RAMAPO COLLEGE OF NEW JERSEY

New Jersey's Public Liberal Arts College

Ramapo College of New Jersey

Web Time

Student Time Entry

Business Services
Debbie Schultes
Version 2.0

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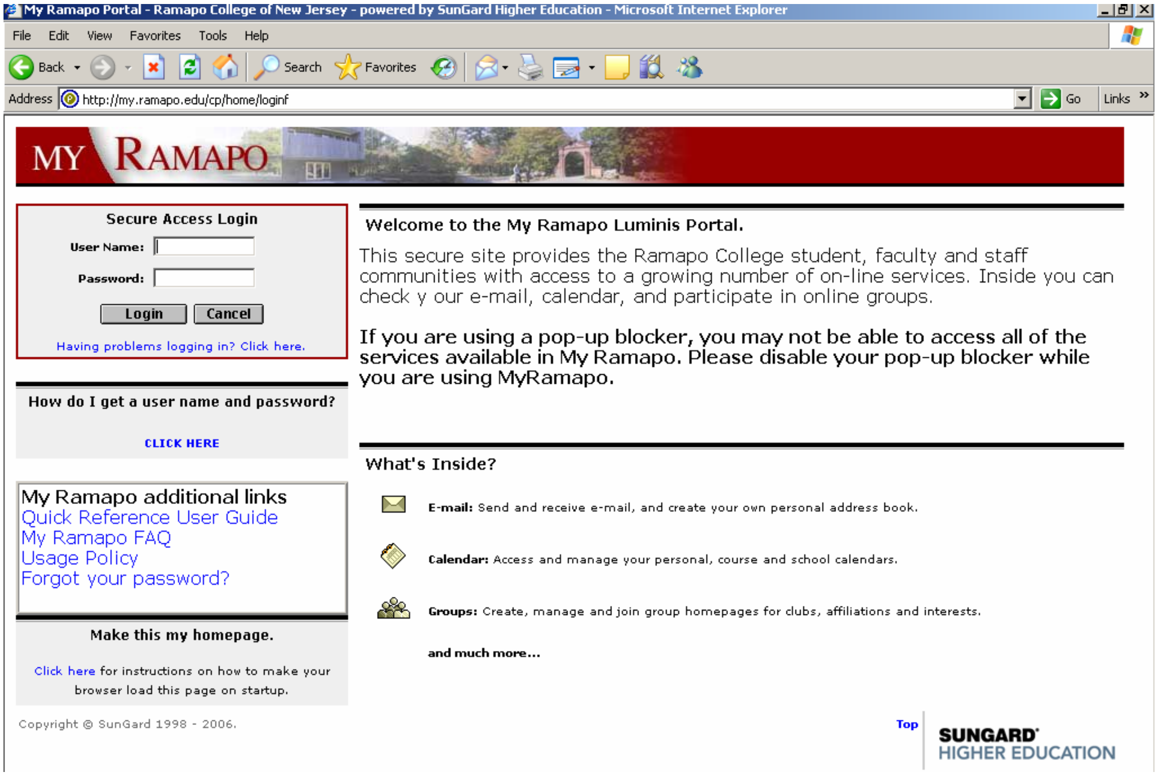
I. Timesheet Entry

Timesheet Entry will be accessed via the Ramapo portal.


My Ramapo Portal - Ramapo College of New Jersey - powered by SunGard Higher Education - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://my.ramapo.edu/cp/home/loginf
Go Links
MY RAMAPO

Secure Access Login

User Name:

Password:

Login Cancel

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?

Make this my homepage.

Click here for instructions on how to make your browser load this page on startup.

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 y our 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
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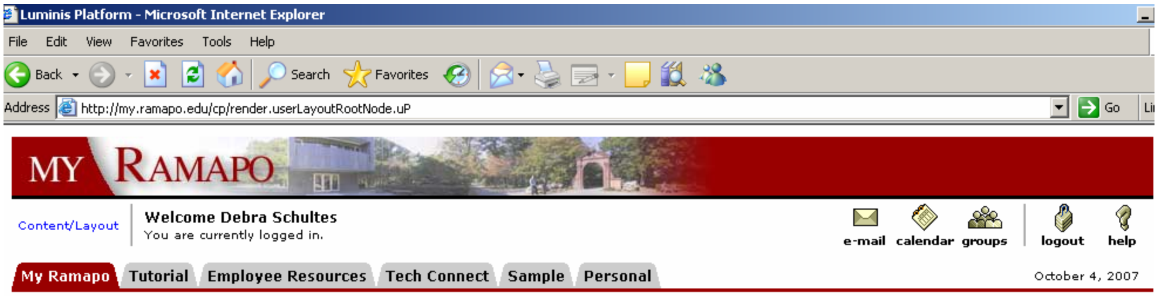
HIGHER EDUCATION

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

The My Ramapo page will appear.

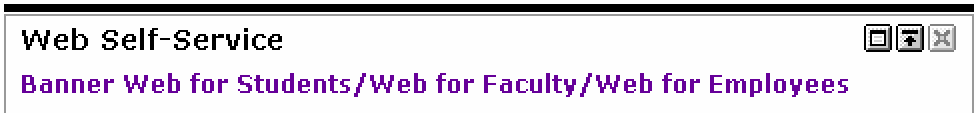

Luminis Platform - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://my.ramapo.edu/cp/render.userLayoutRootNode.uP
Go
MY RAMAPO
Content/Layout
e-mail
calendar
groups
logout
help
My Ramapo
Tutorial
Employee Resources
Tech Connect
Sample
Personal

Welcome Debra Schultes
You are currently logged in.

