



## Web Time Entry

### Instructions for Employees

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The **Web Time Entry** component of **Employee Self Service** allows employees to submit their time off via an electronic Time Sheet.

As a full time employee the payroll system knows your regular schedule and legal holidays. You need only enter time off, or what is known as “exception” time.

Your time off will be reviewed and approved by a supervisor or manager referred to as an “Approver.”

Because My Ramapo is available on the web you do not need to be on campus or at your desk to record your time off.

You will need to submit your electronic time sheet for approval every other Friday (Thursday in the Summer) for approval by your supervisor.

**PART TIME and HOURLY EMPLOYEES:** Please see **Web Time Entry Instructions for Hourly Employees**

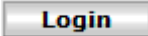
# Log in to My Ramapo (Luminis) Self Service:

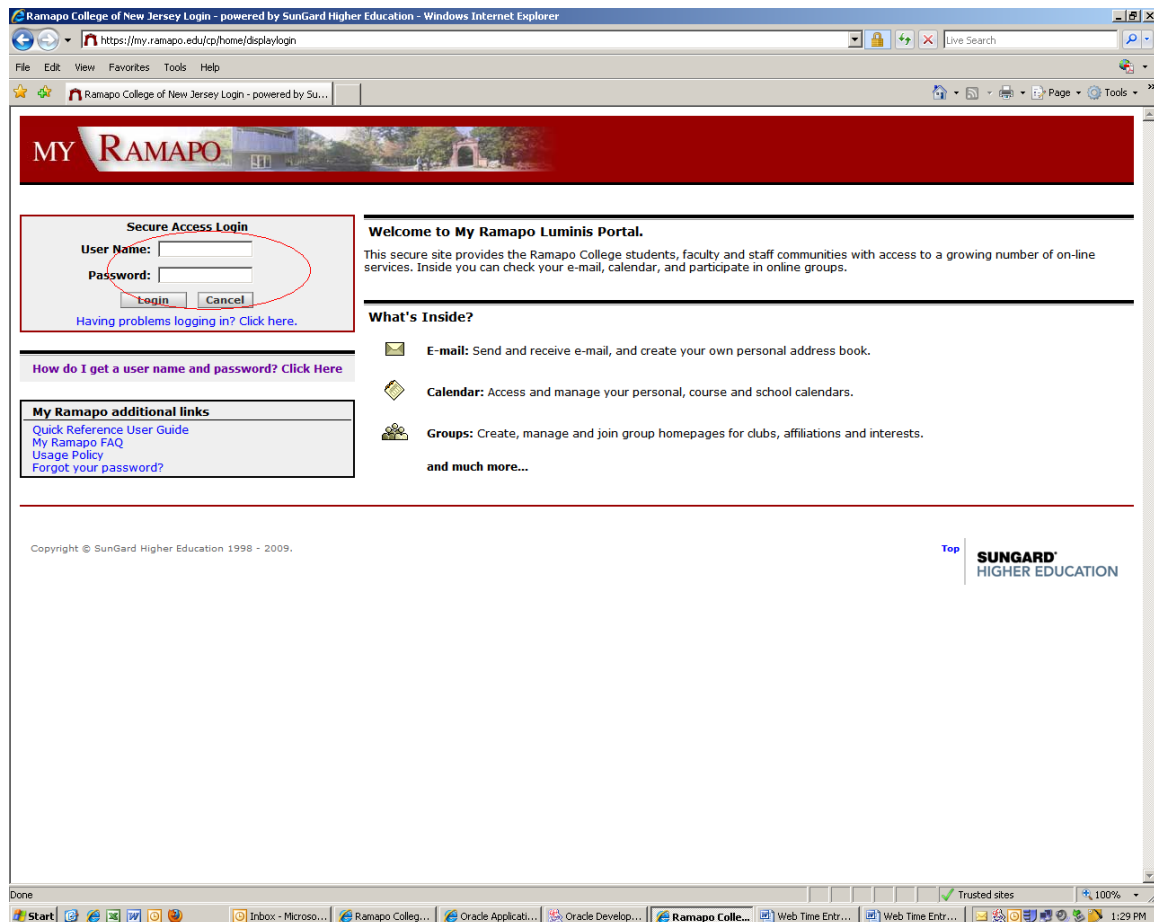
## Logging In - To log in you must have:

A computer equipped with a Web browser and an internet connection.

