
**Banner Web Time and Leave Reporting
Non-Exempt Employees
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Time and Leave Processing

Introduction

NMSU utilizes the Banner Web Time and Leave Entry System to record time worked and leave taken. The time and leave entry system is accessed using MyNMSU.

This manual will provide the non-exempt employees with the general time and leave reporting business rules and the process to request leave, enter, and submit for approval Annual Leave and Sick Leave taken during the month, and view leave balances.

Objectives

In this manual you will learn how to:

- Enter time and leave for Regular hours and change Shift Codes;
- Use the copy feature to copy hours from one day to another;
- Submit time and leave for approval;
- View Leave Balances.

General Business Rules for Non-exempt Regular Employees

- **All non-exempt employees are paid on an hourly basis, by day for each working day in the pay period.**
- **The time reporting unit is hours in quarter hour increments.**
- **If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period.**
- **If a non-exempt employee does not have sufficient leave balances, the employee's pay will be docked for the overdrawn amount.**
- **Time and Leave must be entered and approved within 4 days after the end of the active pay period through 11 pm. This is 4 business days.**
- **Time for jury duty service should be reported as "Regular" on the timesheet.**

Getting to Your Leave Screens

Logon Procedure

All Time and Leave functions are available as part of **Banner Employee Self-service** through the my.nmsu.edu website.

The screenshot shows the my.NMSU.edu website interface. At the top left is the NMSU logo and the text 'my.NMSU.edu'. Below this is a 'Secure Access Login' form with fields for 'User Name:' and 'Password:', and 'Login' and 'Cancel' buttons. A callout bubble labeled '1' points to these fields. Below the form is an 'ACTIVATE' button with the text 'Please CLICK HERE to activate your account now'. A callout bubble labeled '2' points to the 'Login' button. To the right of the login form is a yellow box with contact information for 'onestop.nmsu.edu'. Below this is a 'Welcome to myNMSU' section with a paragraph of text and a phone number. Further down are sections for 'Account Maintenance' (with a 'Reset your PIN' link), 'NMSU Links' (with links for 'NMSU Home', 'Living The Vision', and '2006 NMSU United Way Campaign'), and 'Unifying NMSU Online' (with links for 'Students, Faculty & Staff', 'UNO Student Implementation', 'UNO Project Documentation', and 'UNO Project Home'). At the bottom left is the copyright notice 'Copyright © SunGard 1998 - 2006.' and at the bottom right is the 'SUNGARD HIGHER EDUCATION' logo.

1. Enter your **NMSU User Name** and **Password** in the appropriate field of the **Secure Access Login** box.
2. Click on the **Login** button.

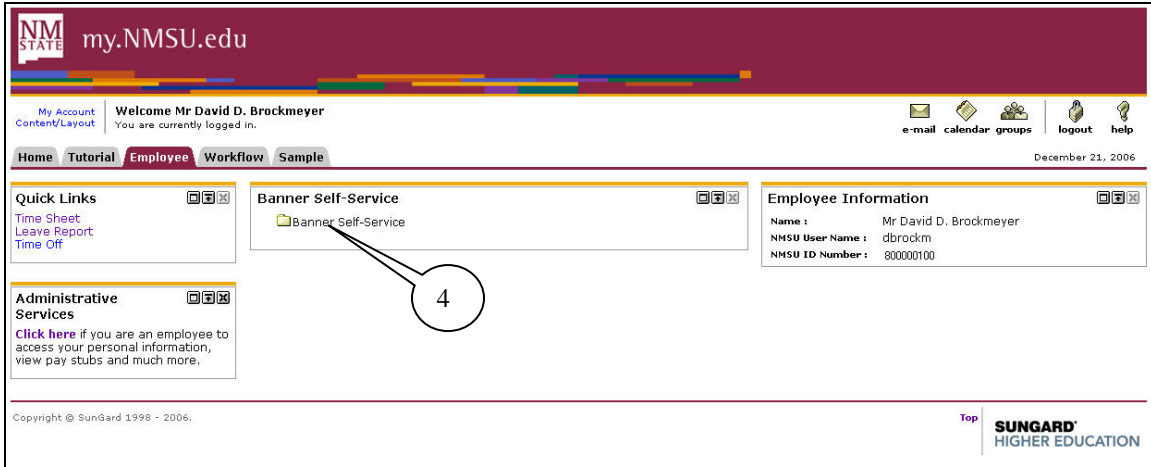
Your **Welcome** page will be displayed.