October 4, 2007

Click on the Employee Resources, Employee Resources, tab.

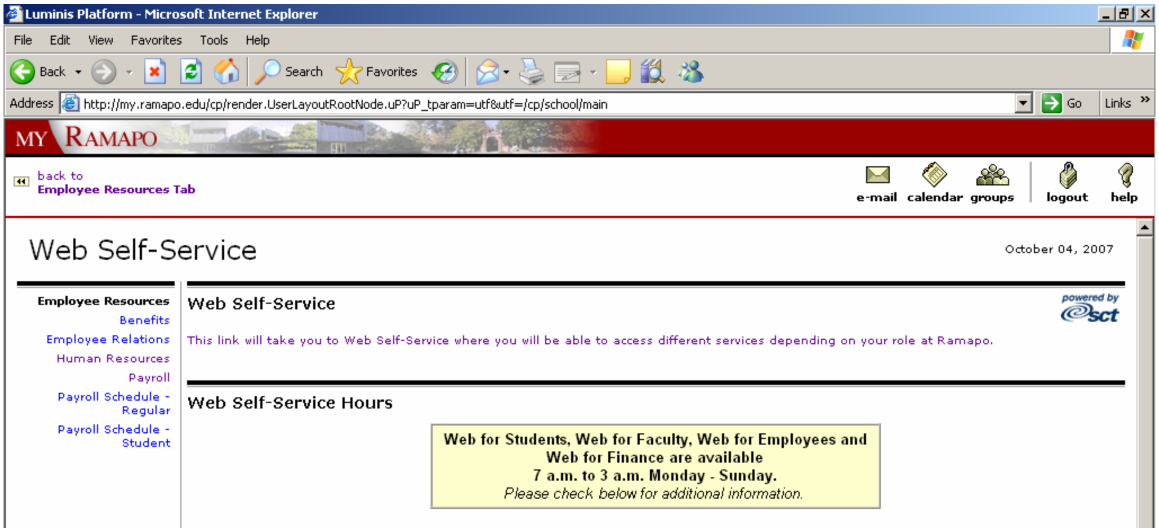
Under Web Self-Service click on the Banner Web for Students/Web for Faculty/Web for Employees link.



Web Self-Service

Banner Web for Students/Web for Faculty/Web for Employees

The Web Self Service page will appear:


Luminis Platform - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://my.ramapo.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=/cp/school/main
Go Links
MY RAMAPO
back to Employee Resources Tab
e-mail calendar groups logout help
Employee Resources
Benefits
Employee Relations
Human Resources
Payroll
Payroll Schedule - Regular
Payroll Schedule - Student
powered by sct

Web Self-Service

October 04, 2007

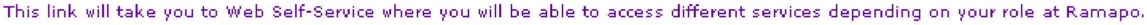
Web Self-Service

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

Web Self-Service Hours

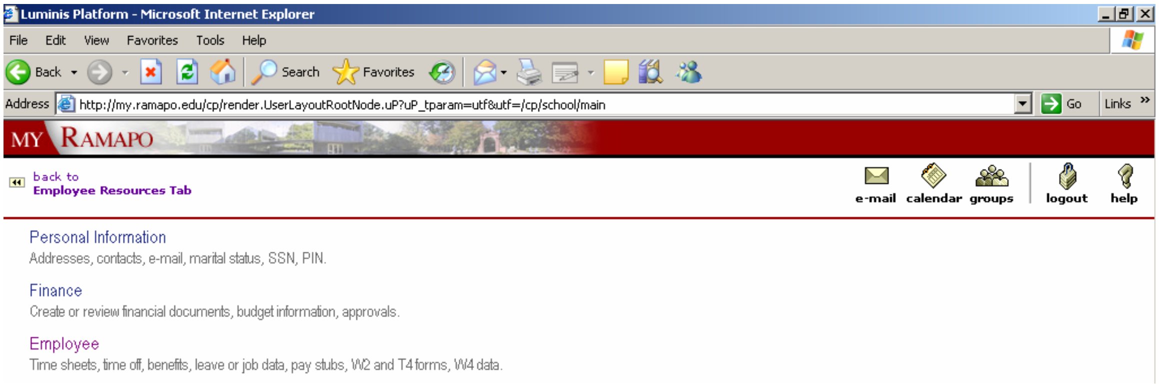
Web for Students, Web for Faculty, Web for Employees and Web for Finance are available
7 a.m. to 3 a.m. Monday - Sunday.
Please check below for additional information.

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:


Luminis Platform - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Search
Favorites
Address http://my.ramapo.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=/cp/school/main
Go
Links
MY RAMAPO
back to Employee Resources Tab
e-mail
calendar
groups
logout
help

