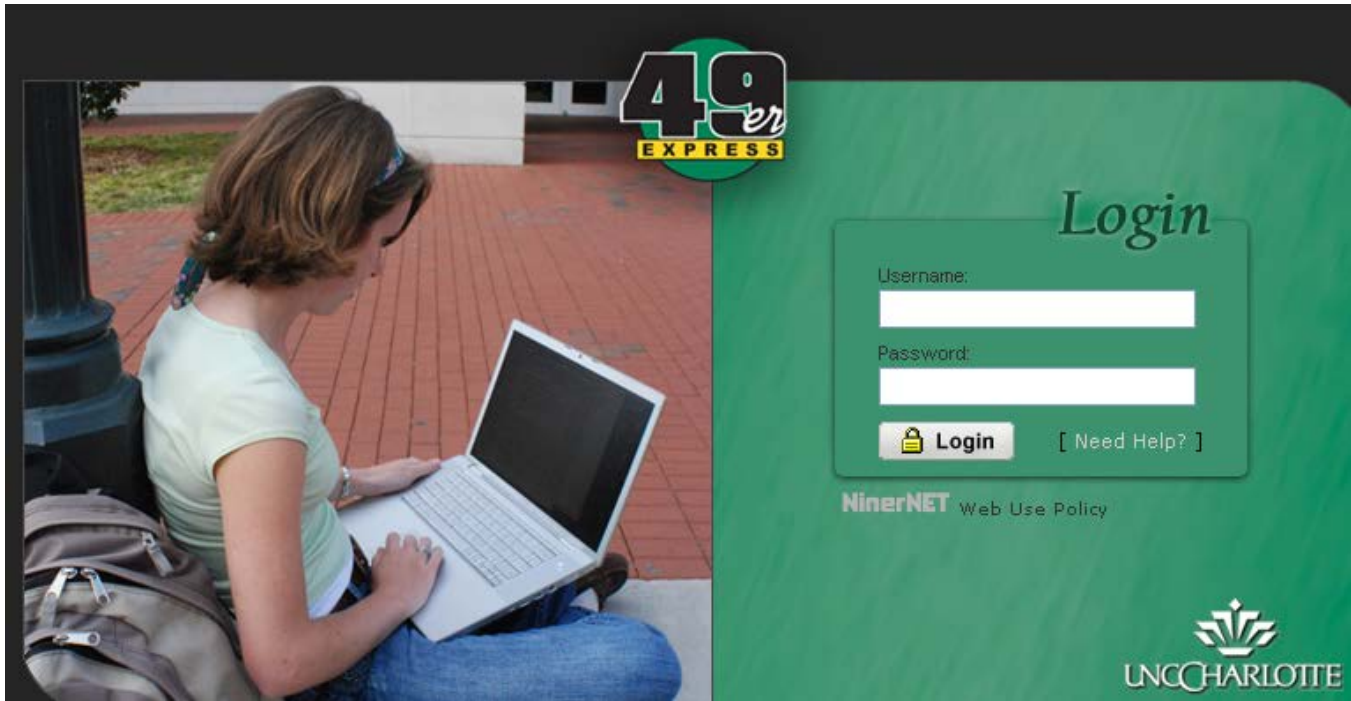


# Web Time Entry Using Self Service Banner User Guide

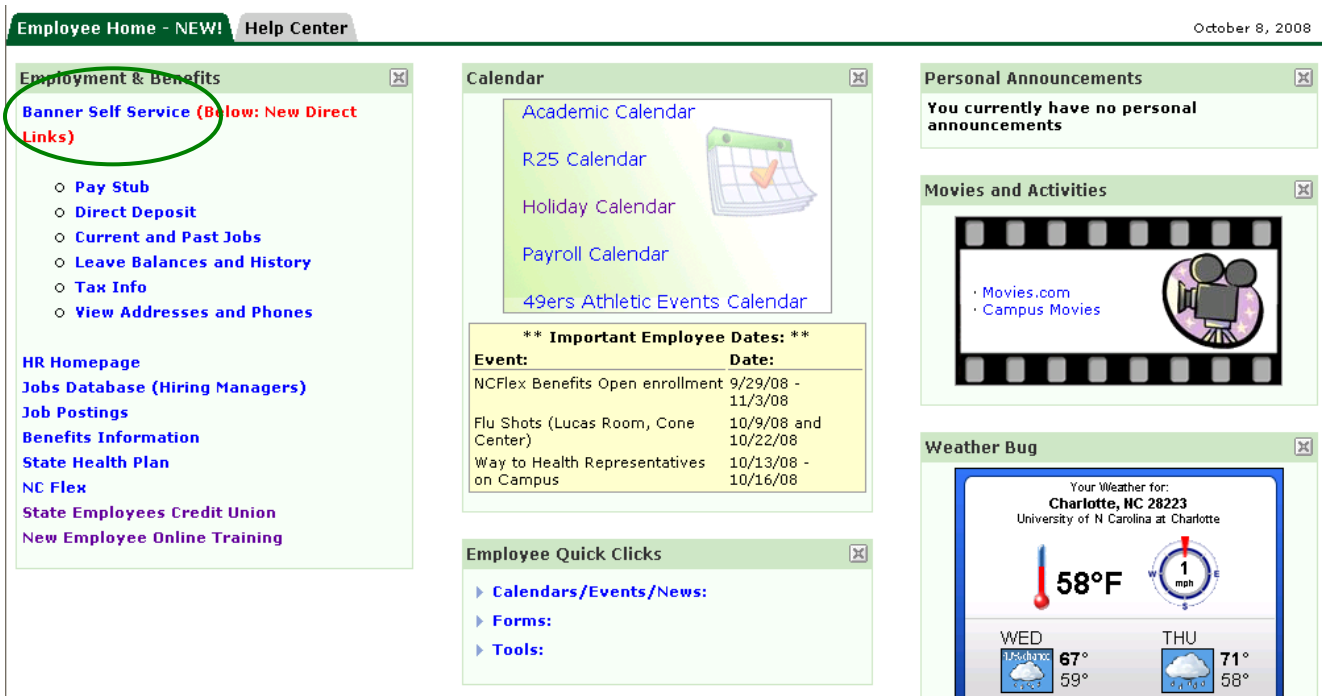
UNC Charlotte Financial Service

## LOGGING ON TO SELF SERVICE BANNER

- Log in to 49er Express using a NinerNet id and password.



- Select Banner Self Service from either the Employee Home or Student Home tab.



- When Banner Self Service opens, select **Employee Information**.

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**Personal Information** Student Services/Financial Aid/ Student Accounts **Employee**

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Welcome, Sherry A. Staff. Last web access on Sep 27, 2007 at 01:32 pm

[Personal Information](#)  
Change Security Question; View Address(es) and Phone(s); Update Address(es) and Phone(s); View E-mail Address(es); Directory Profile; View Emergency Contacts; Update Emergency Contacts; Name Change Information; Social Security Number Change Information; Change your PIN .

[Student Services/Financial Aid/Student Accounts](#)  
Display your Advisor(s); Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review Financial Aid requirements & awards; View your account summary; Make a payment; View Tax Notification (1098-T)  
View books needed for your class schedule and order books on-line.

[Employee Information](#)  
View your benefits information; View your leave history or balances, job information, pay stubs; View your W-4, NC-4.

[Course Summary Search](#)  
[Housing Deposit Credit Card Payment](#)

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[Return to Homepage](#)

RELEASE: 7.3

- Select **Time Sheet**.

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**Personal Information** Student Services / Student Accounts **Financial Aid** Faculty & Advisors **Employee** WebTailor Administration Finance