A Ramapo User Identification or Login Name and Password. User name and password are the same for both My Ramapo and e-mail.

## My Ramapo Login Procedure:

1. Open a supported Internet web browser. These include Internet Explorer Netscape, Firefox and Safari
2. Enter the URL: <http://my.ramapo.edu>
3. In the Secure Access Login box, enter your user name and password and click Login. 



Once you log in the system displays your homepage.

(Note: The tabs available on your home page may differ based on the roles you have in the system)

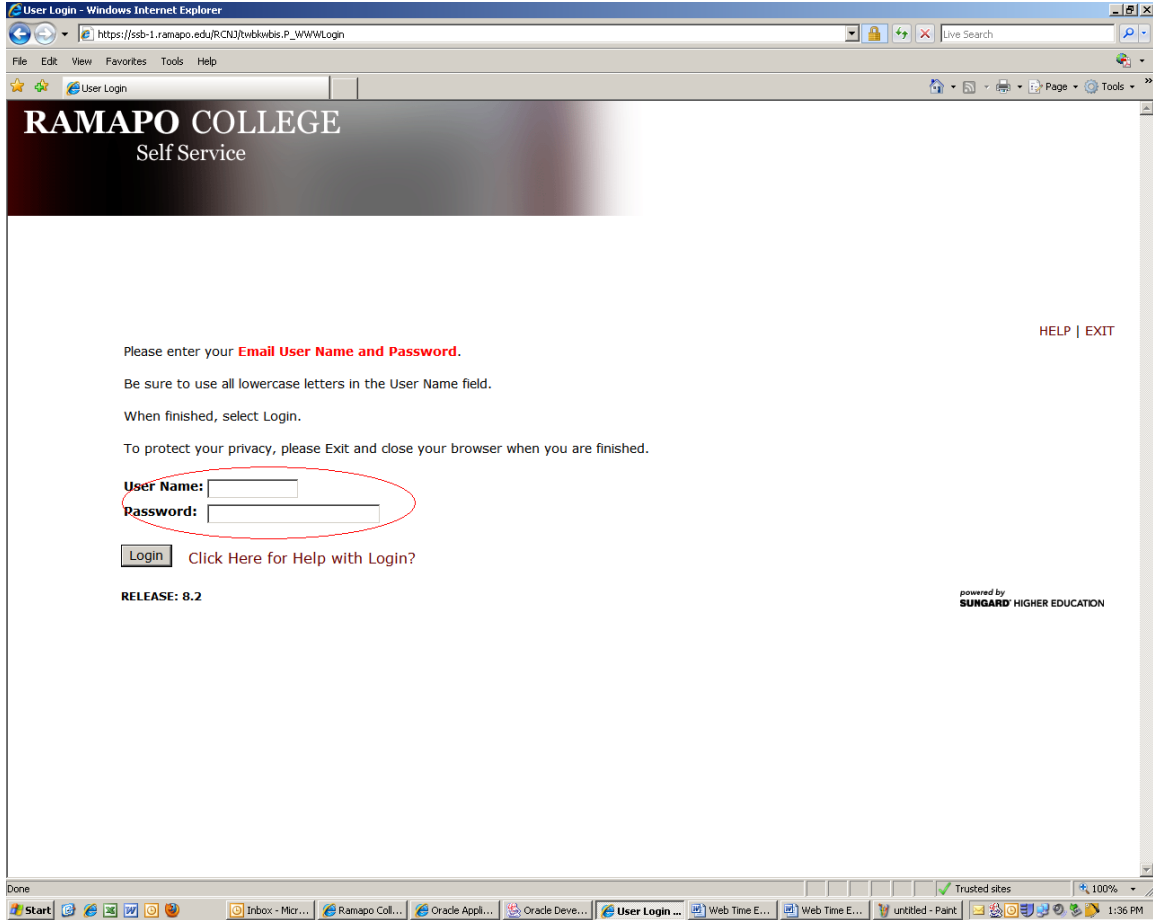
Click on the **Employee Resources** tab:

Click through the links **Web Self Service**



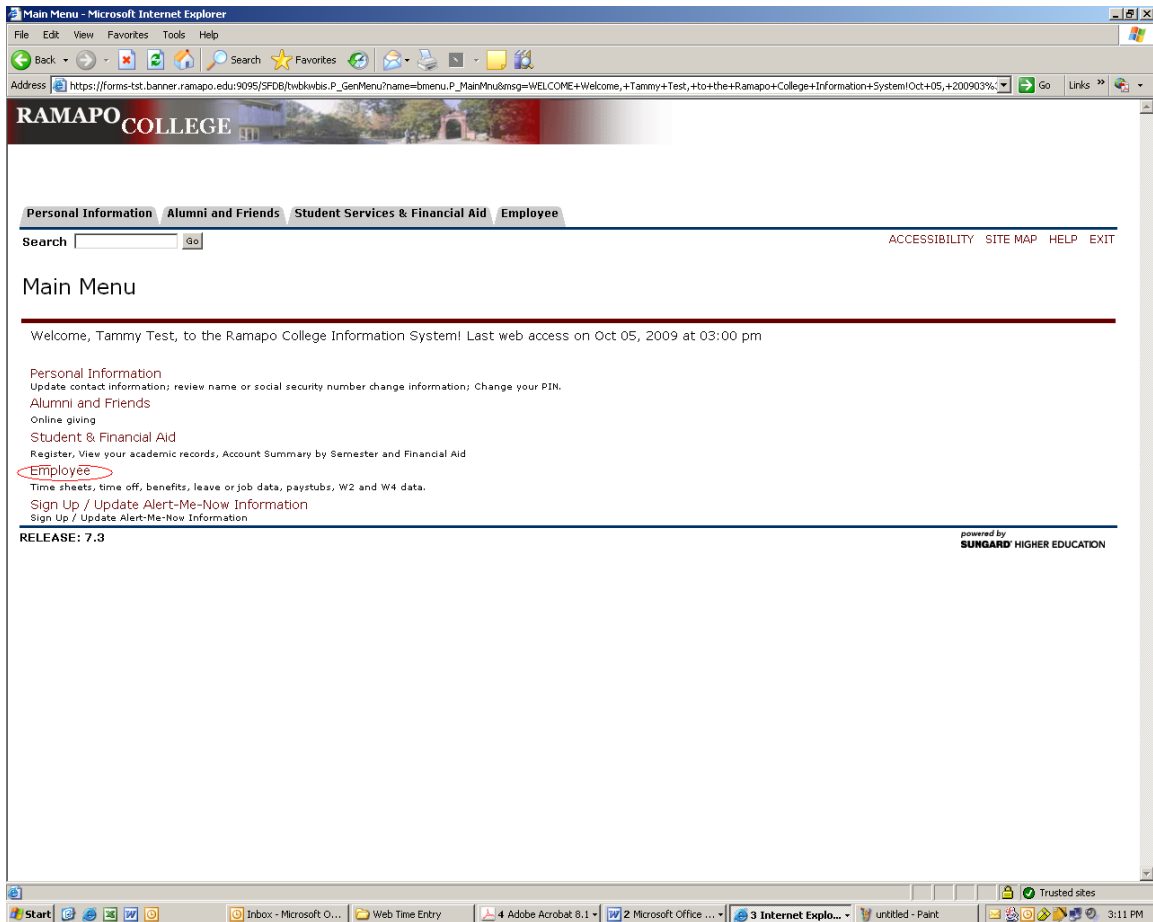
to reach the web self service Login Page

Log in using your Email User Name and Password.