The screenshot shows the my.NMSU.edu interface. At the top, there's a header with the NMSU logo and the URL. Below that, a navigation bar contains tabs for Home, Tutorial, Employee, Workgroup, and Sample. A callout bubble with the number '3' is positioned over the Employee tab. The main content area is organized into several columns and sections. On the left, there are sections for Student Announcement, NMSU Bookmarks, Bookmarks, and NMSU Events Calendar. The middle section contains My E-mail Inbox, My Calendar, and My Personal Announcements. The right section contains NMSU Announcements, UNO Student Implementation, and My Headlines. The page is dated December 21, 2006.

3. Click on the **Employee** tab.

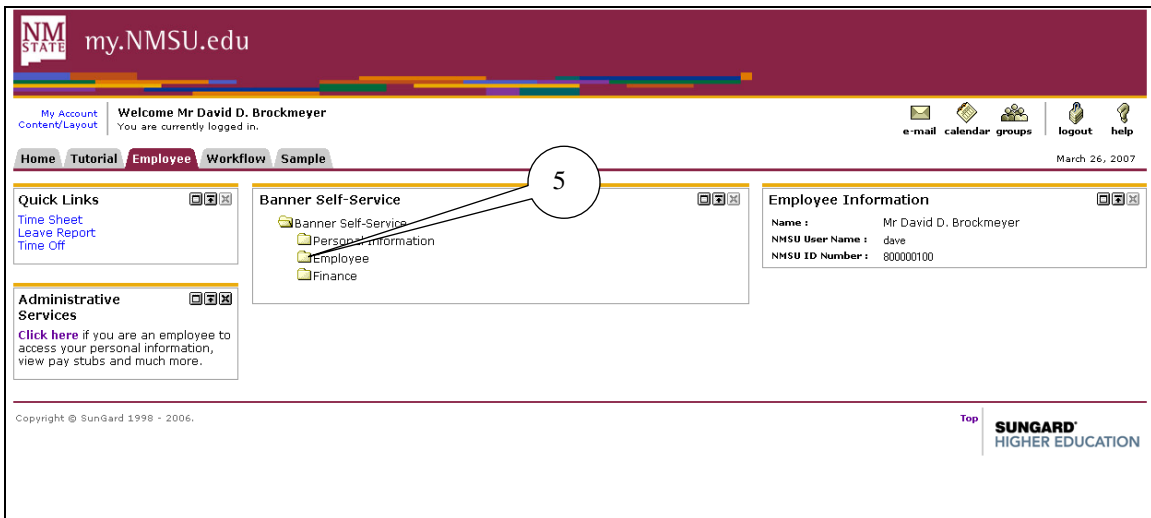
Banner Self-Service

The **Employee** page will be displayed.



4. Click on the **Banner Self-Service** folder.

The **Banner Self-Service** page will be displayed.



5. Click on the **Employee** folder



Quick Links are provided to the left of your screen to access Time Sheets, Leave Reports, or Request time off without going through the folders.

The **Employee** options will be displayed. From this screen, you can complete your time sheet.

