

Web Time Entry Using Self Service Banner User Guide

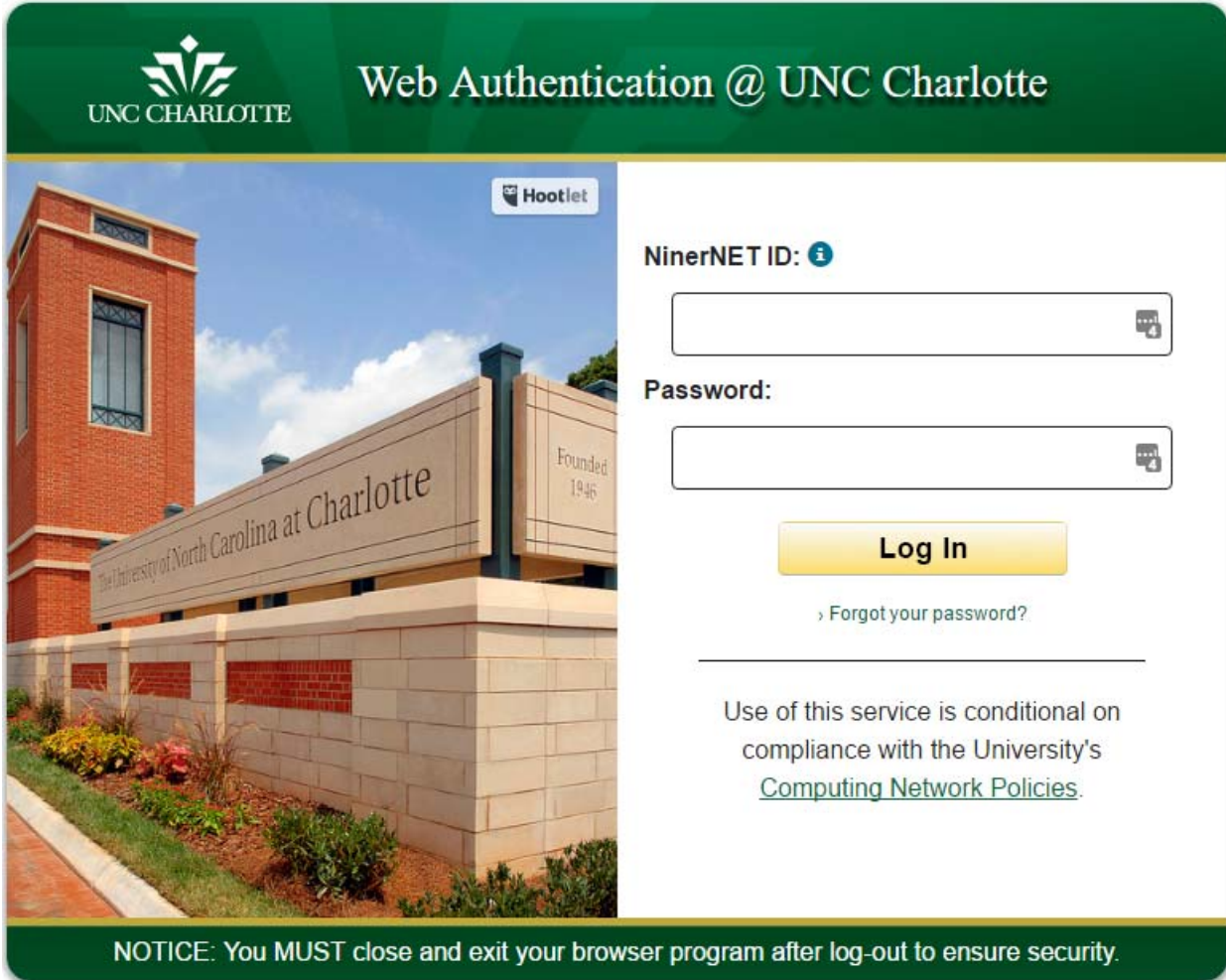
UNC Charlotte Financial Services

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I - LOGGING ON TO SELF SERVICE BANNER

- Log in to <https://my.uncc.edu/> using a NinerNET ID and password.



Web Authentication @ UNC Charlotte

NinerNET ID: [i](#)

Password:

Log In

[› Forgot your password?](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

- Select **Web Time Entry** under the Banner Self Service section.




Email



Calendar



Kronos



Campus Directory



Search



Banner Self Service



49er ID Card



Campus Map



49er Mart

Banner Self Service

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Tools and Resources

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Spotlight



Dropbox

Dropbox cloud storage is now available.

- NOTE: If you cannot find the link shown above or find yourself on a different page, click the Employee tab, as shown below, and look for the Time Sheet link. You only need to do this if you had issues in the step above.



UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION	STUDENT SERVICES / STUDENT ACCOUNTS	FINANCIAL AID	FACULTY & ADVISORS	EMPLOYEE
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Employee Information

[Time Sheet](#)


Web Time Entry (WTE) (WTE Training Materials)



Web Time Entry is now fully implemented for student and non-student hourly employees.

II - ENTER TIME

- Select the appropriate **Title and Department** and **Pay Period**. If there is more than one title contact your supervisor to determine the correct one to use.
- Click **Time Sheet**.

Position Selection


 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Workers Comp Assistant, S81007-00 Safety, 13800		Sep 01, 2007 to Sep 30, 2007 In Progress 
<input type="button" value="Time Sheet"/>		

Note: There are 5 Timesheet Statuses:

- **In Progress** – you have started your time sheet, but not submitted it for approval
 - **Pending** – you have submitted your time sheet for approval
 - **Approved** – the time sheet has been approved by your supervisor and sent to Payroll
 - **Not Started** – you have not started the timesheet process
 - **Returned for Correction** – there was a problem with your timesheet and it was returned to the you by the supervisor to correct.
- Click “**Enter Hours**” to open the **Time In and Out** page.

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet


Title and Number: Workers Comp Assistant -- S81007-00
Department and Number: Safety -- 13800
Time Sheet Period: Sep 01, 2007 to Sep 30, 2007
Submit By Date: Oct 09, 2007 by 03:00 P.M.

Earning	Shift Default	Total	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
	Hours or Units	Hours	Units	Sep 01, 2007	Sep 02, 2007	Sep 03, 2007	Sep 04, 2007	Sep 05, 2007	Sep 06, 2007	Sep 07, 2007
Student Hourly 1	0	17.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours	Enter Hours
Total Hours:		17.5		0	0	0	0	2.5	0	0
Total Units:			0	0	0	0	0	0	0	0

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

- On the **Time In and Out** page, enter the time your shift started and ended.
- Multiple In/Out entries can be entered per day.
- Once all time entries have been entered, click **Save**.
- **Note:**
 - When working a full day that includes a break for lunch, please show time in/out before lunch and time in/out after lunch.
 - Be careful when selecting the **Restart** button. It will wipe out all information that was entered during the month.
 - Minutes must be in intervals of 15 minutes. (00, 15, 30, 45).
 - 12:00 Noon is PM and 12:00 Midnight is AM

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.

Minute Range	Clock In Minutes	Example
00-07	00	8:00
08-22	15	8:15
23-37	30	8:30
38-52	45	8:45
53-59	00	9:00

Date: Wednesday, Oct 01, 2008
Earnings Code: Student Hourly

Shift	Time In	AM/PM	Time Out	AM/PM	Total Hours
1	10:15	AM	1:45	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

- Clicking opens next calendar day available for time entry.
- Clicking returns user to Time Sheet page
- Clicking - copies the time entered on the selected day to other days in the pay period.
 - Check the boxes of the dates that time should be entered with the same information. Select to perform the copy.

Earnings Code: Student Hourly
 Date and Hours to Copy: Aug 01, 2016, 0 Hours
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:
 Copy by date:

Monday Aug 01, 2016	Tuesday Aug 02, 2016	Wednesday Aug 03, 2016	Thursday Aug 04, 2016	Friday Aug 05, 2016	Saturday Aug 06, 2016	Sunday Aug 07, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 08, 2016	Tuesday Aug 09, 2016	Wednesday Aug 10, 2016	Thursday Aug 11, 2016	Friday Aug 12, 2016	Saturday Aug 13, 2016	Sunday Aug 14, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 15, 2016	Tuesday Aug 16, 2016	Wednesday Aug 17, 2016	Thursday Aug 18, 2016	Friday Aug 19, 2016	Saturday Aug 20, 2016	Sunday Aug 21, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 22, 2016	Tuesday Aug 23, 2016	Wednesday Aug 24, 2016	Thursday Aug 25, 2016	Friday Aug 26, 2016	Saturday Aug 27, 2016	Sunday Aug 28, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 29, 2016	Tuesday Aug 30, 2016	Wednesday Aug 31, 2016				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

[Time Sheet](#) [Previous Menu](#) [Copy](#)

- After time has been entered or copied, click **Save** and then **Timesheet** to return to Timesheet form.
- Click [Preview](#) to review the time that has been entered. Select [Previous Menu](#) to return to the Time Sheet.

