Web Time Entry

Instructions for Hourly Employees

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

As an hourly or part time employee you will need to specify your hours worked.

Your time worked 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.

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

Log in to My Ramapo (Luminis) Self Service:

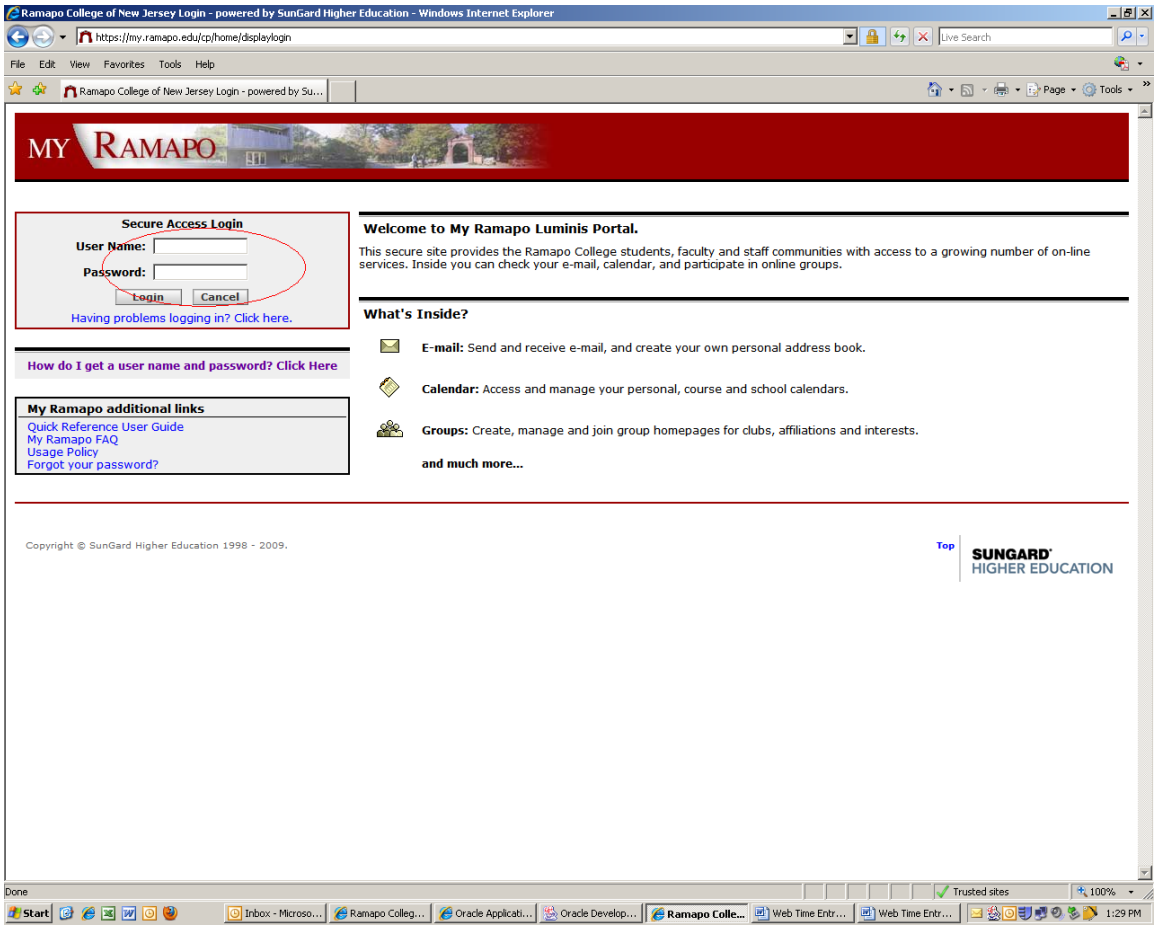
Logging In - To log in you must have:

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.