[RETURN TO MENU](#) [SI](#)

## Employee Information

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[Benefits and Deductions](#)  
View your retirement plans, Health insurance information, NC Flex information, and miscellaneous deductions.

[Pay Information](#)  
View your Direct Deposit Payment details; View your Earnings and Deductions History; View your Pay Stubs; Establish or change Direct Deposit Enrollment.

[Tax Information](#)  
View W-4, NC-4 and Year Earnings and W-2 information.

[Current and Past Jobs as of July 1, 2005](#)  
[Time Off Current Balances and History](#)

[Time Sheet](#)  
Limited Access

[Financial Menu](#)  
Query Budget & Encumbrance; View Financial Documents.

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RELEASE: 7.3.2



## ENTER TIME

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

Personal Information   Student Services/Financial Aid/  
Student Accounts   **Employee**

## 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    Sep 01, 2007 to Sep 30, 2007 In Progress   
Safety, 13800

Time Sheet


RELEASE: 7.0

Note: There are five status areas that you could be in.

- **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 have 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.

Select “**Enter Hours**” under the date time should be entered 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	Units Sep 02, 2007	Units Sep 03, 2007	Units Sep 04, 2007	Units Sep 05, 2007	Units Sep 06, 2007	Units Sep 07, 2007
Student Hourly 1	0	17.5	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	2.5	<a href="#">Enter Hours</a>
<b>Total Hours:</b>		17.5	0	0	0	0	0	2.5	0
<b>Total Units:</b>			0	0	0	0	0	0	0

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

- Note – be careful when selecting the **Restart** button. It will wipe out all information that was entered during the month.