The screenshot shows the Banner Self-Service portal for Mr. David D. Brockmeyer. The page has a maroon header with the NMSU logo and the URL my.NMSU.edu. Below the header, there is a navigation bar with tabs for Home, Tutorial, Employee (which is highlighted), Workflow, and Sample. The main content area is divided into three columns. The left column contains 'Quick Links' with links for Time Sheet, Leave Report, and Time Off, and 'Administrative Services' with a link to access personal information. The middle column is titled 'Banner Self-Service' and contains a tree view with folders for Personal Information, Employee (expanded to show Time Sheet, Leave Report, Request Time Off, Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, and Leave Balances), and Finance. The right column is titled 'Employee Information' and displays the user's name (Mr David D. Brockmeyer), NMSU User Name (dbrockm), and NMSU ID Number (800000100). The footer includes a copyright notice for SunGard 1998-2006 and the SunGard Higher Education logo.

my.NMSU.edu

Welcome Mr David D. Brockmeyer
You are currently logged in.

My Account
Content/Layout

e-mail calendar groups logout help

Home Tutorial **Employee** Workflow Sample

December 21, 2006

Quick Links

- Time Sheet
- Leave Report
- Time Off

Administrative Services

Click here if you are an employee to access your personal information, view pay stubs and much more.

Banner Self-Service

- Banner Self-Service
 - Personal Information
 - Employee
 - Time Sheet
 - Leave Report
 - Request Time Off
 - Benefits and Deductions
 - Pay Information
 - Tax Forms
 - Jobs Summary
 - Leave Balances
 - Finance

Employee Information

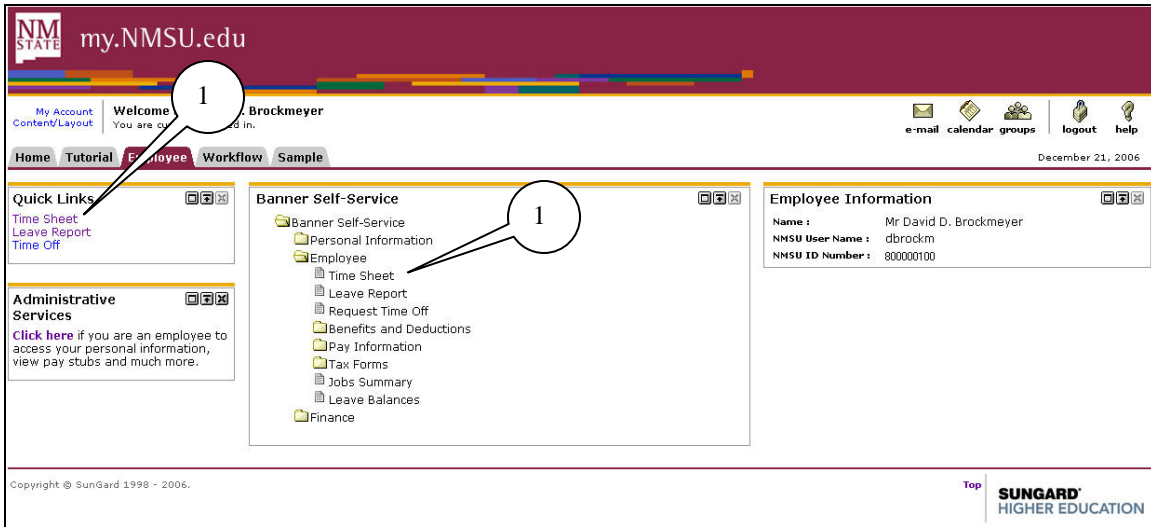
Name : Mr David D. Brockmeyer
NMSU User Name : dbrockm
NMSU ID Number : 800000100

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Enter Time and Leave

The SCT Banner Web Time and Leave Entry System enables employees to report their time and leave on the Web and to submit the time transactions (time sheets) directly from the Web to the SCT Banner HR System.



1. From the **Employee** menu, click on **Time Sheet** or choose **Time Sheet** from the **Quick Links**.

The **Time Sheet Selection** page will be displayed.

