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**.

- Select **Time Sheet**.
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**.

**Position Selection**

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

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Comp Assistant, SB1007-00 Safety, 13800</td>
<td></td>
<td>Sep 01, 2007 to Sep 30, 2007 In Progress</td>
</tr>
</tbody>
</table>

**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.

| Earning | Shift Default Hours or Units | Total Hours | Total Saturday | Sunday  
|---------|-------------------------------|-------------|----------------|--------
|         |                               | Sep 01, 2007| Sep 02, 2007   | Sep 03, 2007
| Student Hourly | 0                         | 17.5        | Enter Hours    | Enter Hours |
| Total Hours: |                             |             |                |           |
| Total Units: |                             | 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.

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10:15</td>
<td>AM</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>1</td>
<td>AM</td>
<td>AM</td>
<td>AM</td>
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<tr>
<td>1</td>
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</tbody>
</table>

- **Clicking** [Next Day] opens next calendar day available for time entry.

- **Clicking** [Timesheet] returns user to Time Sheet page
• Clicking **Copy** - 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:  
Date and Hours to Copy:  
Copy from date displayed to end of the pay period:
Include Saturdays:  
Include Sundays:  
Copy by date:

<table>
<thead>
<tr>
<th>Saturday Sep 01, 2007</th>
<th>Sunday Sep 02, 2007</th>
<th>Monday Sep 03, 2007</th>
<th>Tuesday Sep 04, 2007</th>
<th>Wednesday Sep 05, 2007</th>
<th>Thursday Sep 06, 2007</th>
<th>Friday Sep 07, 2007</th>
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</thead>
<tbody>
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*Time Sheet*

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<tbody>
<tr>
<td>Student 1 Hour</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2.5</td>
<td>3</td>
<td>2.5</td>
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Total Hours: 31  
Total Units: 0

*Time In and Out, Student Hourly*

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</table>

• After time has been entered 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.
After returning to the Time Sheet screen a comment can be sent to the approver by clicking Comments. Enter Comment and press Save.

**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.

**Title and Number:** College Workstudy Students -- 02004-00

**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.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday Oct 01, 2007</th>
<th>Tuesday Oct 02, 2007</th>
<th>Wednesday Oct 03, 2007</th>
<th>Thursday Oct 04, 2007</th>
<th>Friday Oct 05, 2007</th>
<th>Enter Hours</th>
<th>Saturday Oct 06, 2007</th>
<th>Enter Hours</th>
<th>Sunday Oct 07, 2007</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWS -</td>
<td>1</td>
<td>0</td>
<td>34.75</td>
<td></td>
<td>9.25</td>
<td>8.5</td>
<td>8.5</td>
<td>8.5</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td></td>
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<td>Academic Year No FICA</td>
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<td>Total Hours:</td>
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<td>34.75</td>
<td></td>
<td>9.25</td>
<td>8.5</td>
<td>8.5</td>
<td>8.5</td>
<td>Enter Hours</td>
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<td>Total Units:</td>
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</tbody>
</table>
To agree with the terms of the Certification, enter a UNCC ID # and click **Submit**. Click **Exit** to logout without submitting time.

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**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#:** 890078210

[Submit]
• 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
Submit By Date: Nov 04, 2008 by 01:00 P.M.

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Student Hourly</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>1 Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Overtime At 1.5</td>
<td>0</td>
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<td>Enter Hours</td>
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</tr>
</tbody>
</table>

Total Hours: 5
Total Units: 0

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 | Oct 01, 2007 to Oct 31, 2007 Pending
Systems Development, 13000

RELEASE: 7.0
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.

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Comp Assistant, 681000</td>
<td>Sep 01, 2007 to Sep 30, 2007 Approved</td>
</tr>
</tbody>
</table>

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.