Banner Web Time Entry

Introduction
Welcome to Banner Web Time Entry. Banner Web Time Entry is the timesheet tool Mercy College (the College) employees will use beginning July 1, 2014. Banner Web Time Entry can be accessed via Mercy Connect through Mercy College’s main web page. In general, completing your timesheet under Banner Web Time Entry can be summarized in 5 easy steps:

1. Log into Mercy Connect
2. Locate the Employee tab
3. Access your Banner timesheets
4. Enter leave time (vacation, sick, personal, FMLA, etc.) and hours worked as applicable
5. Save, certify and submit the timesheet to your supervisor for approval

Helpful Reminders
When completing your timesheets, LEAVE TIME consists of any time/hours, other than “time worked,” both paid and unpaid. Therefore, leave time includes: vacation, sick, personal, summer days, bereavement, jury duty, short-term disability, FMLA, holiday, and, snow/emergency College closings.

Please note, when navigating the Web Time Entry tool, don’t use your browser’s “back button” to return to a previous screen. Use the navigation / control buttons, boxes and links in Banner Web Time Entry.
Banner Web Time Entry

Background
College employees are divided into three groups for time reporting and they each record time a little differently as follows:

1. Administrative and Non-Union Professional (i.e. exempt staff not paid overtime)
   - Report only leave (i.e. vacation, personal) hours taken
   - If there are no exception/leave hours in the pay period, you must still access your timesheet, certify it and submit it for approval
   - Submit timesheet to approver to initiate the payroll process

2. Professional Union both Full-time and Part-time
   - Report hours worked each day including overtime
   - Report leave hours taken
   - Submit timesheet to approver to initiate the payroll process

3. Clerical Union both Full-time and Part-time
   - Report the actual number of hours worked
   - Report leave hours taken
   - Submit timesheet to your approver to initiate the payroll process
A normal work day consists of seven (7) hours. Employees eligible for over-time must enter additional hours worked. When leave time is reported, total hours cannot exceed seven (7). In other words, overtime is not worked on a day when leave time is used.

It is imperative that employees submit their timesheets to their supervisor allowing sufficient time to be approved and processed. If you are going to be out of the office (i.e. vacation), submit/certify your timesheet before you go on leave if you will not have access to the Web Time Entry Tool.

Supervisors must ensure that all timesheets are approved by the deadline and that they coordinate with their proxy (back-up approver) if they will be out of the office.

If timesheets are not approved and submitted to payroll by the due date and time, paychecks will be delayed or inaccurate.

Let’s Get Started
The following is a screen by screen walk-through for completing and approving timesheets using the Banner Web Time Entry Tool. Please familiarize yourself with those sections applicable to your situations.
Log into Mercy Connect

Enter Username & Password
Banner Web Time Entry

Access the Employee Tab
Banner Web Time Entry

Access the Self Service Link

Click Access Self Service

- Allows employees to view addresses, phone numbers, emergency contacts, marital status, dependents and beneficiary information and pay stub details. You may also view benefits and deduction information, direct deposit information, earnings totals, withholdings, employment history, leave balances and name and ID changes. To change any information, please contact the HR department via e-mail at hr@mercy.edu for further instructions.

Web Updates and Announcements

- All updates to the Mercy College Website (content, messages, calendar entries) must be approved by the Office of Public Relations. Please note you are required to obtain authorization from your immediate supervisor (manager, dean, or vice president) prior to submitting a request. If you have any questions please contact pr@mercy.edu.

  - Community Messages and Upcoming Events Form
  - Web Update Request Form

Announcements

- The Announcements Channel will provide up to date information on upcoming events and activities in HR.
Access Employee Link

Click Employee

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

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

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

Student & Financial Aid
Apply for admission, register, view academic records and financial aid.
Access Banner Timesheets Link

Click Banner Timesheets

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Banner Web Time Entry

Access the Your Timesheet and Click Select – For Approvers (including Proxy Approvers)

Click Access My Time Sheet

Click Select
Banner Web Time Entry

- Using the dropdown menu, select the “Pay Period and Status” to be completed.
- Banner Web Time Entry will default to the current active pay period.
- Status indicates whether the timesheet is “in progress” or “approved.”
- Click the “Time Sheet” box to access the timesheet for the selected pay period.
Banner Web Time Entry

The **Banner timesheet** is divided into **three sections** of important information:

**First Section** includes the:
- Job title and Banner position number
- Home department and accounting code (i.e. FOAPAL)
- Beginning and end dates for the pay period
- Closing date and time to submit the time sheet (i.e. timesheet deadline)

**Second section** summarizes the time entered for each day of the pay period

**Third Section** provides information about the timesheet’s approval status
- Who certified and submitted for approval
- Who approved or whose approval is needed
Banner Web Time Entry

Section 1

Section 2

Section 3
Banner Web Time Entry

For Administrative and Professional Employees that Enter Leave Only

- Assume a sick day is taken on Monday June 16, 2014
- Access “Enter Hours” link in the box denoted by the “Monday, Jun 16, 2014” column and the “Sick Leave” row

