I. Timesheet Entry ................................................................................................................. 5
   Time Sheet Selection ................................................................................................. 8
   Enter Hours ............................................................................................................... 9
   Time In and Out buttons .......................................................................................... 11
   Change Hours ........................................................................................................... 11
   Copy Hours ............................................................................................................... 12
      Copy To End of Pay Period .................................................................................. 13
      Include Saturdays ............................................................................................... 13
      Include Sundays ................................................................................................. 13
      Copy By Date ....................................................................................................... 13
   Change Weeks .......................................................................................................... 14
   Change Position ....................................................................................................... 14
   Preview Time Sheet ................................................................................................. 14
   Printing Timesheet ................................................................................................. 15
   Restart Timesheet .................................................................................................... 16
   Add Comments ........................................................................................................ 16
II. Timesheet Submission ................................................................................................. 17
   Submit for Approval ................................................................................................. 17
I. Timesheet Entry

Timesheet Entry will be accessed via the Ramapo portal.

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 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:

Click on the Time Sheet link.

The Time Sheet Selection page will appear:
Time Sheet Selection

Title and Department lists the jobs for the logged in employee.

My Choice is a radio button that allows the logged in employee to select the job that time is being entered for. (In the event of the employee having one job, the radio button will automatically be selected for the one job.)

The Pay Period and Status is a drop-down list of all time periods and the time sheet status for each time period.

Select a Pay Period from the drop-down list and click on the button.

The Time and Leave Reporting page will be displayed:
Time and Leave Reporting

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

**Time Sheet**
- **Title and Number:**
- **Department and Number:**
- **Time Sheet Period:**
- **Submit By Date:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Student Aide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted for Approval By:
Approved By:
Waiting for Approval From:

**Enter Hours**

Click on the **Enter Hours** link under the date you are entering hours for:

**Monday**
**Aug 20, 2007**

Enter Hours

The Time In and Out page will appear:
Update time in the Time In and Time Out entry boxes and click on the Save button.

Enter time at intervals of 15 minutes in the 00:00 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.
**Time In and Out buttons**

The Previous Day button, [Previous Day], will take you to the day before the day you are currently entering.

The Next Day button, [Next Day], will take you to the day after the day you are currently entering.

The Timesheet button, [Timesheet], will return you to the time sheet.

The Add New Line button, [Add New Line], will add an additional time in and out line for those days where an employee has clocked in and out of work more than five times in one day.

The Copy button, [Copy], is used by employees that work the same number of hours every day. The system has a copy function that will copy the entered hours to all the selected days. See the section “Copy Hours” for full explanation of the Copy Hours functionality.

To remove entered hours for a given date, click on the Delete, [Delete], button. A confirmation page will appear:

![Confirmation Page]

**NOTE:** The hours will only be deleted for the date displayed on the Time In and Out page.

**Change Hours**

To change hours that have been entered, go to the main Time and Leave Reporting page, and click on the hours under the date you are changing:
This will bring you back to the Time In and Out page with hours:

Time In and Out

<table>
<thead>
<tr>
<th>Date:</th>
<th>Tuesday, Aug 21, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Code:</td>
<td>Regular Student Aide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00 AM</td>
<td>11:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>3</td>
</tr>
</tbody>
</table>

Account Distribution

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Shift Hours</th>
<th>Account Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Student Aide</td>
<td>1 3</td>
<td></td>
</tr>
</tbody>
</table>

Update the Time In and Time Out and click on the Save button.

Copy Hours

For employees that work the same number of hours every day, the system has a copy function that will copy the entered hours to all the selected days.

From the Time In and Out page, click on the Copy button. The Copy page will appear:
Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code:
Date and Hours to Copy:
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Click on the box for each date that has the same hours as the Date and Hours to Copy: and then click on the Copy button.

Copy To End of Pay Period

Click on the Copy from date displayed to end of the pay period: check box to copy the entered hours every day through the end of the pay period.

Include Saturdays

Click on the Include Saturdays: check box to include Saturdays in the copy.

Include Sundays

Click on the Include Sundays: check box to include Sundays in the copy.

Copy By Date

Select the specific days the hours are to be copied to by clicking on the check box under each date.

Click on the Copy button to save the entered time.

Return to the previous menu by clicking on the Previous Menu button.
Return to the time sheet by clicking on the Timesheet button.
**Change Weeks**

The Time and Leave Reporting page shows one week on the page. The Ramapo time payroll time period is a two week period. To view the additional week, click on the **Next** button.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Saturday 04, 2006</th>
<th>Sunday 05, 2006</th>
<th>Monday 06, 2006</th>
<th>Tuesday 07, 2006</th>
<th>Wednesday 08, 2006</th>
<th>Thursday 09, 2006</th>
<th>Friday 10, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Federal Work Study</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

To return to the first week, click on the **Previous** button.

**Change Position**

Some Ramapo employees have multiple positions while most employees have just one position. To change the timesheet position, click on the **Position Selection** button. See the section titled “**Time Sheet Selection**” to select a different timesheet.

**Preview Time Sheet**

To preview the entire timesheet, click on the **Preview** button. The two week timesheet will be displayed:
Summary of Reported Time

Click on the button to return to the timesheet entry page.

Printing Timesheet

Preview the timesheet. (See section titled “Preview Timesheet”)

Change the printer settings to Landscape.

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

To clear the timesheet of all entered hours, click on the **Restart** button. A confirmation page will appear:

Click on the Submit button, **Submit**, to delete all hours from the time sheet. Click on the Cancel button, **Cancel**, to return to the Time and Reporting page with hours still entered.

**Add Comments**

To add comments to a timesheet, click on the **Comments** button. The Comments page will appear:
Enter comments and click on the button. To return to the Time and Leave Reporting page, click on the button.

II. Timesheet Submission

Submit for Approval

When the timesheet entry is complete, click on the button. Ensure all hours are correct prior to clicking on the Submit for Approval button. Once the timesheet has been submitted for approval, it can no longer be modified.