- Enter the time the shift started and ended. **Note:** Minutes must be in intervals of 15 minutes. (00, 15, 30, 45). Multiple In/Out entries can be entered per day. When time has been entered click **Save**.
- When working a full day that includes a break for lunch, please show time in/out before lunch and time in/out after lunch.
- 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	Time Out	Total Hours
1	10:15 AM	1:45 PM	0
1			0
1			0
1			0
1			0
1			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 copy to perform the copy.

Earnings Code: Student Hourly  
 Date and Hours to Copy: Sep 06, 2007, 3 Hours  
 Copy from date displayed to end of the pay period:   
 Include Saturdays:   
 Include Sundays:   
 Copy by date:

Saturday Sep 01, 2007	Sunday Sep 02, 2007	Monday Sep 03, 2007	Tuesday Sep 04, 2007	Wednesday Sep 05, 2007	Thursday Sep 06, 2007	Friday Sep 07, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Sep 08, 2007	Sunday Sep 09, 2007	Monday Sep 10, 2007	Tuesday Sep 11, 2007	Wednesday Sep 12, 2007	Thursday Sep 13, 2007	Friday Sep 14, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday Sep 15, 2007	Sunday Sep 16, 2007	Monday Sep 17, 2007	Tuesday Sep 18, 2007	Wednesday Sep 19, 2007	Thursday Sep 20, 2007	Friday Sep 21, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday Sep 22, 2007	Sunday Sep 23, 2007	Monday Sep 24, 2007	Tuesday Sep 25, 2007	Wednesday Sep 26, 2007	Thursday Sep 27, 2007	Friday Sep 28, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday Sep 29, 2007	Sunday Sep 30, 2007					
<input type="checkbox"/>	<input type="checkbox"/>					

- After time has been entered click **Save** and then **Timesheet** to return to Timesheet form.
- Click  to review the time that has been entered. Select  to return to the Time Sheet.

Sherry Staff  
 Workers Comp Assistant, S81007-00

Safety, 138C

**Time Sheet**

Earning Shift Code	Total Hours	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thu
		Sep 01, 2007	Sep 02, 2007	Sep 03, 2007	Sep 04, 2007	Sep 05, 2007	Sep 06, 2007	Sep 07, 2007	Sep 08, 2007	Sep 09, 2007	Sep 10, 2007	Sep 11, 2007	Sep 12, 2007	Sep 20
Student 1 Hourly	31				3	2.5	3							2.5
<b>Total Hours:</b>	31				3	2.5	3							2.5
<b>Total Units:</b>	0													

**Time In and Out, Student Hourly**

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Sep 01, 2007	Sep 02, 2007	Sep 03, 2007	Sep 04, 2007	Sep 05, 2007	Sep 06, 2007	Sep 07, 2007	Sep 08, 2007	Sep 09, 2007	Sep 10, 2007	Sep 11, 2007	Sep 12, 2007	Sep 13, 2007	Sep 14, 2007	Sep 15, 2007	Sep 16, 2007	Sep 17, 2007
			02:00 PM	09:00 AM	02:00 PM						09:00 AM	02:00 PM				
			03:30 PM	11:30 AM	03:30 PM						11:30 AM	03:30 PM				
			07:00 PM		07:00 PM							07:00 PM				
			08:30 PM		08:30 PM							08:30 PM				


- After returning to the Time Sheet screen a comment can be sent to the approver by clicking . Enter Comment and press .

**SUBMIT FOR APPROVAL**

- When all time for month has been entered, select the “**Submit for Approval**” button to open **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
<b>Total Hours:</b>			34.75		9.25	8.5	8.5	8.5	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



- To agree with the terms of the Certification, enter a UNCC ID # and click **Submit**. Click **Exit** to logout without submitting time.


## 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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>		1	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	4
Overtime At 1.5	1	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			5		0	0	1	0	0	4	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



[Position Selection](#) [Comments](#) [Preview](#) [Next](#)

**Submitted for Approval By:** You on Oct 08, 2008

- Click [Position Selection](#) to return to 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	My Choice	Pay Period and Status
College Workstudy Students, 820004-00 Systems Development, 13000		Oct 01, 2007 to Oct 31, 2007 Pending 


[Time Sheet](#)



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

## Banner Self Service @ UNC Charlotte - TEMP01

Personal Information Student Services/Financial Aid/ Student Accounts **Employee**

### 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, SB1007-00  Safety, 13800	Sep 01, 2007 to Sep 30, 2007 Approved 

Time Sheet

RELEASE: 7.0

## **Web Time Entry 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.