New Mexico State University

Search Go SITE MAP HELP EXIT

Personal Information Employee

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
CASHIER III, 198267-00 ICT BUS OPER & FINANCIAL SVCS, 450200	<input type="radio"/>	<div style="border: 1px solid black; padding: 2px;"> Nov 01, 2004 to Nov 15, 2004 In Progress </div> <div style="border: 1px solid black; padding: 2px;"> Oct 16, 2004 to Oct 31, 2004 In Progress </div> <div style="border: 1px solid black; padding: 2px;"> Nov 01, 2004 to Nov 15, 2004 In Progress </div> <div style="border: 1px solid black; padding: 2px;"> Nov 16, 2004 to Nov 30, 2004 In Progress </div> <div style="border: 1px solid black; padding: 2px;"> Dec 01, 2004 to Dec 15, 2004 Not Started </div>

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2. Click on the down arrow on the drop-down list of **Pay Period and Status** choices. Highlight the pay period that you want to enter time. You can only enter time and leave in pay periods that have the following status:
 - In Progress
 - Not Started
 - All other statuses (Pending, Approved, and Completed) cannot be used.
3. In the **My Choice** column, select the radio button for the job for which you want to enter time.
4. Click on the **Time Sheet** button.

Team Tip:



You can only select one job at a time. If you have multiple jobs, enter time and leave in one job, then return to this page to select another job. You must enter time for each job.

The **Time and Leave Reporting** page will be displayed.

New Mexico State University

Search SITE MAP HELP EXIT

Personal Information Employee

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. **D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c**

Time Sheet

Title and Number: CASHIER III – 198267-00
Department and Number: ICT BUS OPER & FINANCIAL SVCS – 450200
Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	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

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

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5. Click on **Enter Hours** under a date and to the right of an Earnings Code to enter your time worked.
6. Time should be entered for all **Earning Codes** that apply. Only those Earning Codes valid for the employee’s position will appear on the Time Sheet.

Team Tip:



Earnings code is how you categorize your time on Banner.

The next page of **Time and Leave Reporting** will be displayed.

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. **D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c**

Time Sheet

Title and Number: CASHIER III - 196267-00
Department and Number: ICT BUS OPER & FINANCIAL SVCS - 450200
Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning: Regular Staff Earnings
Date: Dec 07, 2004
Shift: 1
Hours: 1.75

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked		0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken		0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	1	0	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	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Previous **Submit for Approval** Restart Next

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

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7. Enter Shift Code in the **Shift** field.
 - 1=Daytime (Default – standard shift)
 - S=Swing-10c
 - G=Graveyard-40c
8. Enter hours of time worked in the **Hours** field. The time and leave reporting unit used will be hours in quarter hour increments (.00, .25, .50, .75).
9. Click the **Save** button to save all entries.
10. Select the **Next** or **Previous** button to navigate through the dates within the period.
11. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
12. If you have additional jobs on which to enter time, click the **Position Selection** button and enter hours for that job.
13. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

Team Tip:



The leave reporting unit used will be hours in quarter hour increments (15 minutes =.25, 30 minutes =.50, 45 minutes =.75).

Holiday Leave Pay or Holiday Worked

Enter **Holiday Leave Pay** when you do not work on an NMSU paid holiday. Use **Holiday Worked** when you work on a paid NMSU Holiday.

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. D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c

Time Sheet

Title and Number: CASHIER III - 198267-00
 Department and Number: ICT BUS OPER & FINANCIAL SVCS - 450200
 Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
 Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning: Regular Staff Earnings
 Date: Dec 07, 2004
 Shift: 1
 Hours: 0

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	1	0	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

Position Selection Comments Preview **Submit for Approval** Restart Next

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

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1. Click on **Enter Hours** under a date and to the right of **Holiday Leave Pay** or **Holiday Worked** to enter time.
2. Enter hours for **Holiday Leave Pay** or **Holiday Worked** in the **Hours** field.
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

Team Tip:



*The Holiday Leave Pay hours + the Holiday Worked hours should equal 8.
Holiday Worked Hours will be paid at 2.5. Do not enter the same hours on both
Holiday Leave & Holiday Worked.*

Other Leave Taken

Enter **Other Leave Taken** when you have taken leave for the following reasons: Military Leave, Voting, Compassionate, and Administrative Leave.