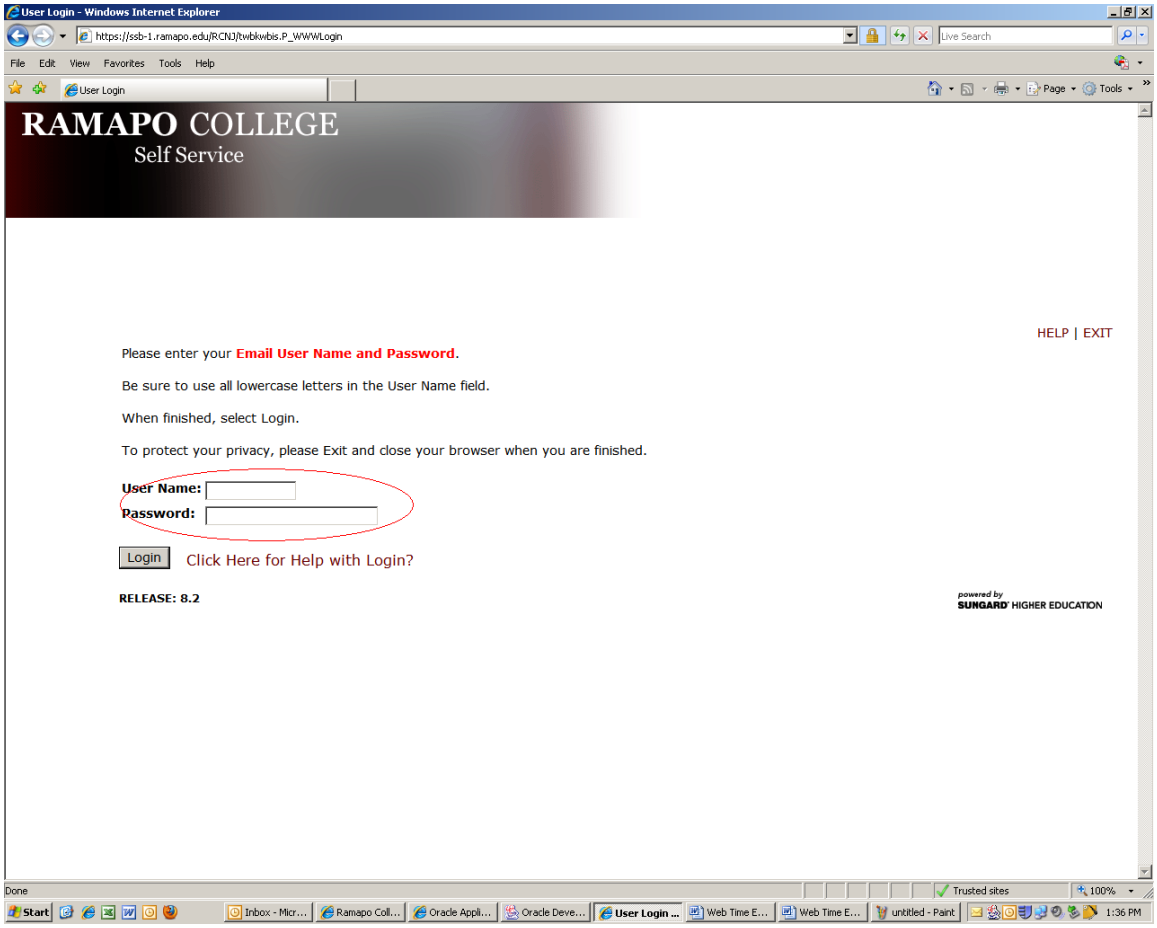
Once you log in the system displays your homepage.

(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:

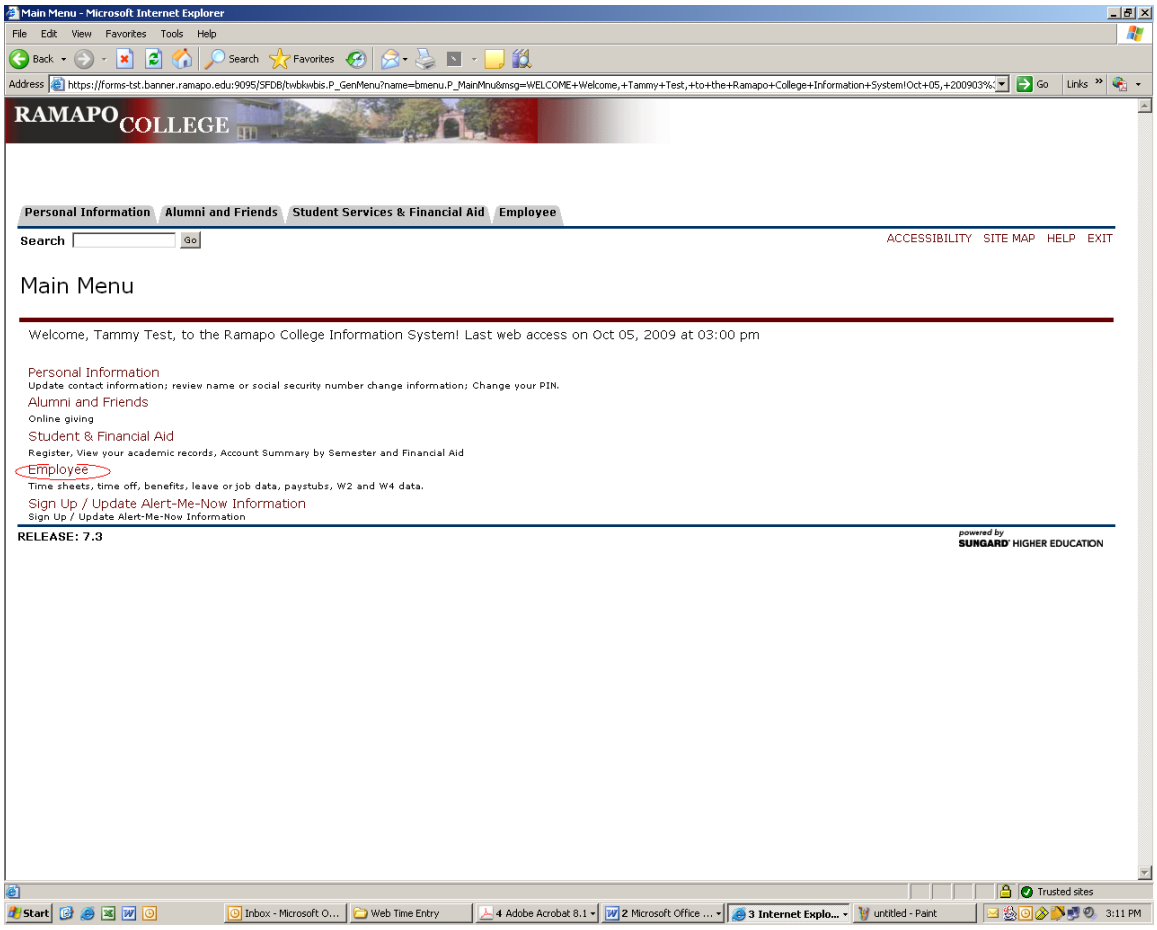
Click through the link **Web Self Service** to reach the web self service Login Page.