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<tbody>
<tr>
<td>Vacation Leave</td>
<td>1</td>
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<tr>
<td>Personal Leave</td>
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<tr>
<td>Summer Day Off</td>
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<td>Snow/Emergency Hours</td>
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<tr>
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<tr>
<td>Short Term Disability</td>
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<td>Enter Hours</td>
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<tr>
<td>Family Medical Leave</td>
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<tr>
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<tr>
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</tbody>
</table>

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.8

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Banner Web Time Entry

- The “Earning” type, “Date”, “Shift” and “Hours” field display in the time sheet window.
- Update hours taken for the earnings type (e.g. sick hours) in the “Hours” Field.
- Click the “Save” box to return to the weekly view of the time sheet.
- To access the second week of the pay period click the “Next” box.

**Enter the number of hours that apply to the earnings code in the “Hours” Field.**

**Click “Next” to access week 2 of pay period.**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
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<tbody>
<tr>
<td>Vacation Leave</td>
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<tr>
<td>Sick Leave</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Personal Leave</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Summer Day Off</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Snow/Emergency Hours</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Jury Duty Pay</td>
<td>1</td>
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<td>0</td>
</tr>
<tr>
<td>Holiday Pay</td>
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<tr>
<td>Unpaid Leave</td>
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</tr>
<tr>
<td>Short Term Disability</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Family Medical Leave</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
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<tr>
<td><strong>Total Units:</strong></td>
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</table>
Full Time and Part Time Professional Union and Clerical Employees

- The hours worked must be entered in the earnings code “Prof/Tech Hours Worked”
- Lunch break must be allotted
- Access the “Enter Hours” link for the earnings code and date for each day of pay period

![Banner Web Time Entry](http://example.com/banner-time-entry.png)

**Time Sheet**

<table>
<thead>
<tr>
<th>Title Sheet</th>
<th>Department and Number</th>
<th>Time Sheet Period</th>
<th>Submit By Date</th>
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<tbody>
<tr>
<td>Prof/Tech Hours Worked</td>
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<tr>
<td>Vacation Leave</td>
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<tr>
<td>Personal Leave</td>
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<td>Sick Leave</td>
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<td>Enter Hours</td>
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<tr>
<td>Summer Day Off</td>
<td>1</td>
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<tr>
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<td>Unpaid Leave</td>
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<td>Snow/Emergency Hours</td>
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<td>Family Medical Leave</td>
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</tbody>
</table>

**Select Monday, Jun 16, 2014**

Submitted for Approval By: [Name]
Approved By: [Name]
Waiting for Approval From: [Name]
Banner Web Time Entry

- Assume a regular 7 hour work day: worked 9am-12pm, lunch 12pm-1pm, worked 1pm-5pm
- Enter the time in and out allotting for the lunch break
- “Save” entry then click “Next Day” box

Enter Time In and Out allotting for the lunch break

Click Next Day

Click Save
Banner Web Time Entry

- Assume an employee worked 9 hours, two hours of overtime: worked 9am-12pm, lunch 12pm-1pm, worked 1pm-7pm
- Enter the time in and out allotting for the lunch break and including the overtime hours
- “Save” entry then click “Next Day” box
- Banner will calculate the total hours worked and feed the overtime hours for processing

![Banner Web Time Entry](image)

- Enter Time In and Out allotting for lunch and including the overtime hours
- Click Next Day
- Click Save
Banner Web Time Entry

- Assume leave time is being taken (e.g. vacation)
- Enter leave hours for the day taken
- Click the “Save” box
- Remember, total hours in a day cannot exceed 7 when leave time is taken

Enter Time In and Time Out for the leave category
Employee Certification

- The second week of the pay period can be accessed by clicking the “Next” box.
- Report the hours worked and leave time for each day.
- To certify timesheet and submit for approval, click on the “Submit for Approval” box.

Click “Next” to access week 2 of pay period.
Banner Web Time Entry

-Certify timesheet by entering your PIN (same as Mercy Connect password)
-Click “Submit” box
Banner Web Time Entry

FOR APPROVERS

- Approvers must ensure that timesheets are approved timely and accurately
- Approvers must have a proxy (back-up) to ensure the smooth running of the approval process of each department. In the event that the department manager is out, there must be someone available to approve timesheets.
- Approvers may have to approve timesheets in all three groups. For example: an approver may have to approve students, union staff and administrative staff timesheets.
- Click on the “Approve or Acknowledge Time” button
- If acting as a proxy, click “Act as Proxy” button and select the approver you’re covering for
- Please use “My Choice Pay Period” to select the pay cycle/period being approved.
- Click the “Select” box on the bottom left.
-Select/click on the employee to be approved

![Banner Web Time Entry](image)

Select Employee

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Transaction Status</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
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Banner Web Time Entry

- Approve time sheet if the information is correct
- Return for correction if additional information is needed
- As the approver, you can make a correction and add a comment
- If an emergency occurs after approval, the time sheet can be returned for updates “Return Time”
After approval, a message is received stating “Time transaction successfully approved”