Welcome to Web Time Entry Training for Banweb Time Entry

For Students
New Mexico Tech is happy to offer its employees the online service of web time entry via Employee Self Service. The new online process will allow employees to enter hours worked through New Mexico Tech’s Web Time Entry Process.

You will be able to:
- Enter hours worked on a web time sheet
- Submit time electronically to your supervisor
Banner Web Time Entry offers the following advantages over our current payroll process:

- The ability to access your web time sheet at your convenience, from any computer with an internet connection, at any time.
- The ability to review the status of your time sheet throughout the payroll process by logging into Employee Self Service.
Web time entry and approval is required for hourly jobs at New Mexico Tech.

You MUST click the clock icon ⌚ to clock in/out. This is MANDATORY.

You MUST submit a web time sheet for EVERY pay period worked.

You MUST NEVER use the back button to exit, always use the exit link.

Failure to submit your time sheet by the “Submit by Date” could cause a delay in receiving your paycheck.
Logging into Employee Self Service
Employee Self Service Log In

- Open Internet Explorer, Chrome, or Firefox
- Navigate to https://banweb7.nmt.edu
- If browser asks to Allow Site Certificate, click allow
- Click on Enter Secure Area (Please read pin prompts carefully – you may be prompted for your current pin and a new pin)
Enter your Tech ID and PIN
Click “Login”
Click the “Employee” link

Welcome, Your name, to the WWW Information System! Last web access on Mar 19, 2014 at 12:37 pm

**Personal Information**
- View or update your address(es), phone number(s), emergency contact information, & marital status;
- View name change & social security number change information;
- View email address(es), Change your PIN;
- Customize your directory profile, View Account Summary, make Credit Card Payment.

**Employee**
- Benefits, leave of job data, paystubs, W2 and W4 data.

RELEASE: 8.3
On the Employee Services tab – Click “Time Sheet”
Time Sheet Selection

Choose which position

and then choose the pay period

when ready to continue click here
To automatically clock in/out

Clocking in/out utilizing the clock button is MANDATORY

Utilizing the clock icon for clocking in/out is MANDATORY. Manual entry will NOT be accepted unless approved by a supervisor.
Your clock in/out date & time will automatically update

First, make sure the system captured your clock in/out.

Next, click save.

Then, check that it captured your activity date and time, along with total hours.

Finally, click exit to log out.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Date and Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 15, 2014 13:02</td>
<td>2.5</td>
<td></td>
</tr>
</tbody>
</table>
Adjustments

Clock Out time has been adjusted and a Comment is required.

You can type over the time In or Out to 'adjust' the time, HOWEVER, you will be required to add comments to explain why.

<table>
<thead>
<tr>
<th>Shift</th>
<th>System</th>
<th>Clock In Time</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Clock Out Date and Time</th>
<th>System Time Out</th>
<th>Clock Time Out</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>14:35</td>
<td>14:30</td>
<td>□</td>
<td></td>
<td>14:40</td>
<td></td>
<td>14:45</td>
<td>□</td>
<td>&quot;error clock out&quot;</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>14:40</td>
<td>14:45</td>
<td>*</td>
<td>&quot;error clock out ... clocked back in&quot;</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Please make good comments on why you changed the actual clock time. These comments are audit-able and can be seen by auditor's. You do not need to make comments if you are just clocking in or out automatically.
### Summary of Reported Time

Set your printer layout to Landscape before printing.

Student Worker Business Office, ST4101-00

**Time Sheet**

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</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>Worker</td>
<td>18.5</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
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<tr>
<td><strong>Total Hours:</strong></td>
<td></td>
<td><strong>18.5</strong></td>
<td><strong>3.5</strong></td>
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<tr>
<td><strong>Total Units:</strong></td>
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<td><strong>0</strong></td>
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**Time In and Out, Student Worker**

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</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>02:00 PM</td>
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Please note – NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.

Remember – once submitted for approval, you can not make changes without first returning your card back. This is shown on slides 18–20. If you find you have submitted a time card with an error, notify your approver ASAP! Your approver can return card to you to make changes before cut off time for submission. Once time card is Approved, approver will need to print so both you and supervisor can initial any changes.
Certification

–Enter PIN to submit time card

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN: _________________________

Enter your PIN again to 'certify' and then click 'Submit'
After submitting – Verify then use the exit link.

Do not hit back button on browser the back button will undo submission!

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.

** Account Distribution adjusted on this day.

**NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.**
Returning Your Timecard if a Mistake Was Made:

- You, the employee, have the ability to “return” your timecard to yourself online if you:
  - Submitted your timecard too early and still have hours you would like to log.
  - Need to correct clock-in/out times for a given day.

**NOTICE:** Once your approver has approved your timecard, you CANNOT return your timecard to yourself. Your approver must return your timecard to you.**

Please view the next 2 slides for a step-by-step guide on returning your timecard to yourself.
Returning Your Timecard Step-By-Step Guide

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.

Your timesheet was submitted successfully.

If card has a Submitted for Approval By: date and name by the Waiting for Approval From: then you can hit the return time to make changes to your card as long as it is well before the deadline to submit your card. If you are working on your card past the deadline, it will no longer allow you to submit your card. Please get with your supervisor to complete your card and bring by payroll as soon as possible to be manually entered. This can be done before the Tuesday deadline of 10AM after payroll closes Monday.

You on Sep 11, 2015

Your Supervisor's name here.
Returning Your Timecard Step-By-Step Guide

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.

Indicates that time card was submitted back to you to make changes if needed so card can be resubmitted.
Using a Web browser go to the Banweb Self Service –
http://banweb7.nmt.edu
Click on “Enter Secure Area”
Enter your Tech Id and Pin
Click ‘Employee’
Click ‘Time Sheet’
Click button for ‘Access my Time Sheet’
Click ‘Select’
Carefully Choose Job and pay period (more than one may be displayed)
Click ‘Time Sheet’
Click the Clock In/Out Icon ☐
  Remember this is MANDATORY.
Click ‘Save’
If finished for the day – Click ‘Exit’
Else
  If ALL time entered for pay period – click on “Preview” and review
  When complete and correct – Click ‘Submit for Approval’
    Remember NO advanced time entry unless documented by Main Campus Payroll i.e. if a holiday is on a payroll Monday submission is due by Friday.
  Check bottom of screen to verify that the line ‘Submitted for Approval By:’ has your name and the date.
  Use Exit link to leave time card. Do not use back button on browser. Will undo submission.
  You can check back to see when your ‘Approver’ has approved.