Log in using your Email User Name and Password.



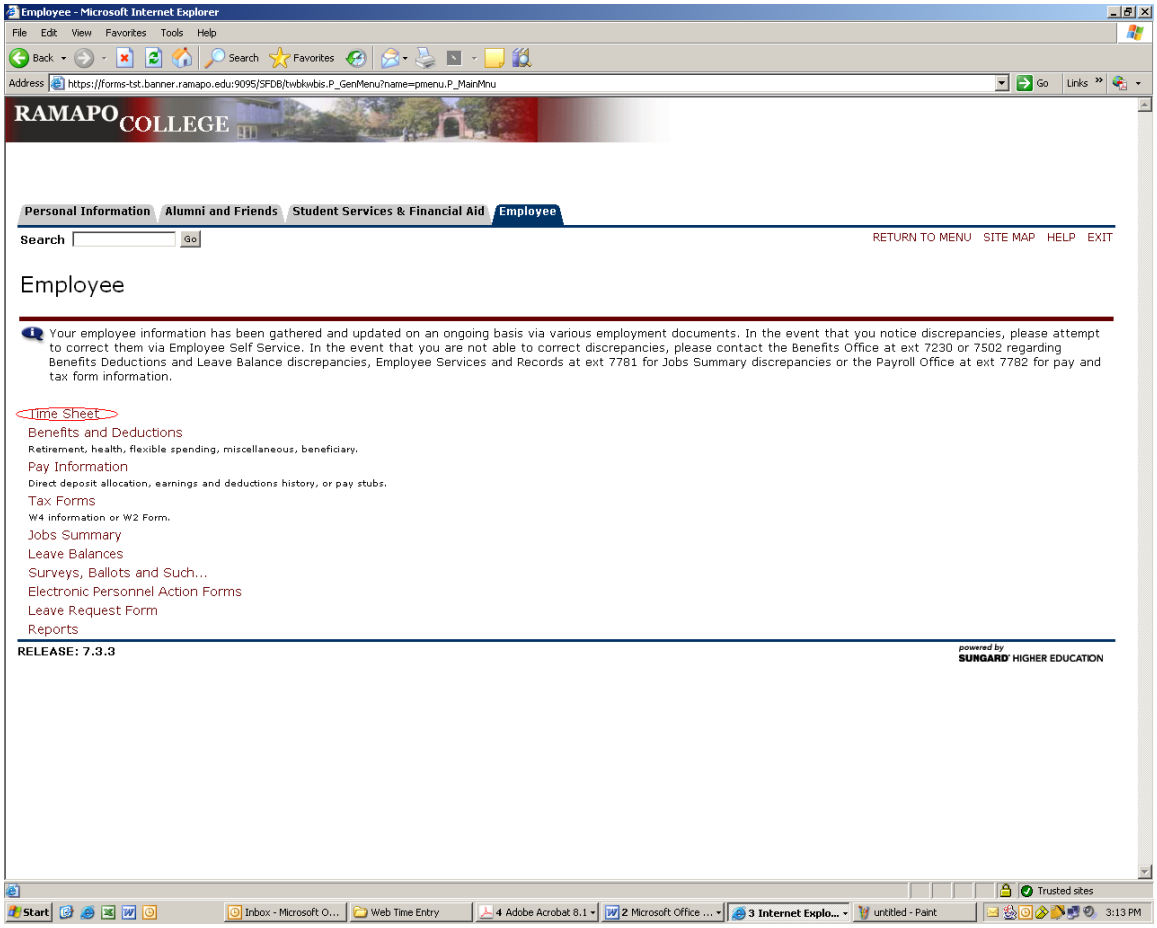
Enter and Submit Time

Click on the **Employee** link:



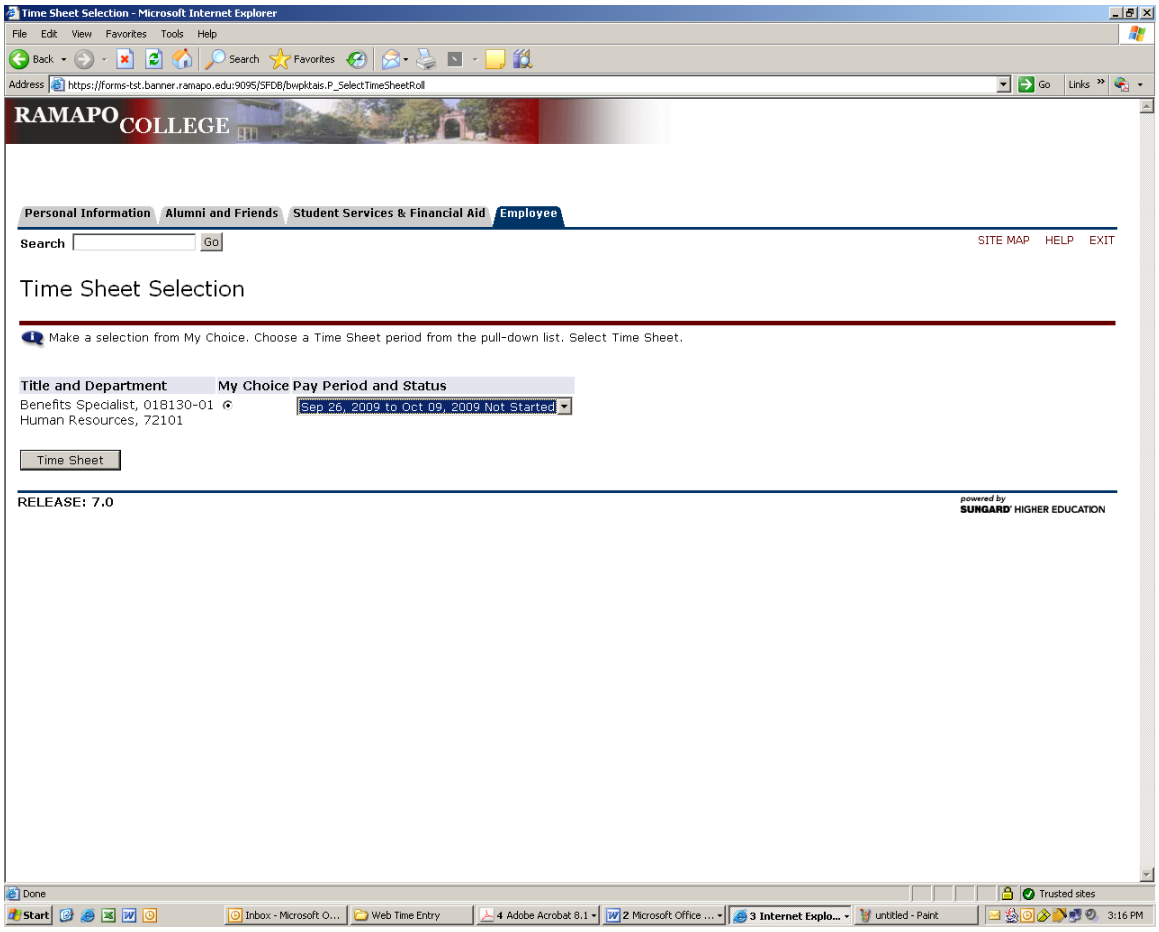
Note: Your **Main Menu** might have different options depending on the roles you have on campus.

Click on the **Time Sheet** link:



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

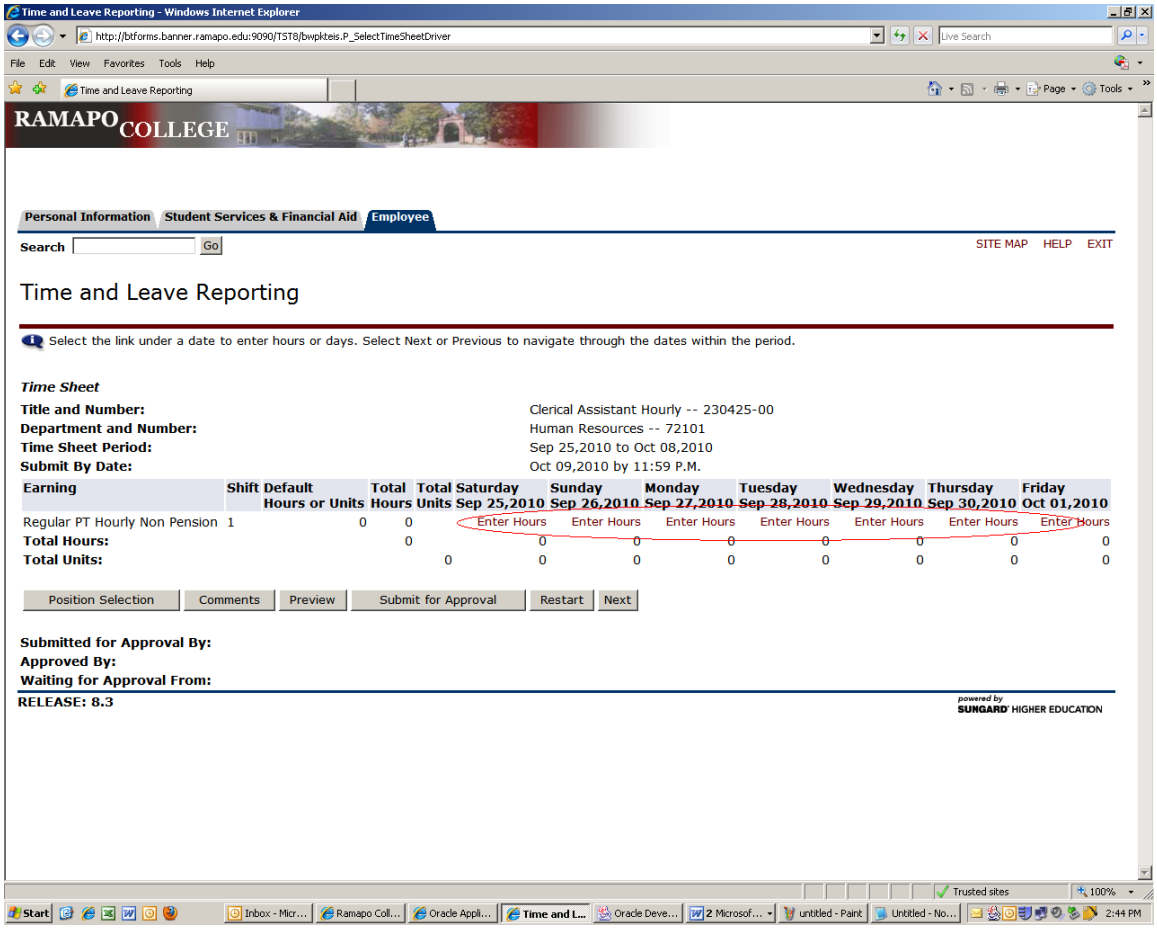
The Time Sheet Status will be **Not Started**