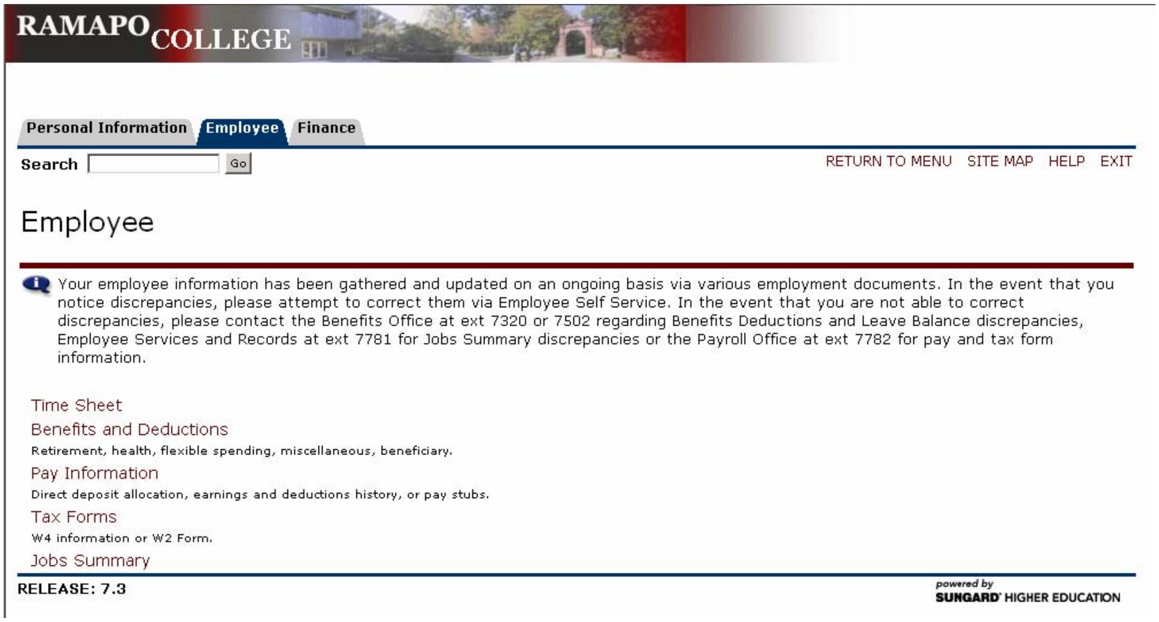
Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

Finance
Create or review financial documents, budget information, approvals.

Employee
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

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

The Employee page will appear:


RAMAPO COLLEGE
Personal Information
Employee
Finance
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
RELEASE: 7.3
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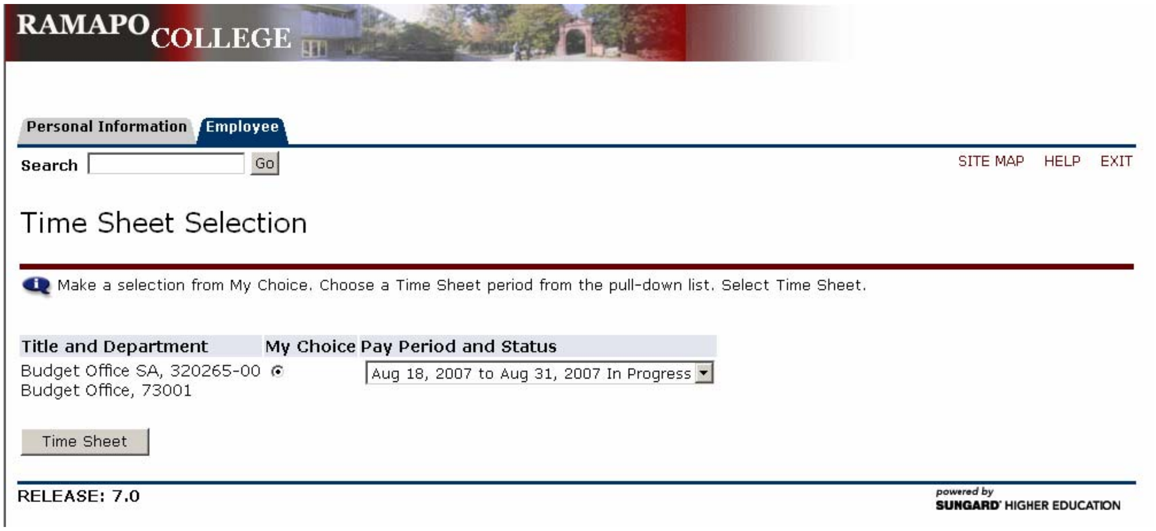
Employee

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 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

Click on the **Time Sheet** link.

The Time Sheet Selection page will appear:


RAMAPO COLLEGE
Personal Information
Employee
Search
Go
SITE MAP
HELP
EXIT
Time Sheet
RELEASE: 7.0
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Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Budget Office SA, 320265-00 Budget Office, 73001	●	Aug 18, 2007 to Aug 31, 2007 In Progress