New Mexico State University

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

Search

Personal Information Employee

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. **D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c**

Time Sheet

Title and Number:	CASHIER III - 198267-00
Department and Number:	ICT BUS OPER & FINANCIAL SVCS - 450200
Time Sheet Period:	Dec 01, 2004 to Dec 15, 2004
Submit By Date:	Dec 31, 2004 by 11:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 6.1
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1. Click on **Enter Hours** under a date and to the right of **Other Leave Taken** to enter time.

Time Sheet

Title and Number: CASHIER III – 198267-00
Department and Number: ICT BUS OPER & FINANCIAL SVCS – 450200
Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning: Other Leave Taken
Date: Dec 07, 2004
Shift: 1
Hours: 8

3 2

2. Enter hours for **Other Leave Taken** in the **Hours** field.
3. Click the **Save** button to save all entries.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004
Regular Staff Earnings	1		0	0	Enter Hours	Enter Hours	
Annual Leave Taken	1		0	0	Enter Hours	Enter Hours	
Sick Leave Taken	1		0	0	Enter Hours	Enter Hours	
Holiday Leave Pay	1		0	0	Enter Hours	Enter Hours	
Holiday Worked	1		0	0	Enter Hours	Enter Hours	
Other Leave Taken	1		0	8	Enter Hours	Enter Hours	
Comp Time Taken	1		0	0	Enter Hours	Enter Hours	
Comp/Overtime Paid	1		0	0	Enter Hours	Enter Hours	
Total Hours:			8		0	0	0
Total Units:				0	0	0	0

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4. Click the **Comments** button to communicate to your Approver why you have entered hours in the **Other Leave Taken** earnings code.

The **Comments** screen will be displayed.

The screenshot shows a web interface for entering comments. At the top, there is a search bar with a 'Go' button. Below it is a navigation bar with 'Personal Information' and 'Employee'. The main heading is 'Comments'. An information icon and text state: 'Enter or edit comments until you submit the record for approval.' Below this, there are three fields: 'Made By:' with the value 'You', 'Comment Date:' with the value 'Nov 23, 2004', and 'Enter or Edit Comment:' with the value '12/07/2004 Jury Duty'. At the bottom, there are two buttons: 'Save' and 'Previous Menu'. Numbered callouts are present: '5' points to the comment text area, '6' points to the 'Save' button, and '7' points to the 'Previous Menu' button.

5. Enter Comments in the **Enter or Edit Comment:** field
6. Click the **Save** button to save your comments.
7. Click the **Previous Menu** button to return to the **Time and Leave Reporting** screen.

Comp Time Taken

Enter **Comp Time Taken** if you have hours available in your Compensatory Time balance when you choose to use those hours.

New Mexico State University

Search Go SITE MAP HELP EXIT

Personal Information Employee

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. D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c

Time Sheet

Title and Number: CASHIER III - 198267-00
 Department and Number: ICT BUS OPER & FINANCIAL SVCS - 450200
 Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
 Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning: Comp Time Taken
 Date: Dec 07, 2004
 Shift: 1
 Hours: 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	1	0	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	0
Total Units:			0	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: 6.1

1. Click on **Enter Hours** under a date and to the right of **Comp Time Taken** to enter time.
2. Enter hours for **Comp Time Taken** in the **Hours** field.
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

Team Tip:



You may not enter comp time taken unless you have previously banked comp time hours.

Comp/Overtime Paid

Enter **Comp/Overtime Paid** when you want to be paid for hours in your Compensatory Leave Balance or Overtime hours in the current pay period. Be sure to check your Compensatory Leave Balance (pg. 24) before entering hours in the **Comp/Overtime Paid** field.