# Enter and Submit Time

Click on the **Employee** link:



**Note:** Your **Main Menu** might have different options depending on the roles you have on campus.

Click on the **Time Sheet** link:

Employee - Microsoft Internet Explorer

Address: https://forms-tst.banner.ramapo.edu:9095/SFDB/twbkwbis.P\_GenMenu?name=pmenu\_P\_MainMnu

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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 7230 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](#)
- [Leave Balances](#)
- [Surveys, Ballots and Such...](#)
- [Electronic Personnel Action Forms](#)
- [Leave Request Form](#)
- [Reports](#)

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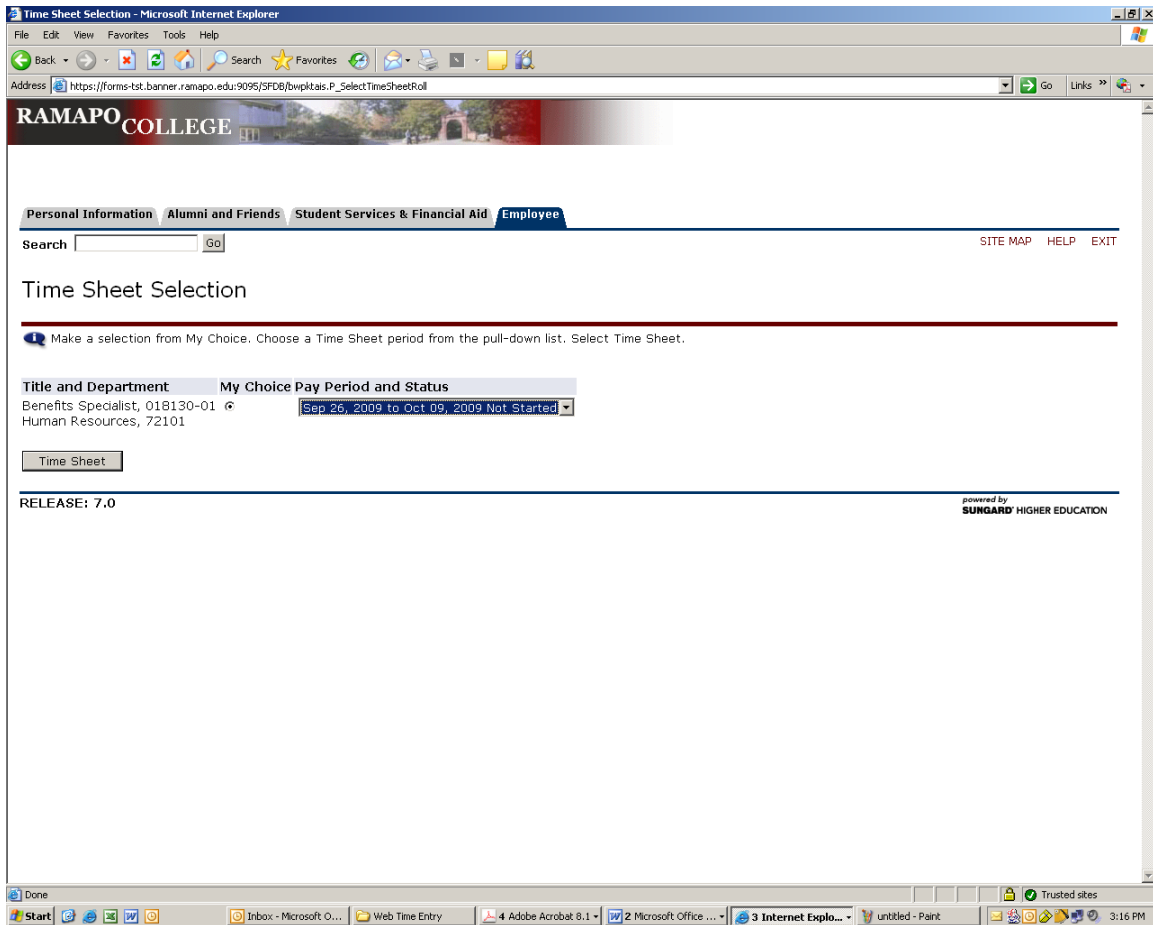
Trusted sites

Start | Inboxes - Microsoft O... | Web Time Entry | 4 Adobe Acrobat 8.1 | 2 Microsoft Office ... | 3 Internet Explo... | untitled - Paint | 3:13 PM

Select the correct pay period and then the **Time Sheet** button



The Time Sheet Status will be **Not Started**



**Note:** Though you can see past pay periods you may not update any past payroll information.



You will see the first week of the pay period and all the paid time off categories for which you are eligible. Paid time off includes **Vacation, Sick**, and others depending on your eligibility by employee type.

**Remember:** All regular time, including legal holidays, is assumed by the payroll system. You need only enter time off, or exception, time.

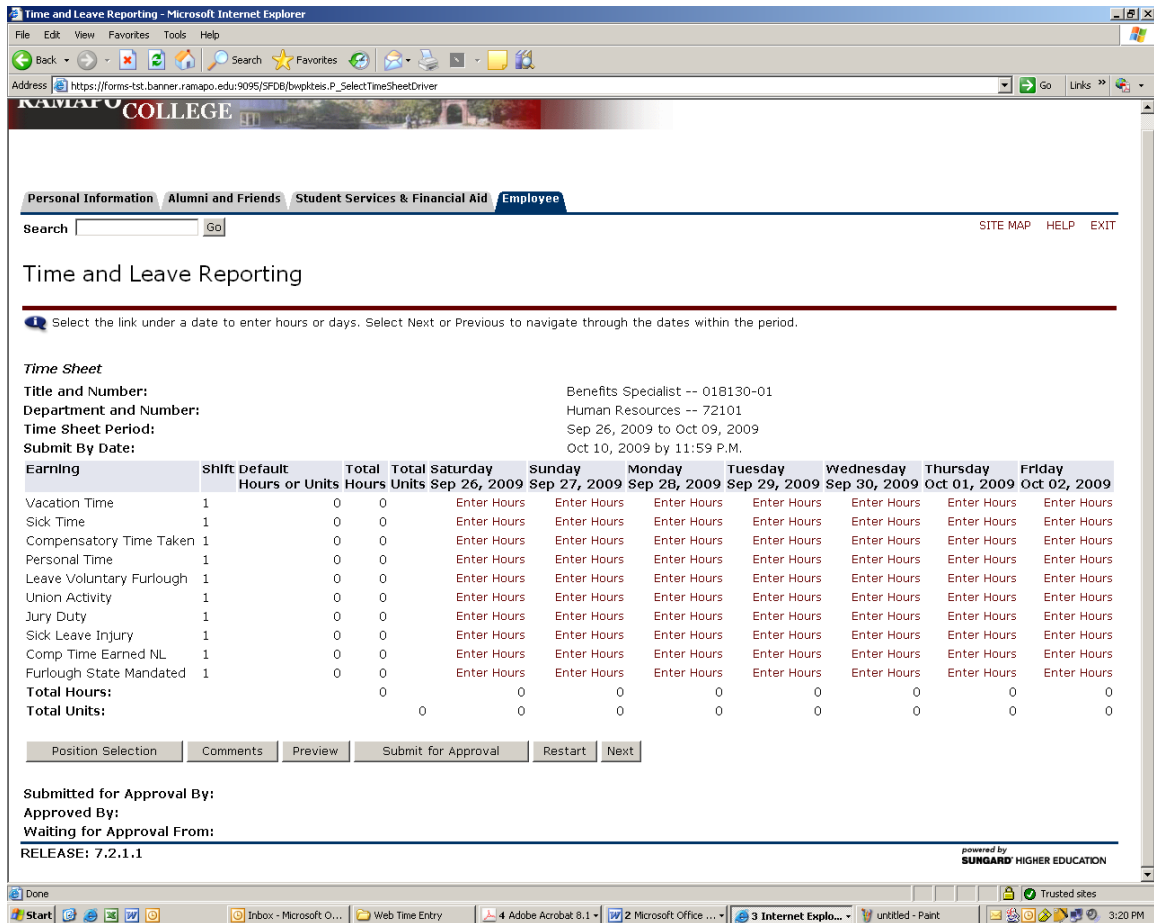
To view the following week click on the **Next** button.

**Restart** Removes all entries and gives you a blank sheet.

**Comments** Allows you to make notes for your approver.

Once you open your Time Sheet the status will be **In Progress**

Begin entering time by selecting the desired date and the type of time taken.



In this case we are entering 7 hours of Vacation for Monday, September 28<sup>th</sup>.

**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:** Benefits Specialist -- 018130-01  
**Department and Number:** Human Resources -- 72101  
**Time Sheet Period:** Sep 26, 2009 to Oct 09, 2009  
**Submit By Date:** Oct 10, 2009 by 11:59 P.M.