Time Sheet Selection

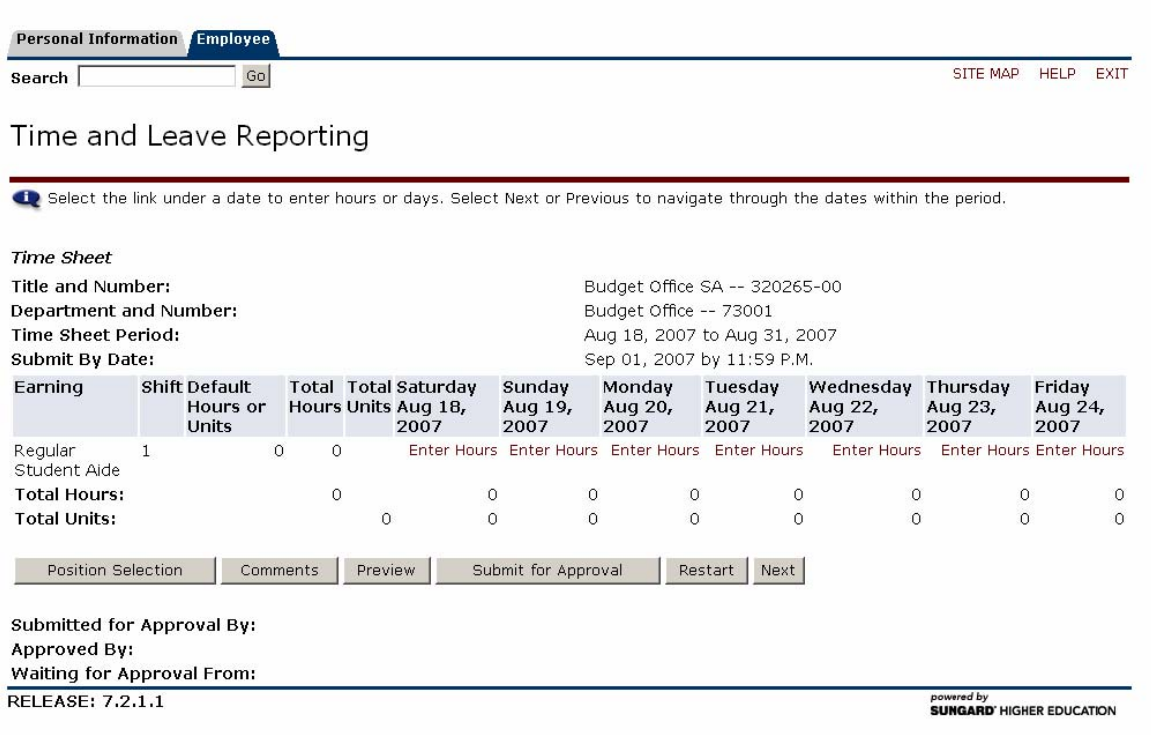
Title and Department lists the jobs for the logged in employee.

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 Time Sheet button.

The Time and Leave Reporting page will be displayed:


Personal Information
Employee
Search
Go
SITE MAP
HELP
EXIT

Time and Leave Reporting

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

Time Sheet

Title and Number: Budget Office SA -- 320265-00
Department and Number: Budget Office -- 73001
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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection
Comments
Preview
Submit for Approval
Restart
Next

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

RELEASE: 7.2.1.1

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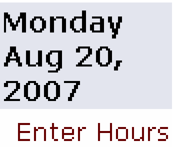
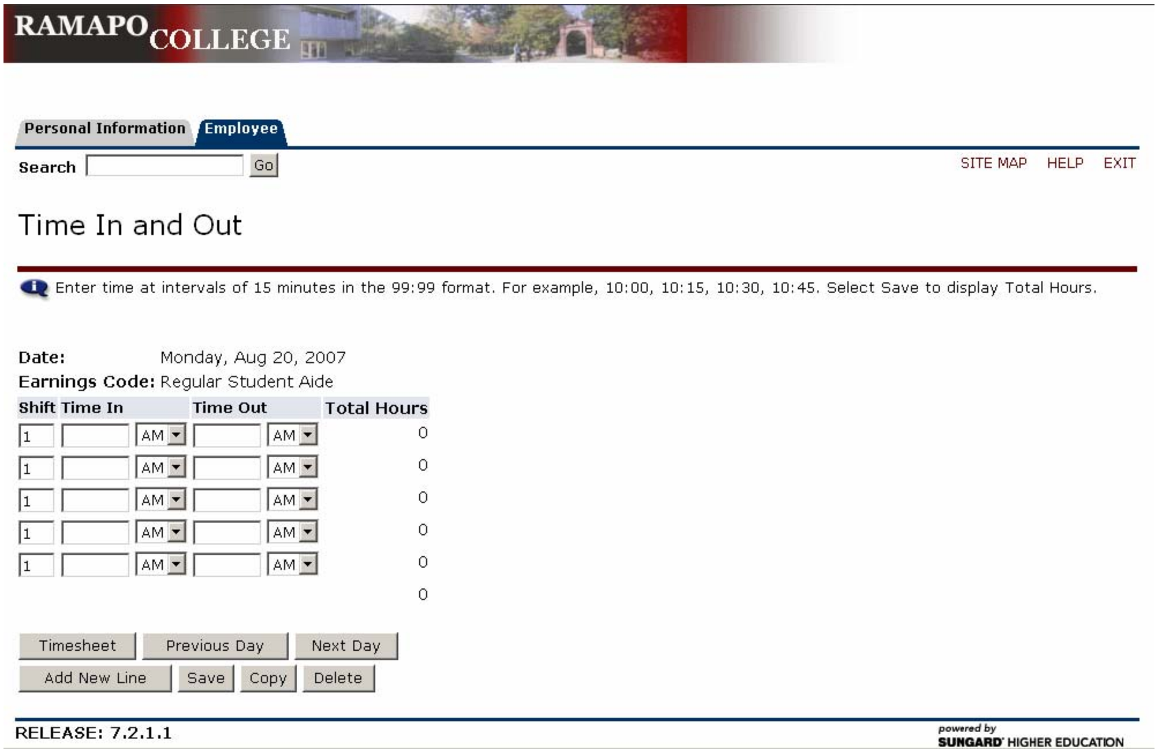
Enter Hours

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:


RAMAPO COLLEGE
Personal Information
Employee
Search
Go
SITE MAP
HELP
EXIT
Timesheet
Previous Day
Next Day
Add New Line
Save
Copy
Delete
RELEASE: 7.2.1.1
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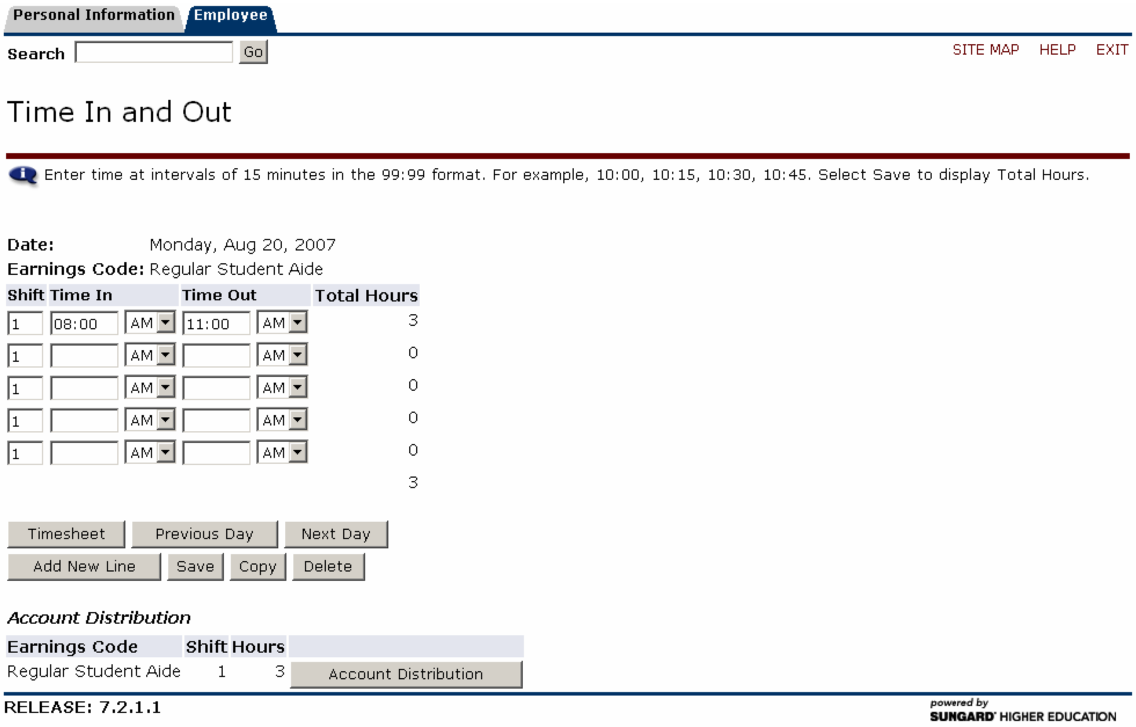
Time In and Out

Enter time at 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		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					0

Update time in the Time In and Time Out entry boxes and click on the Save button.


Personal Information
Employee
Search
Go
SITE MAP
HELP
EXIT
Timesheet
Previous Day
Next Day
Add New Line
Save
Copy
Delete
Account Distribution
RELEASE: 7.2.1.1
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Time In and Out

Enter time at 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	11:00	AM	3
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					3

Account Distribution

Earnings Code	Shift	Hours
Regular Student Aide	1	3

Time In and Out buttons

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

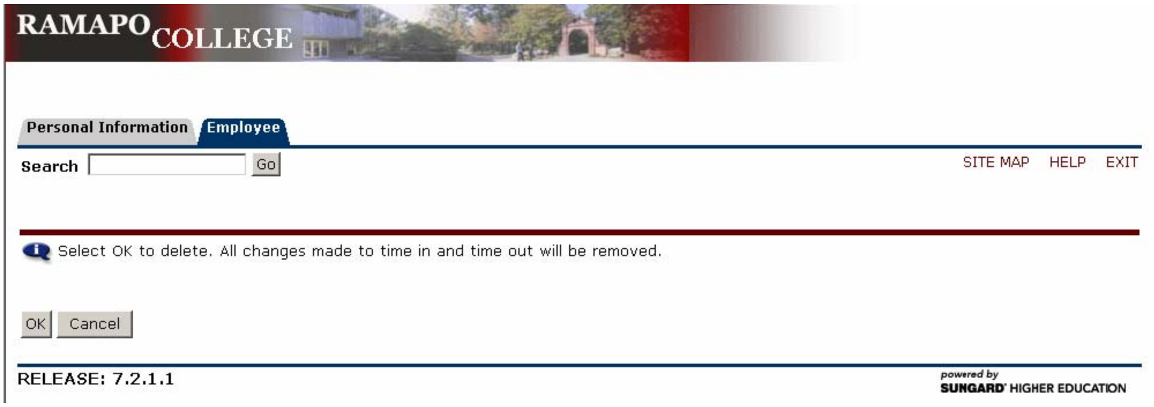
The Next Day button, Next Day, will take you to the day after the day you are currently entering.

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:



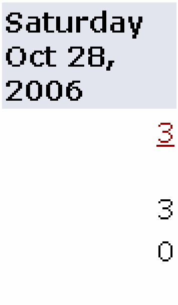
Select OK to delete. All changes made to time in and time out will be removed.

