Welcome to Web Time Entry Training for Banweb Time Entry

For Students
Introduction to Web Time Entry

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

You will be able to enter:

- Hours worked on a web time sheet
- Submit leave hours taken
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 submit a web time sheet for EVERY pay period worked.

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
- Navigate to https://banweb7.nmt.edu
- 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
On the Employee Services tab – Click “Time Sheet”
Time Sheet Selection

Choose which position

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department
Student Worker Business Office, ST4101-00 Payroll, 30203
Student Worker - Mathematics, ST4008-00 Payroll, 30203

My Choice Pay Period and Status
* Apr 21, 2014 to May 04, 2014 Not Started

when ready to continue click here

and then choose the pay period
To automatically clock in/out

Click on the clock icon this will automatically go to the current date and time

<table>
<thead>
<tr>
<th>Clock In/Out</th>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units June 30, 2014</th>
<th>Tuesday Jul 01, 2014</th>
<th>Wednesday Jul 02, 2014</th>
<th>Thursday Jul 03, 2014</th>
<th>Friday Jul 04, 2014</th>
<th>Saturday Jul 05, 2014</th>
<th>Sunday Jul 06, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Worker</td>
<td>1</td>
<td>0</td>
<td>19</td>
<td>No Time Entry</td>
<td>4</td>
<td>No Time Entry</td>
<td>No Time Entry</td>
<td>No Time Entry</td>
<td>No Time Entry</td>
<td>No Time Entry</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td>19</td>
<td>0</td>
<td>4</td>
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<tr>
<td>Total Units:</td>
<td></td>
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<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

Student Worker Payroll -- ST4104-00
Payroll -- 30203
Jun 30, 2014 to Jul 13, 2014
Jul 15, 2014 by 12:00
Your clock in/out date & time will automatically update

**Clock 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. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

**Date:** Wednesday, Jul 09, 2014  
**Earnings Code:** Student Worker

<table>
<thead>
<tr>
<th>Clock In</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Clock Out</th>
<th>System Time Out</th>
<th>Clock Time Out</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
<th>Activity Date and Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00</td>
<td>08:00</td>
<td></td>
<td></td>
<td>11:57</td>
<td>12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
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<td>Total:</td>
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<td>4</td>
</tr>
</tbody>
</table>

**then click SAVE if done... click EXIT in upper right corner**

**this example shows where the clock out was done**
Adjustments

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>Date: Thursday, Jun 26, 2014</th>
<th>Earnings Code: Regular Pay</th>
</tr>
</thead>
</table>

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

Account Distribution

<table>
<thead>
<tr>
<th>Earnings Code Shift Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
</tr>
</tbody>
</table>
### Summary of Reported Time

Set your printer layout to Landscape before printing.

Student Worker Business Office, ST401-00

#### Time Sheet

<table>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1 Worker</td>
<td></td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
<td>1.5</td>
<td>1.5</td>
<td>3.5</td>
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<td>1.5</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td>18.5</td>
<td></td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
<td></td>
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</tr>
<tr>
<td><strong>Total Units:</strong></td>
<td>0</td>
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<td></td>
</tr>
</tbody>
</table>

#### Time In and Out, Student Worker

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM 11:30 AM</td>
<td>08:00 AM 11:30 AM</td>
<td>08:00 AM 11:30 AM</td>
<td>02:00 PM 03:30 PM</td>
<td>02:00 PM 03:30 PM</td>
<td>08:00 AM 11:30 AM</td>
<td>02:00 PM 03:30 PM</td>
<td>08:00 AM 11:30 AM</td>
<td>02:00 PM 03:30 PM</td>
<td>08:00 AM 11:30 AM</td>
<td>02:00 PM 03:30 PM</td>
<td>08:00 AM 11:30 AM</td>
<td>02:00 PM 03:30 PM</td>
<td>08:00 AM 11:30 AM</td>
</tr>
</tbody>
</table>

**Release:** 8.9
Remember – once submitted for approval, you can not make changes. If you find you have submitted a time card with an error, notify your approver ASAP! Your approver can make changes if the approver has not ‘Approved’ yet.
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: ____________________________

Submit

Enter your PIN again to 'certify' and then click 'Submit'
After submitting – verify

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 time sheet was submitted successfully.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number: Student Worker Business Office -- ST4101-00
Department and Number: Payroll -- 30203
Time Sheet Period: May 05, 2014 to May 18, 2014
Submit By Date: May 20, 2014 by 12:00 PM

<table>
<thead>
<tr>
<th>Clock In or Out</th>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday May 05, 2014</th>
<th>Tuesday May 06, 2014</th>
<th>Wednesday May 07, 2014</th>
<th>Thursday May 08, 2014</th>
<th>Friday May 09, 2014</th>
<th>Saturday May 10, 2014</th>
<th>Sunday May 11, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Worker</td>
<td>1</td>
<td></td>
<td></td>
<td>18.5</td>
<td>0</td>
<td>3.5</td>
<td>3.5</td>
<td>Enter Hours</td>
<td>3.5</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td></td>
<td>18.5</td>
<td>0</td>
<td>3.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
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<td>0</td>
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</tr>
<tr>
<td>Total Units:</td>
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</tr>
</tbody>
</table>

Submitted for Approval By: You on May 06, 2014
Approved By: Will show your approvers name

RELEASE: 8.8
Student Time Entry Quick Steps

- 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
- 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’
- Check bottom of screen to verify that the line ‘Submitted for Approval By:’ has your name and the date.
- You can check back to see when your ‘Approver’ has approved.