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

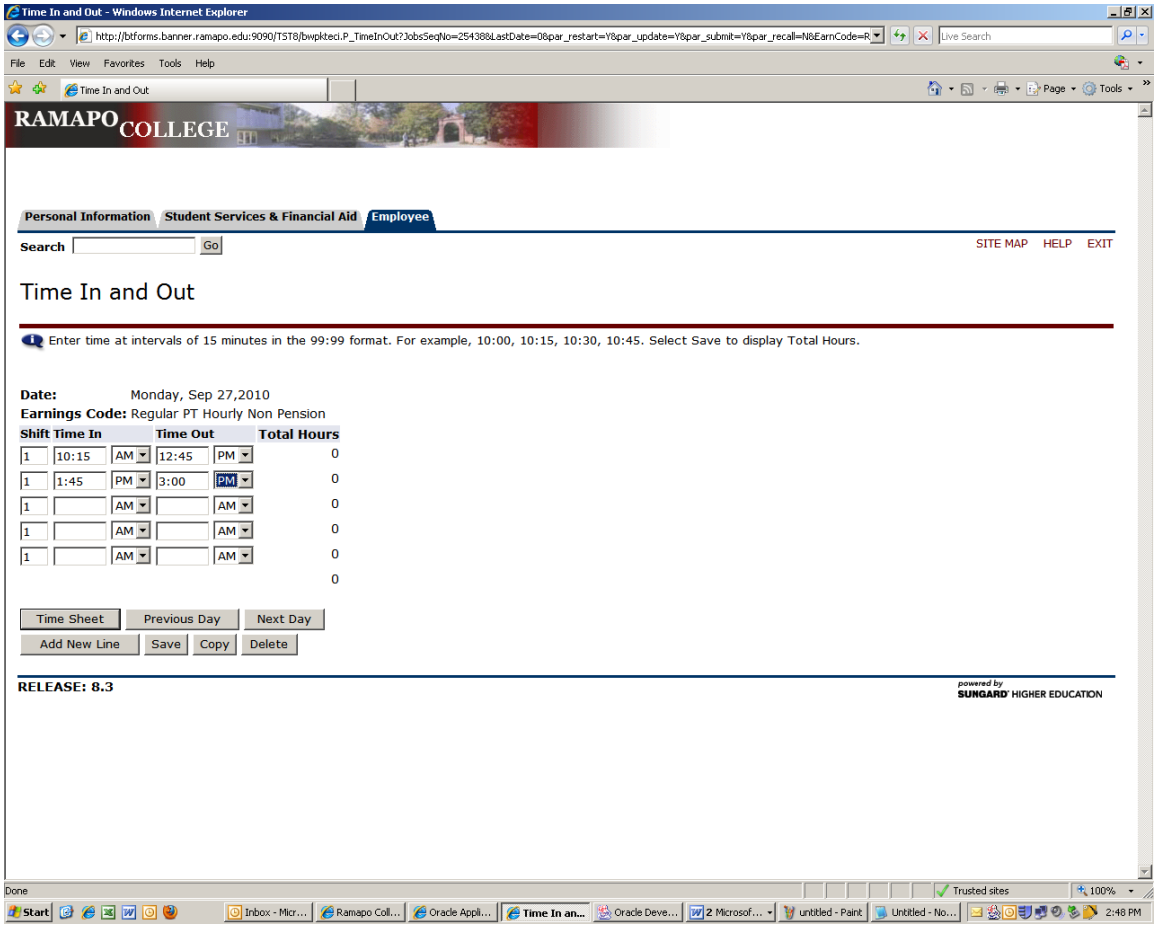
Entering Time for Hourly Employees

Hourly employees must enter all time worked.