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. D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c

Time Sheet

Title and Number: CASHIER III - 189267-00
 Department and Number: ICT BUS OPER & FINANCIAL SVCS - 450200
 Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
 Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning: Comp/Overtime Paid
 Date: Dec 07, 2004
 Shift: 1
 Hours: 4

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	1	0	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	0
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection Comments Previous **Submit for Approval** Restart Next

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

1. Click on **Enter Hours** under a date and to the right of **Comp/Overtime Paid** to enter time.
2. Enter hours for **Comp/Overtime Paid** in the **Hours** field.
Note: The system will automatically pay straight time for all hours worked. The overtime premium amount, .5 additional, will be added to the comp time balance (i.e. if you work 44 hours, you will be paid for 44 hours and 2 hours will go to your comp time balance (.5 x 4).
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

Copy Hours

Hours can be copied from one day to the next or from one day to the end of a pay period. The steps below will walk you through the copy process.

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. D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c

Time Sheet

Title and Number: CASHIER III - 198267-00
Department and Number: ICT BUS OPER & FINANCIAL SVCS - 450200
Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning: Regular Staff Earnings
Date: Dec 07, 2004
Shift: 1
Hours: 8

Saves Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	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:

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1. Follow steps 5-11 on pages 12 and 13 to enter time and leave, then proceed.
2. Click the **Copy** button to copy time and leave to another day or to the end of a pay period.

The **Copy** screen will be displayed.

The screenshot shows the 'Copy' screen on the NMSU.edu portal. At the top, there is a navigation bar with 'back to Employee Tab' and utility icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. Below the header, the page title is 'Copy'. A help icon and a paragraph of instructions are provided. The main form contains several sections: 'Earnings Code' (Regular Staff Earnings, Shift D), 'Date and Hours to Copy' (Nov 16, 2004, 8 Hours), and checkboxes for 'Copy from date displayed to end of the pay period', 'Include Saturdays', and 'Include Sundays'. A calendar grid allows selecting dates from Nov 16 to Nov 29, 2004. At the bottom, there are buttons for 'Time Sheet', 'Previous Menu', and 'Copy', along with a 'RELEASE' button and a 'powered by @sct' logo.

3. To copy hours to the end of the pay period check **Copy from date displayed to end of the pay period**.
4. To copy hours to include Saturday(s) or Sunday(s) check **Include Saturdays** and/or **Include Sundays**.
5. To copy to individual dates, click the **check boxes** under the dates.
6. When your copy selection is made, click the **Copy** button.
7. After the **Copy** button is clicked, you will receive a message that your hours have been copied successfully.
8. Click the **Time Sheet** button at the bottom of the page to return to the **Time Sheet** page and review your hours copied.
9. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button on the **Time Sheet**.

Submit for Approval

Submitting for approval is the final step in the Time and Leave Entry Process. It is extremely important that your time and leave is entered and submitted for Approval before the pay period deadline.

How do I verify that my **Time Sheet** has been submitted?

- If your **Time Sheet** has been submitted, you will see the date the **Time Sheet** was submitted in the **Submitted for Approval By:** field and the Approver's Name in the **Waiting for Approval From:** field.

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Personal Information Employee

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. **D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c**

Your time sheet was submitted successfully.

Time Sheet

Title and Number: CASHIER III – 198267-00
Department and Number: ICT BUS OPER & FINANCIAL SVCS – 450200
Time Sheet Period: Dec 01, 2004 to Dec 15, 2004
Submit By Date: Dec 31, 2004 by 11:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Dec 01, 2004	Thursday Dec 02, 2004	Friday Dec 03, 2004	Saturday Dec 04, 2004	Sunday Dec 05, 2004	Monday Dec 06, 2004	Tuesday Dec 07, 2004
Regular Staff Earnings	1		0	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8
Annual Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp/Overtime Paid	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		0	0	0	0	0	0	8
Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

Submitted for Approval By: You on Nov 24, 2004

Approved By:

Waiting for Approval From: James Edward

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Team Tip:



If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period. The Submit By Date: is the pay period deadline that Timesheets should be submitted and approved by.