RELEASE: 7.2.1.1

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, andclick on the hours under the date you are changing:

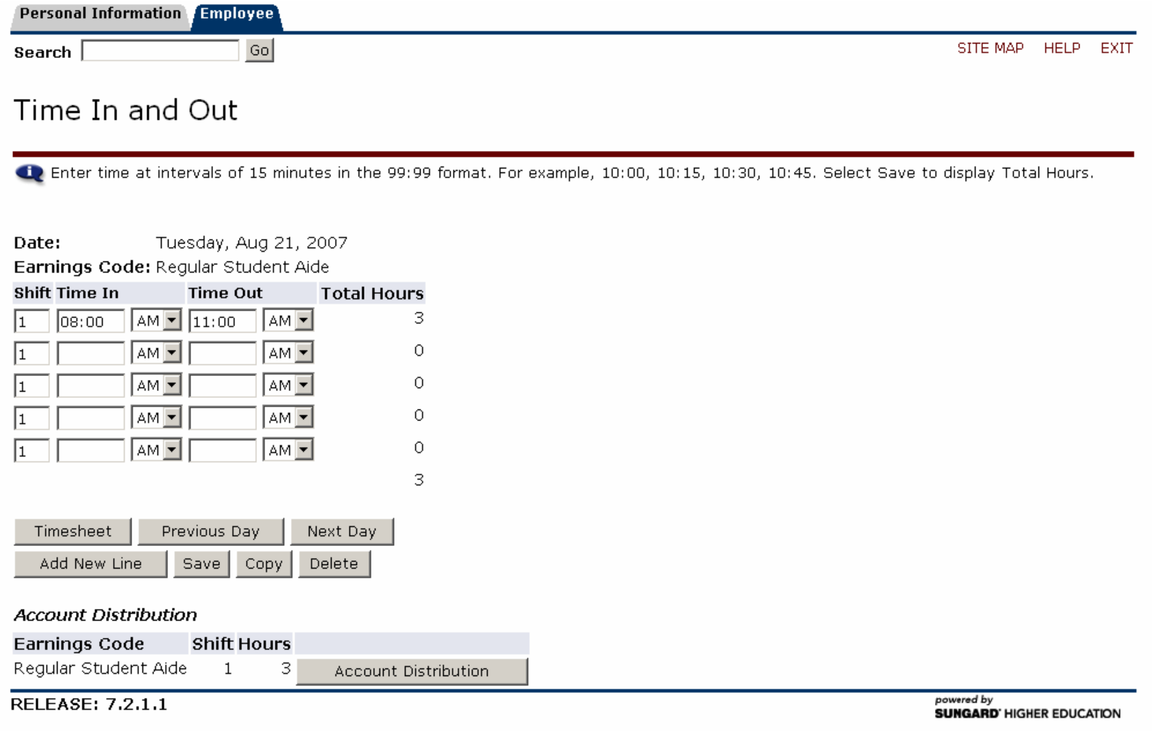


Saturday Oct 28, 2006

3

3
0

This will bring you back to the Time In and Out page with hours:



Personal Information
Employee
Search
Go
SITE MAP
HELP
EXIT

Time In and Out

Enter time at 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: Tuesday, Aug 21, 2007
Earnings Code: Regular Student Aide

Shift	Time In		Time Out		Total Hours
1	08:00	AM	11:00	AM	3
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					3

Timesheet
Previous Day
Next Day
Add New Line
Save
Copy
Delete

Account Distribution

Earnings Code	Shift	Hours	
Regular Student Aide	1	3	Account Distribution

RELEASE: 7.2.1.1

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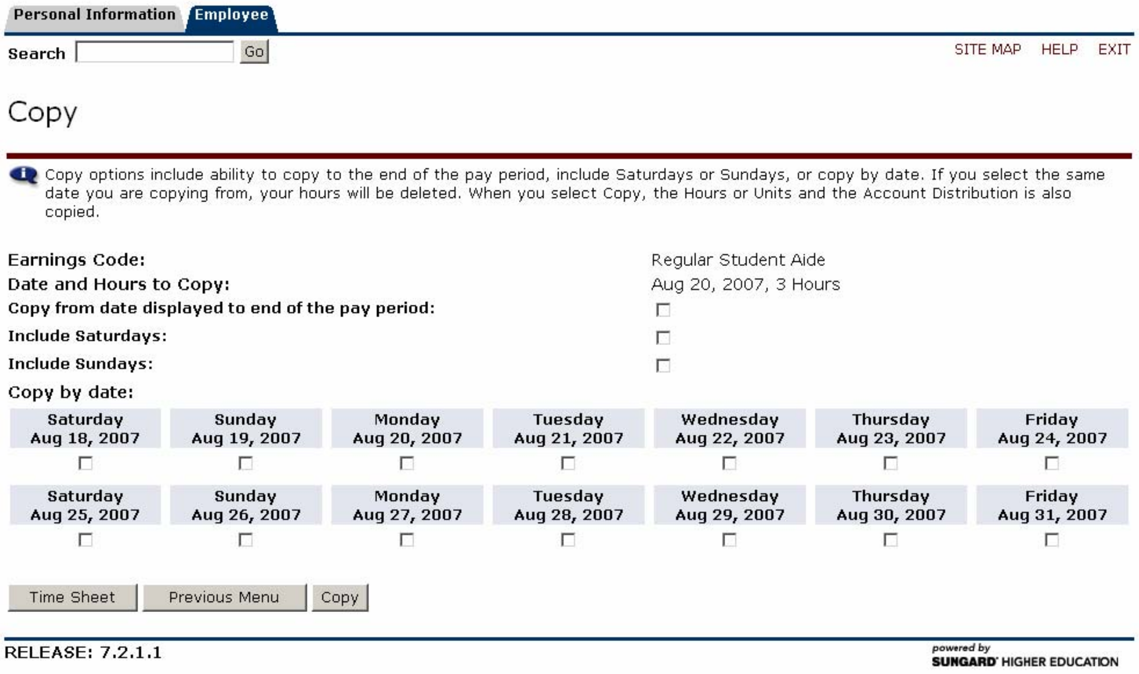
Update the **Time In** and **Time Out** and click on the Save button.