Elyse Poston
 Call Center Rep, STMP15-00

University Call Center, 27250

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Feb 01, 2015	Monday, Feb 02, 2015	Tuesday, Feb 03, 2015	Wednesday, Feb 04, 2015	Thursday, Feb 05, 2015	Friday, Feb 06, 2015	Saturday, Feb 07, 2015	Sunday, Feb 08, 2015	Monday, Feb 09, 2015	Tuesday, Feb 10, 2015	Wednesday, Feb 11, 2015	Thursday, Feb 12, 2015	Friday, Feb 13, 2015
Non-Student Hourly Pay	1	38			5	4.5	4.5		5			5	4.5	4.5		5
Total Hours:		38			5	4.5	4.5		5			5	4.5	4.5		5
Total Units:			0													

Time In and Out, Non-Student Hourly Pay

Sunday, Feb 01, 2015	Monday, Feb 02, 2015	Tuesday, Feb 03, 2015	Wednesday, Feb 04, 2015	Thursday, Feb 05, 2015	Friday, Feb 06, 2015	Saturday, Feb 07, 2015	Sunday, Feb 08, 2015	Monday, Feb 09, 2015	Tuesday, Feb 10, 2015	Wednesday, Feb 11, 2015	Thursday, Feb 12, 2015	Friday, Feb 13, 2015	Saturday, Feb 14, 2015	Sunday, Feb 15, 2015	Monday, Feb 16, 2015	Tuesday, Feb 17, 2015	Wednesday, Feb 18, 2015
	10:00 AM 12:00 PM 01:00 PM 04:00 PM	10:00 AM 12:00 PM 01:00 PM 03:30 PM	10:00 AM 12:00 PM 01:00 PM 03:30 PM		10:00 AM 12:00 PM 01:00 PM 04:00 PM			10:00 AM 12:00 PM 01:00 PM 04:00 PM	10:00 AM 12:00 PM 01:00 PM 03:30 PM	10:00 AM 12:00 PM 01:00 PM 03:30 PM		10:00 AM 12:00 PM 01:00 PM 04:00 PM					

[Previous Menu](#)


- After returning to the Time Sheet screen a comment can be sent to the approver by clicking [Comments](#). Enter comment and press [Save](#).

III - SUBMIT FOR APPROVAL

- When all time for month has been entered, select the “**Submit for Approval**” button to open the **Certification** page.

Note: Do not submit for approval until all time has been entered for the month.

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet


Title and Number: College Workstudy Students -- 820004-00
Department and Number: Systems Development -- 13000
Time Sheet Period: Oct 01, 2007 to Oct 31, 2007
Submit By Date: Nov 09, 2007 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
CWS - Academic Year No FICA	1	0	34.75		9.25	8.5	8.5	8.5	Enter Hours	Enter Hours	Enter Hours
Total Hours:			34.75		9.25	8.5	8.5	8.5	0	0	0
Total Units:				0	0	0	0	0	0	0	0

- Before the timesheet is submitted you will see the terms of the Certification, enter a UNCC ID # and click **Submit**. Click **Exit**, at the top right, to logout without submitting time.

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


Certification

 I certify that my Time In and Out and my Total Hours worked as entered above represents a true and accurate record of my time worked. I am responsible for any changes made using my ID and PIN. I understand that submitting inaccurate hours worked or falsifying another person's electronic signature may result in disciplinary action up to and including termination, civil liability and/or criminal prosecution. I understand that by entering my UNCC ID # and selecting the submit button, I am providing an electronic signature which is the same as providing a signed document.

If you do not agree with this certification, you may select Exit which will return you to the User Logout web page and your time transaction will not be submitted for approval.

UNCC ID#:

- If timesheet was submitted successfully, the following message will be returned: **“Your timesheet was submitted successfully”**.

 **Your time sheet was submitted successfully.**

Time Sheet


Title and Number: Maintenance Assistant -- S81031-01
Department and Number: Financial Data Administration -- 12600
Time Sheet Period: Oct 01, 2008 to Oct 31, 2008
Submit By Date: Nov 04, 2008 by 01:00 P.M.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Oct 01, 2008	Thursday Oct 02, 2008	Friday Oct 03, 2008	Saturday Oct 04, 2008	Sunday Oct 05, 2008	Monday Oct 06, 2008	Tuesday Oct 07, 2008
Student Hourly	1	0	5		Enter Hours	Enter Hours		1	Enter Hours	Enter Hours	4
Overtime At 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			5		0	0	1	0	0	4	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: You on Oct 08, 2008


- Click to return to the list of Titles and Departments.
- The Status will now show as Pending. Changes cannot be made when the timesheet is in Pending status.



Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department College Workstudy Students, 820004-00  **My Choice Pay Period and Status** Oct 01, 2007 to Oct 31, 2007 Pending 
 Systems Development, 13000

- The status will change to Approved when updated by the Supervisor:
- ### Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department Workers Comp Assistant, S81007-00  **My Choice Pay Period and Status** Sep 01, 2007 to Sep 30, 2007 Approved 
 Safety, 13800

IV - Points to Remember

- Time must be submitted by the last working day of the pay period.
- There are no email notifications with Web Time Entry at this time. Please email your supervisor when time sheet has been submitted for approval.
- Time must be entered in 15 minute intervals. A chart is available on the **Time In and Out** page.
- Clicking the Restart button will erase all time for the entire month.
- A time sheet cannot be changed once it has been submitted. Contact your supervisor if you discover a problem.