**Earning:** Vacation Time  
**Date:** Sep 28, 2009  
**Shift:** 1  
**Hours:** 7

Buttons: Save, Copy, Account Distribution

Earning	Shift Default	Total	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or Units	Hours	Units Sep 26, 2009	Units Sep 27, 2009	Units Sep 28, 2009	Units Sep 29, 2009	Units Sep 30, 2009	Units Oct 01, 2009	Units Oct 02, 2009
Vacation Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Voluntary Furlough	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Activity	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned NL	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough State Mandated	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		0	0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

If you are taking multiple days of the same time you may use the **Copy** feature to duplicate the entry over additional days.

If you are done with the entry for that day click on the **Save** button.

You will see we have entered additional time off.

**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: Benefits Specialist -- 018130-01  
 Department and Number: Human Resources -- 72101  
 Time Sheet Period: Sep 26, 2009 to Oct 09, 2009  
 Submit By Date: Oct 10, 2009 by 11:59 P.M.

Earning: Sick Time  
 Date: Oct 02, 2009  
 Shift: 1  
 Hours: 4.5

Save Copy Account Distribution

Earning	Shift Default	Total Hours	Total Units	Saturday Sep 26, 2009	Sunday Sep 27, 2009	Monday Sep 28, 2009	Tuesday Sep 29, 2009	Wednesday Sep 30, 2009	Thursday Oct 01, 2009	Friday Oct 02, 2009
Vacation Time	1	0	7	Enter Hours	Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours
Sick Time	1	0	4.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	4.5
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	1	0	7	Enter Hours	Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours
Leave Voluntary Furlough	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Union Activity	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Injury	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned NL	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough State Mandated	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		18.5		0	0	0	7	7	0	4.5
<b>Total Units:</b>			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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When you are done entering time for this pay period click on the **Submit for Approval** button.

The system will ask you to verify the submission by re-entering your password. This is your “electronic signature” to the Time Sheet.

If you had no paid time off hours to enter you will get a message of **“No Hours Submitted”**. This is correct. Remember, the payroll system has your regular hours. Only time off is recorded with the Time Sheet

The system will direct your Time Sheet to your designated approver

Once your time sheet has been submitted you may **NOT** retrieve or make any changes to your Time Sheet. For any changes or updates you will have to contact your Approver directly prior to the payroll submission deadline.

The system will ask you to verify the submission by re-entering your password. This is your “electronic signature” to the Time Sheet.

The system will direct your Time Sheet to your designated approver

Once your time sheet has been submitted you may **NOT** retrieve or make any changes to your Time Sheet. For any changes or updates you will have to contact your Approver directly prior to the payroll submission deadline.

Time and Leave Reporting - Windows Internet Explorer

http://bfforms.banner.ramapo.edu:9090/TS18/bwpltesb.P\_CertificationDriver

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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.

**⚠ Your time sheet was submitted successfully.**

**Time Sheet**

**Title and Number:** Clerical Assistant Hourly -- 230425-00  
**Department and Number:** Human Resources -- 72101  
**Time Sheet Period:** Sep 25,2010 to Oct 08,2010  
**Submit By Date:** Oct 09,2010 by 11:59 P.M.

Earning	Shift Default	Total Hours or Units	Total Saturday Hours Units Sep 25,2010	Sunday Sep 26,2010	Monday Sep 27,2010	Tuesday Sep 28,2010	Wednesday Sep 29,2010	Thursday Sep 30,2010	Friday Oct 01,2010
Regular PT Hourly Non Pension	1	0 37.5	0	Enter Hours	Enter Hours	3.75	3.75	3.75	3.75
<b>Total Hours:</b>		37.5		0	0	3.75	3.75	3.75	3.75
<b>Total Units:</b>			0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

**Submitted for Approval By:** You on Oct 01,2010  
**Approved By:**  
**Waiting for Approval From:** Stephen Roma

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You will get the message that :

**Your time sheet was submitted successfully.**

The status of your Time Sheet will go to **Pending**.

When your approver approves the Time Sheet the status will be **Approved**.

When you are paid for that pay period the status will be **Complete**.