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: Regular Student Aide
Date and Hours to Copy: Aug 20, 2007, 3 Hours
Copy from date displayed to end of the pay period: ☐
Include Saturdays: ☐
Include Sundays: ☐
Copy by date:

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**	**Thursday Aug 30, 2007**	**Friday Aug 31, 2007**
☐	☐	☐	☐	☐	☐	☐

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

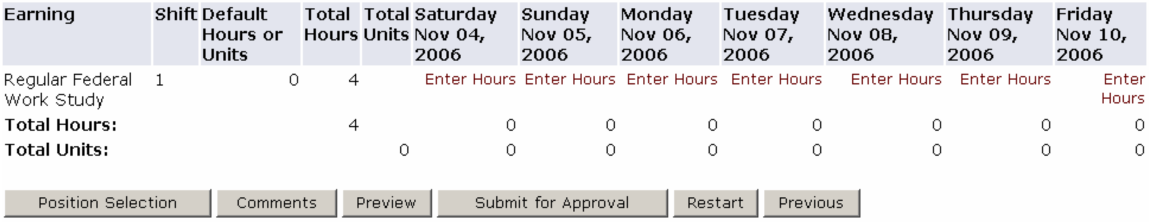
Select the specific days the hours are to be copied to by clicking on the check box under each date.

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.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Nov 04, 2006	Sunday Nov 05, 2006	Monday Nov 06, 2006	Tuesday Nov 07, 2006	Wednesday Nov 08, 2006	Thursday Nov 09, 2006	Friday Nov 10, 2006
Regular Federal Work Study	1	0	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			4		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

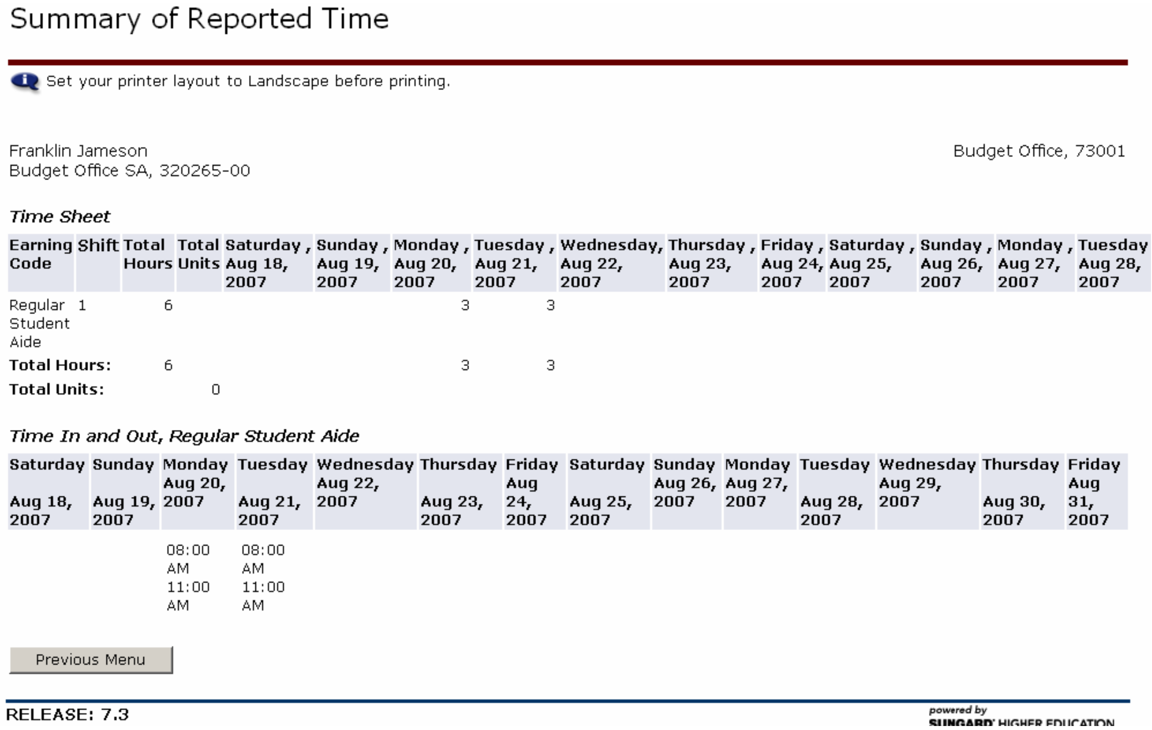
To return to the first week, click on the Previous button.

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

Franklin Jameson
Budget Office SA, 320265-00

Budget Office, 73001

Time Sheet

Earning Code	Shift	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	Tuesday Aug 28, 2007
Regular Student Aide	1	6				3	3							
Total Hours:		6				3	3							
Total Units:			0											

Time In and Out, Regular Student Aide

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	Thursday Aug 30, 2007	Friday Aug 31, 2007
		08:00 AM 11:00 AM	08:00 AM 11:00 AM										

RELEASE: 7.3

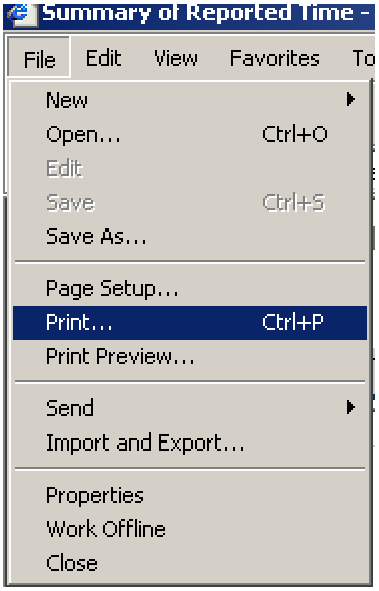
Click on the Previous Menu button to return to the timesheet entry page.