You will see an **Enter Hours** link for each day of the week.

Clicking on the **Enter Hours** link will bring you to a daily Time In and Out record



You must enter any hours worked in quarter hour, or fifteen minute, intervals. If you take lunch it must be recorded as in the example above.

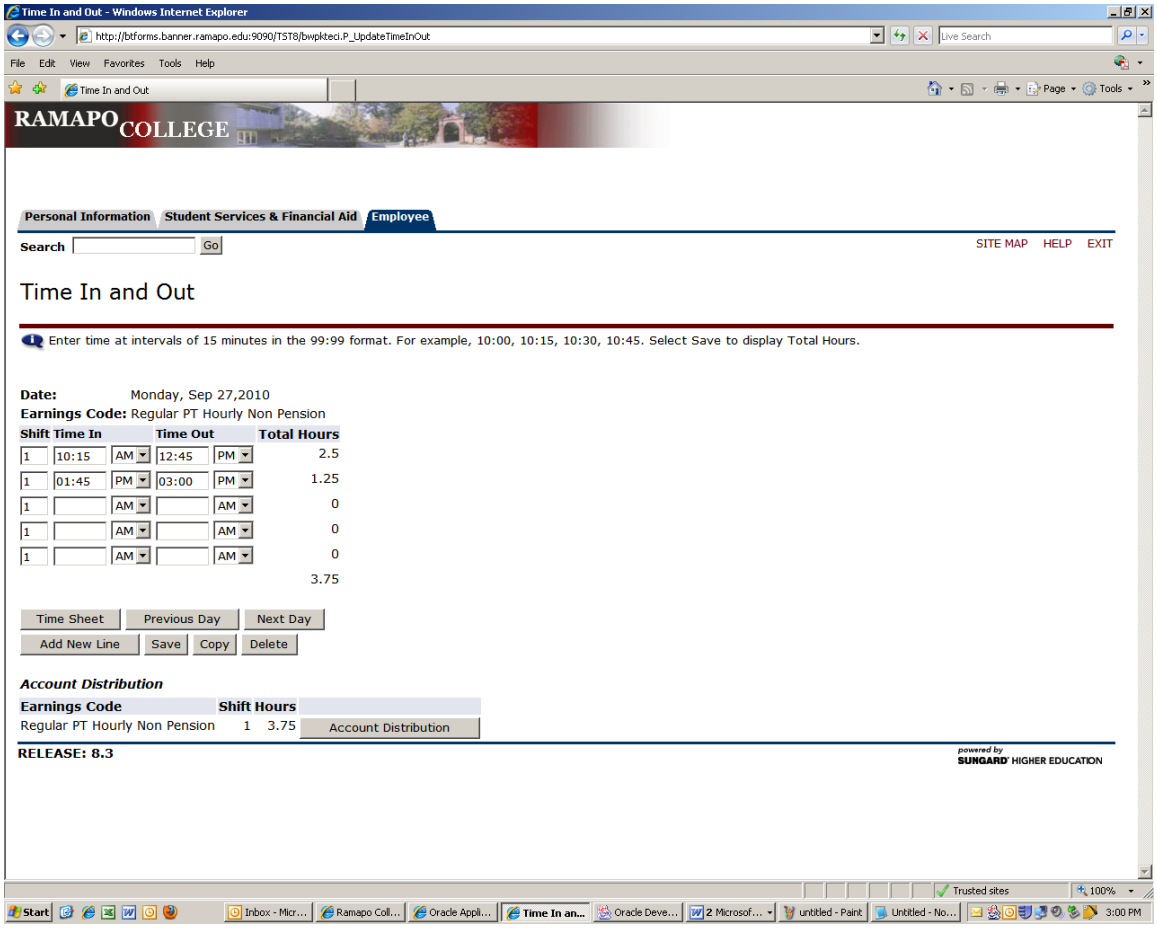
Time Sheet brings you back to the Time Sheet.

Previous Day Will bring you to the previous day in the pay period.

Next Day Will Bring you to the next day in the pay period.

Add New Line If you had more breaks in a given work day than the default of five (5) this button allows you to add more lines for entry.

Save If you are done with that day's entry you can save the hours by clicking this button.

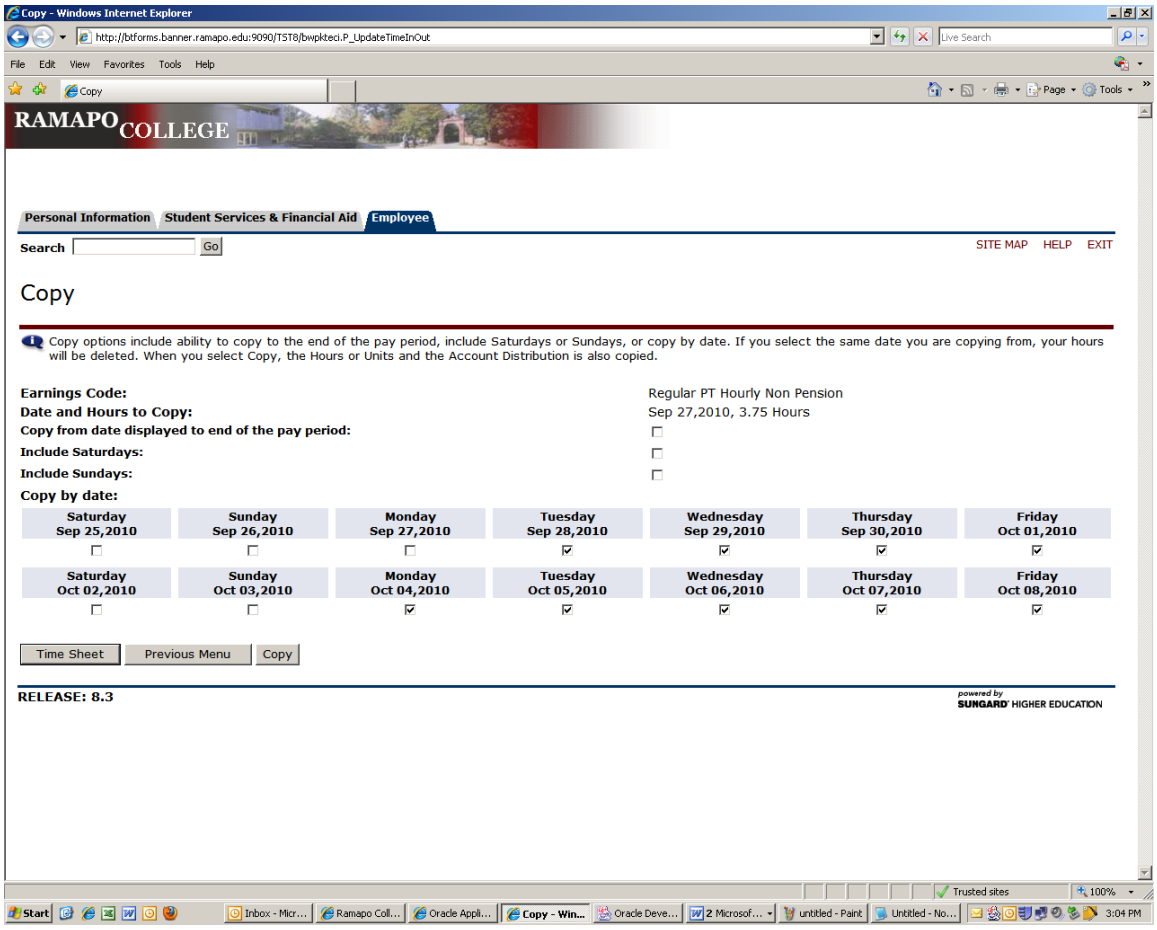


You will see the system has calculated the sum of hours worked that day.

Delete Allows you to remove a day's time entry.

Copy Allows you to repeat the same hour entry across multiple days during a pay period.

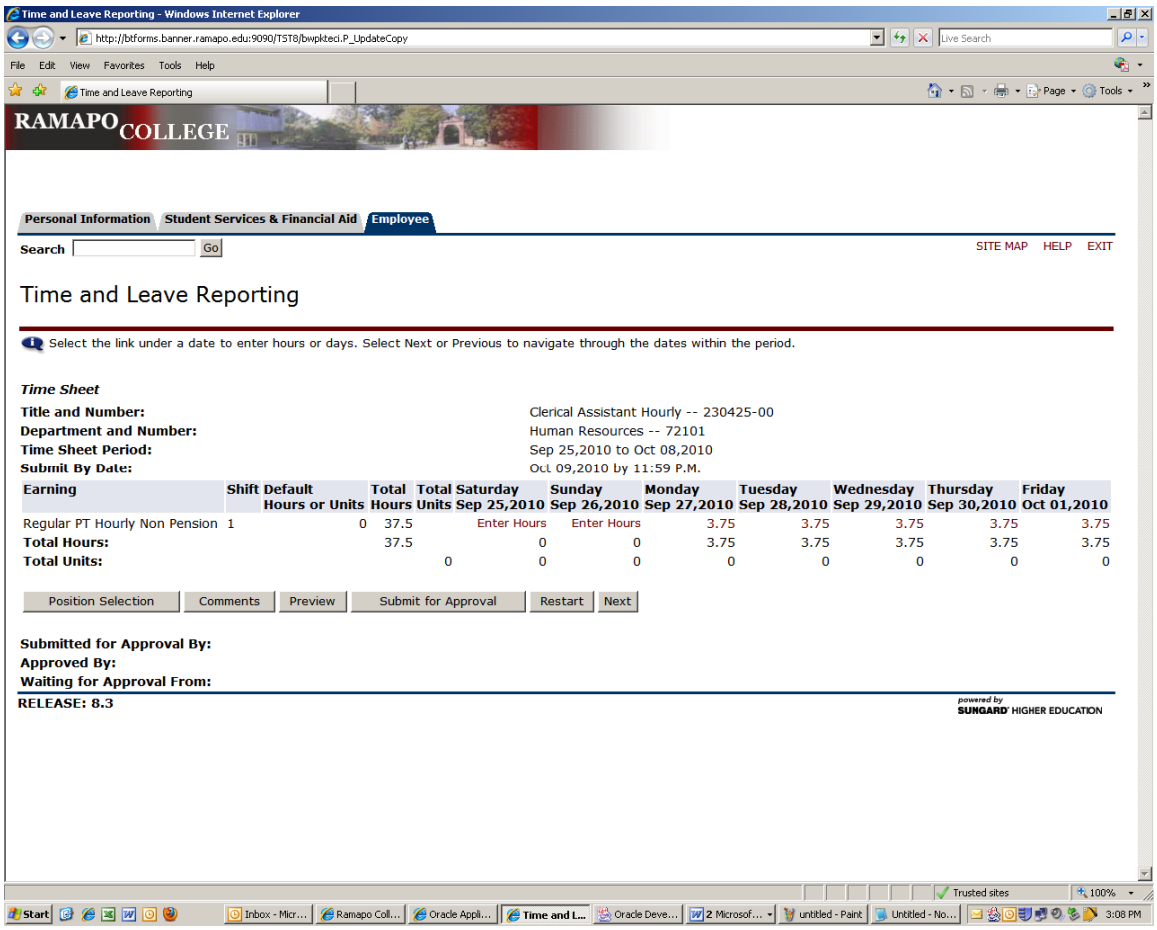
Suppose you worked the identical schedule each day of the pay period that you worked Monday.



By clicking on the other days in the pay period the system will make identical entries for each day when the Copy button is clicked. You will get a message of:

Your hours have been copied successfully.

If you click on the Time Sheet button you will see the time across the pay period.



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**

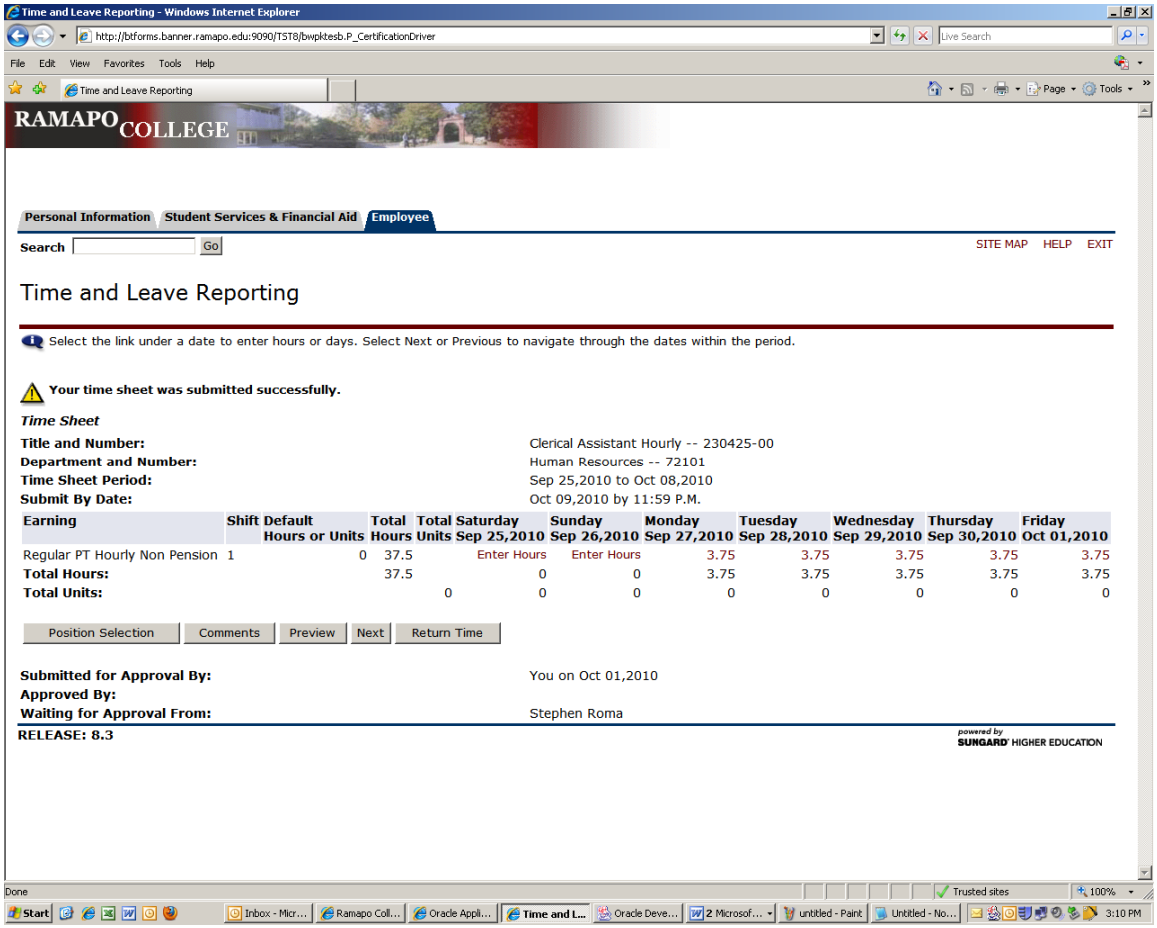
When you are done entering time for this pay period click on the

button.

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.



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**.