Viewing Leave Balances

Leave Balances can be viewed at anytime using the Time and Leave Entry System.

The screenshot displays the Banner Self-Service web application interface. At the top, there are navigation tabs: Home, Employee (highlighted), Tutorial, Sample, and Workflow. Below the tabs, the interface is divided into three main sections:

- Quick Links:** Contains links for Time Sheet, Leave Report, and Time Off.
- Banner Self-Service:** A central menu with a tree structure:
 - Banner Self-Service
 - Personal Information
 - Employee
 - Time Sheet
 - Leave Report
 - Request Time Off
 - Benefits and Deductions
 - Pay Information
 - Tax Forms
 - Jobs Summary
 - Leave Balances (highlighted with a callout bubble containing the number 1)
 - Finance
- Employee Information:** A section on the right with labels for Name, NMSU User Name, NMSU ID, and Number.

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1. From the **Employee** menu, click on **Leave Balances**

The **Leave Balances** page will be displayed.

my.NMSU.edu

back to Employee Tab

Personal Information Employee Finance

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RETURN TO MENU SITE MAP HELP

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Mar 26, 2007	Taken as of Mar 26, 2007	Available Balance as of Mar 26, 2007	Earned as of Mar 26, 2007
Annual Leave	Hours	67.07	3.67	73.40	10.00	67.07
Sick Leave	Hours	30.00	.00	42.00	12.00	30.00
Sick Leave Bank	Hours	.00	.00	.00	.00	.00

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2. Click on the **TYPE of Leave** to view the Leave Detail screen.

The **Leave Detail** screen shows your leave detail by pay period.

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back to Employee Tab

Personal Information Employee Finance

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RETURN TO MENU SITE MAP HELP

Leave Detail

Annual Leave

Leave Accrual and Usage from Nov 01, 2006 to Oct 31, 2007

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days Earned	Taken
Semi-Monthly Current	Mar 15, 2007	Mar 01, 2007	Mar 15, 2007	Hours 7.34	.00
Semi-Monthly Current	Feb 28, 2007	Feb 16, 2007	Feb 28, 2007	Hours 7.34	.00
Semi-Monthly Current	Feb 15, 2007	Feb 01, 2007	Feb 15, 2007	Hours 7.34	.00
Semi-Monthly Current	Jan 31, 2007	Jan 16, 2007	Jan 31, 2007	Hours 7.34	.00
Semi-Monthly Current	Jan 12, 2007	Jan 01, 2007	Jan 15, 2007	Hours 7.34	.00
Semi-Monthly Current	Dec 21, 2006	Dec 16, 2006	Dec 31, 2006	Hours 7.34	.00
Semi-Monthly Current	Dec 15, 2006	Dec 01, 2006	Dec 15, 2006	Hours 7.34	.00
Semi-Monthly Current	Nov 30, 2006	Nov 16, 2006	Nov 30, 2006	Hours 7.34	.00
Semi-Monthly Current	Nov 15, 2006	Nov 01, 2006	Nov 15, 2006	Hours 7.34	.00

Leave Report Usage from Nov 01, 2006 to Oct 31, 2007

Leave Report Type	Date Paid	Leave Period Begin Date	Leave Period End Date	Hours or Days Taken
Leave Reporting ID	Dec 22, 2006	Dec 01, 2006	Dec 31, 2006	Hours .00
Leave Reporting ID	Feb 28, 2007	Feb 01, 2007	Feb 28, 2007	Hours 10.00

Previous Year

Leave By Job

[Leave Balances]

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Notes:

Notes: