary

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Click on the **Time Sheet** link.

The Time Reporting Selection page will appear:

RAMAPO COLLEGE

Personal Information **Employee** Finance

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time Reporting Selection

i Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

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II. Time Reporting Selection

Selection Criteria

Access my Time Sheet

This will allow you to update your own timesheet.

Access my Leave Report

This will allow you to view your leave report.

Access my Leave Request

This will allow you to view your leave request.

Approve or Acknowledge Time

This will allow you to approve time sheets.

Act as Proxy

This contains a drop-down list of all approvers you are a proxy for. When you are approving the time sheets for which you are the primary approver, select Self.

Act as Superuser

A check box that allows the Payroll Department to access time sheets in Self Service. You can only use the Superuser capabilities if your profile security is set up as a superuser.

Proxy Set Up

A link that allows you to set up a proxy who would approve time sheets in your absence. ***You must notify The Payroll Department when you are using a proxy, as security rights must be established for your proxy.*** See Section "Setting Up a Proxy" for proxy assignment instructions.

Chose 'Approve or Acknowledge Time' and click on the  button.

The Approver Selection page will be displayed:

Search

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

Department and Description	My Choice	Pay Period
R, 30301, Athletics	<input checked="" type="radio"/>	SB, Jun 23, 2007 to Jul 06, 2007
R, 62002, Public Relations	<input type="radio"/>	SB, Jun 23, 2007 to Jul 06, 2007
R, 72101, Human Resources	<input type="radio"/>	SB, Jun 23, 2007 to Jul 06, 2007

Sort Order

My Choice
Sort employees' records by Status then by Name:
Sort employees' records by Name:

In the Time Sheet section of the form, select the My Choice radio button for the department's time sheets you are approving. Select the time period from the Pay

Pay Period
SB, Aug 18, 2007 to Aug 31, 2007
SB, Aug 18, 2007 to Aug 31, 2007

Period drop-down menu.

Sort Order

The time sheet records can be sorted by Status and then by Name or sorted by Name only.

Chose your Selection Criteria and click on the button.

The Department Summary page will display with all the time sheets and the associated status of each time sheet.

Department Summary

Select the employee's name to access additional details.

COA: R, Ramapo College of New Jersey
Department: 30301, Athletics
Pay Period: Aug 18, 2007 to Aug 31, 2007
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Sep 01, 2007, 11:59 P.M.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R00354640	Sally Smith 320210 - 00	Approve	10.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R00352225	Gee Willerkers 320210 - 00	Approve	5.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

In Progress					
ID	Name and Position	Total Hours	Total Units	Other Information	
R00352222	Sally Sample 320210 - 00			1.00	.00

Not Started		
ID	Name and Position	Other Information
R00352224	Billy Boogle 320210 - 00	
R00352223	Tommy Testor 310210 - 00	

Pay Event Transactions

Action required by all approvers: 1
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 2
 Total Hours: 6.00
 Total Units: .00

The Department Summary provides a snapshot of the time sheets and their current status. In the above example, time sheets for the Public Relations Department has a time sheet waiting for approval, a time sheet that was started (in progress), and a time sheet that has not yet been started. Ramapo College of New Jersey will NOT be returning time sheets for corrections. All corrections MUST be made by the approver, prior to approving the time sheet.

Select New Department

Clicking on the Select New Department button will allow you to view the time sheets and status for another department for which you are an approver.


Select All, Approve or FYI

Clicking on the Select All, Approve or FYI button will mark the time sheets as approved. However, the Save button must also then be clicked to apply the approval. The Reset button will remove the mark on the time sheets, if the Save button has NOT been clicked.

III. View Submitted Time Sheet

Name and Position

Click on the Name of the time sheet submitter, Sally Smith, to view the time sheet. The Employee Details page will be displayed:



Personal Information Employee Finance

Search Go SITE MAP HELP EXIT

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: R00354640 Sally Smith Department and Description: R 30301 Athletics
 Title: 320210-00 Athletics SA Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Aug 18, 2007	Sunday , Aug 19, 2007	Monday , Aug 20, 2007	Tuesday , Aug 21, 2007	Wednesday , Aug 22, 2007	Thursday , Aug 23, 2007	Friday , Aug 24, 2007	Saturday , Aug 25, 2007	Sunday , Aug 26, 2007	Monday , Aug 27, 2007
Regular Student Aide	1		10.5					8	2.5					
Total Hours:			10.5					8	2.5					
Total Units:				0										

Time In and Out

Earnings	Saturday , Aug 18, 2007	Sunday , Aug 19, 2007	Monday , Aug 20, 2007	Tuesday , Aug 21, 2007	Wednesday , Aug 22, 2007	Thursday , Aug 23, 2007	Friday , Aug 24, 2007	Saturday , Aug 25, 2007	Sunday , Aug 26, 2007	Monday , Aug 27, 2007	Tuesday , Aug 28, 2007	Wednesday , Aug 29, 2007	Thurs 20
Regular			08:00	08:00 AM									
Student			AM	10:30 AM									
Aide			11:30										
			AM										
			12:30										
			PM										
			05:00										
			PM										

Routing Queue

Name	Action and Date
Sally Smith	Originated Aug 20, 2007 11:44 am
Sally Smith	Submitted Aug 21, 2007 08:52 am
Debra Schultes (Mandatory)	Pending

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Aug 18, 2007		100.00		10001	30104	6086	50				

- [Previous Menu](#)
- [Approve](#)
- [Return for Correction](#)
- [Change Record](#)
- [Delete](#)
- [Add Comment](#)
- [Next](#)

Time Sheet | Routing Queue | Account Distribution

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IV. Modify Submitted Time Sheet

To modify a submitted time sheet, click on the Change Record

button, Change Record, or the Change Time Record link from the

**Other
Information**

Change Time
Record

Department Summary page,

The employee time sheet will be displayed with update capabilities:

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name: Sally Smith
Title and Number: Athletics SA -- 320210-00
Department and Number: Athletics -- 30301
Time Sheet Period: Aug 18, 2007 to Aug 31, 2007
Submit By Date: Sep 01, 2007 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 18, 2007	Sunday Aug 19, 2007	Monday Aug 20, 2007	Tuesday Aug 21, 2007	Wednesday Aug 22, 2007	Thursday Aug 23, 2007	Friday Aug 24, 2007
Regular Student Aide	1	0	10.5		Enter Hours	Enter Hours		8	2.5	Enter Hours	Enter Hours
Total Hours:			10.5		0	0	8	2.5	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: Sally Smith on Aug 21, 2007
Approved By:
Waiting for Approval From: Debra Schultes

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Click on the hours entered, **8**, or the [Enter Hours](#) link to update the hours:

Sunday Aug 19, 2007	Monday Aug 20, 2007
Enter Hours	8

The Time In and Out page will appear:

Time In and Out

 Enter time in 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.

Date: Monday , Aug 20, 2007

Earnings Code: Regular Student Aide

Shift	Time In	Time Out	Total Hours
1	08:00 AM	11:30 AM	3.5
1	12:30 PM	05:00 PM	4.5
1			0
1			0
1			0
			8

Account Distribution

Earnings Code	Shift Hours	Account Distribution
Regular Student Aide	1 8	Account Distribution

RELEASE: 7.2.1.1

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Update time in the Time In and Time Out entry boxes:

Date: Monday , Aug 20, 2007

Earnings Code: Regular Student Aide

Shift	Time In	Time Out	Total Hours
1	08:00 AM	11:30 AM	3.5
1	12:30 PM	05:00 PM	4.5
1			0
1			0
1			0
			8

Then click on the button to save the changes.

V. Approve Submitted Time Sheet

Only the time sheets with a Pending status can be approved in self service. For all time sheets that have not been submitted for approval, please contact the Payroll Department.

Click on the Approve or FYI check box to approve the time sheet.

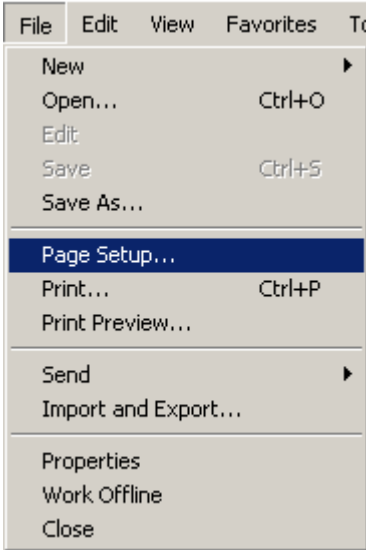
**Approve or
FYI**

To save the approval, click on the **Save** button.

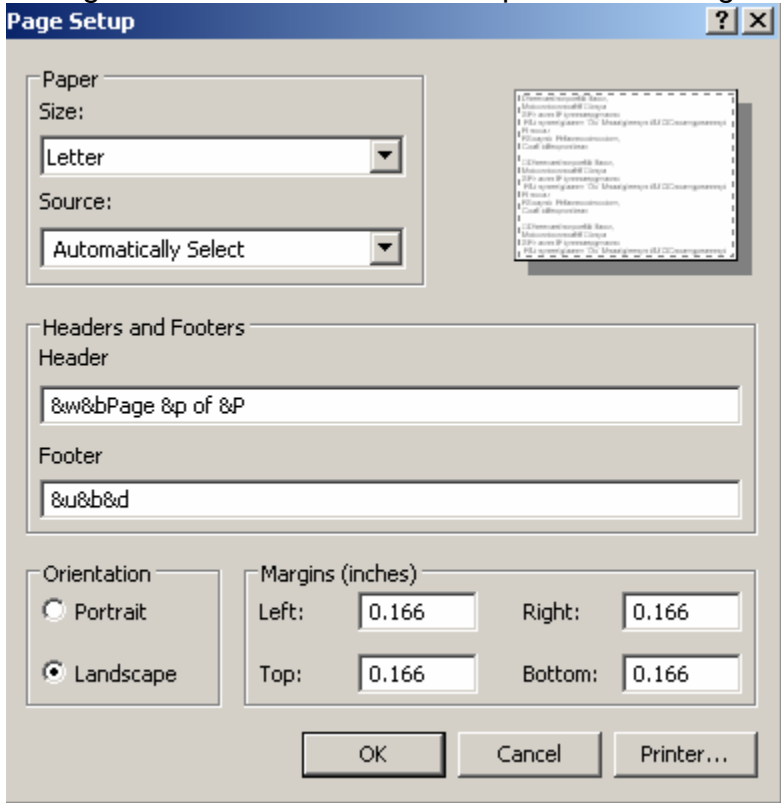
Queue Status
Approved

The status will be set to Approved.

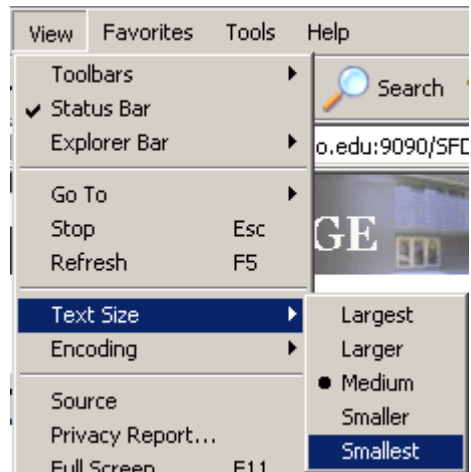
VI. Printing Timesheet



Change the page setup by going into File/Page Setup. Change the Orientation to Landscape and the Margins to 0.166.

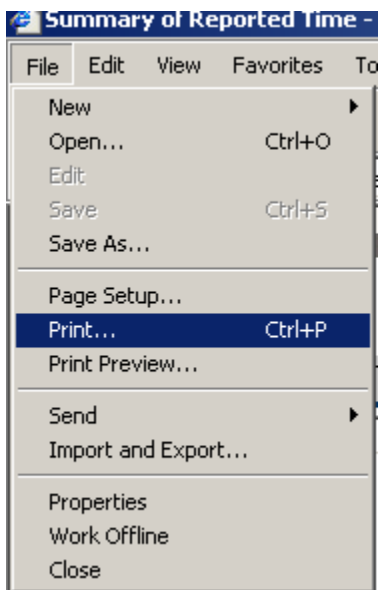


Click on the OK button to save the changes.



Change the print size to smallest:

Print the timesheet using the **Print** menu option from the **File** drop-down menu:



VII. Setting Up a Proxy

RAMAPO COLLEGE

Personal Information Employee Finance

Search Go SITE MAP HELP EXIT

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

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Proxy Set Up Link

Click on the Proxy Set Up link at the bottom of the page. (A proxy is someone who would approve time sheets in your absence.) ***You must notify The Payroll Department when you are using a proxy, as security rights must be established for your proxy.***

The proxy set up page will appear:

RAMAPO COLLEGE

Personal Information Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT


Proxy Set Up

Name	Add Remove
<input type="text" value="Barbara A Smith, BSMITH"/>	<input checked="" type="checkbox"/>

Save

[Time Reporting Selection](#)

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Select your proxy from the drop-down list and click on the Add Remove check box. Click on the  button to save your changes.

The Time Reporting Selection link at the bottom of the page will bring you back to the main Time Reporting page.