Printing Timesheet

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

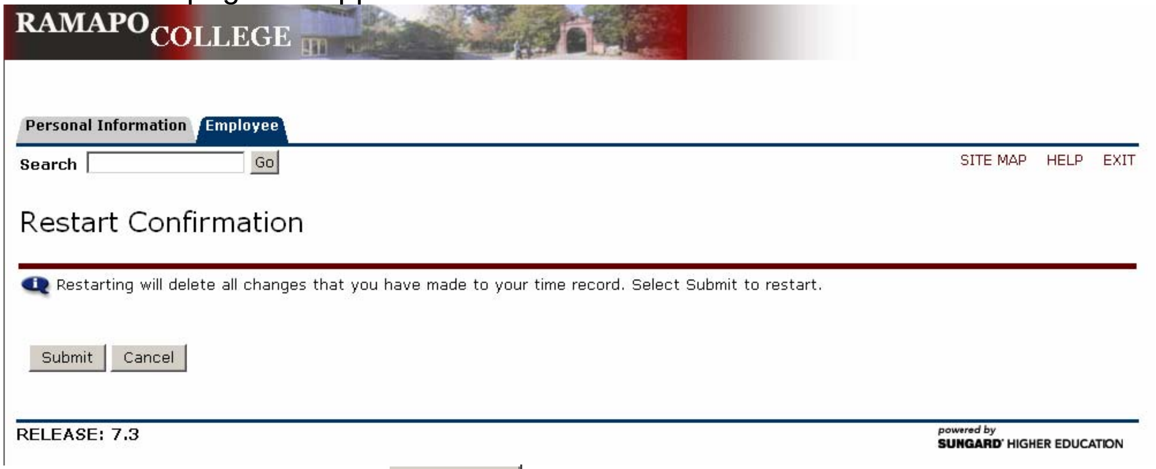
Change the printer settings to Landscape.

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


Summary of Reported Time -
File
Edit
View
Favorites
To
New
Open... Ctrl+O
Edit
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Print Preview...
Send
Import and Export...
Properties
Work Offline
Close

Restart Timesheet

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


RAMAPO COLLEGE
Personal Information
Employee
Search
Go
SITE MAP
HELP
EXIT

Restart Confirmation

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

Submit
Cancel
RELEASE: 7.3
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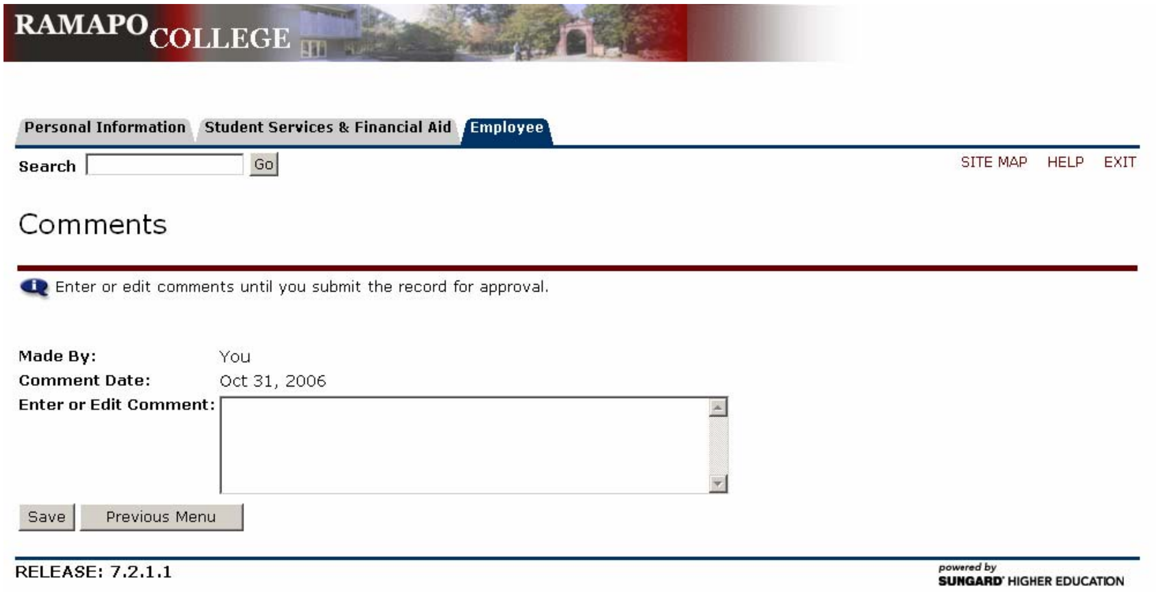
Click on the Submit button, Submit, to delete all hours from the time sheet.

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:


RAMAPO COLLEGE
Personal Information
Student Services & Financial Aid
Employee
Search
Go
SITE MAP
HELP
EXIT
Save
Previous Menu
RELEASE: 7.2.1.1
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Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Oct 31, 2006
Enter or Edit Comment:

Enter comments and click on the Save button. To return to the Time and Leave Reporting page, click on the Previous Menu button.

II. Timesheet Submission

Submit for Approval

When the timesheet entry is complete, click on the Submit for Approval 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.