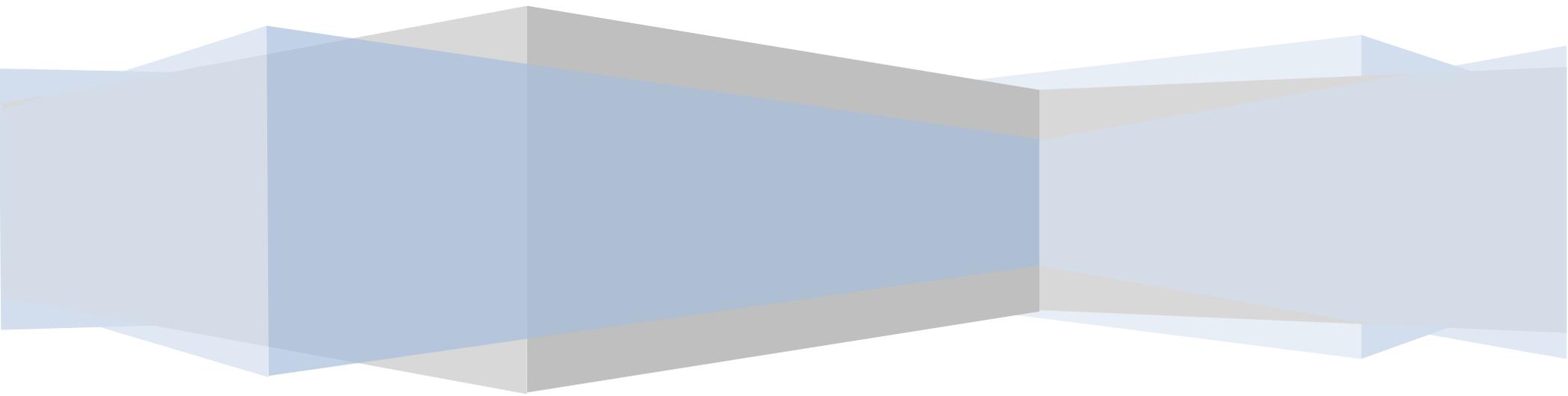


**MARIST COLLEGE**

**Banner Employee Self-Service  
Web Time Entry**

**Student Workers**

**User's Guide**



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## Introduction to Web Time Entry

Banner Web Time Entry is a web-based time entry software system designed to eliminate loss or delays in the paper processing of physical time sheets. It will allow you to log into a secure website and enter your time sheet hours online from any computer with Internet Access and VPN Client (please refer to the Logging On section on page 3). The hours that you have submitted will then be approved online by your supervisor and sent electronically to Payroll for processing. **Web Time Entry for students who work on campus will begin with the Fall semester in September 2009.**

## Timeframe and Deadlines

**In order to be paid bi-weekly, it is critical that you submit your time sheet(s) by the deadline given.** You are responsible for submitting your time sheet(s) electronically to your supervisor(s). If you do not submit your time sheet(s) on time, your supervisor(s) will be unable to approve your time. Without the approval of your supervisor or his/her proxy, you will NOT be paid until the following pay period.

**Bi-weekly time sheet(s) must be submitted by 10 a.m. on the first business day after the pay period ends.** If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business day prior to the holiday. Please refer to the payroll calendar example on the following page.

---

**2009 Bi-Weekly Payroll Calendar for Web Time Entry**

Hours must be submitted through Banner Web Time Entry no later than 10:00 a.m. on the first business day after the end of the pay period. Approvers have until 12:00 p.m. on the last day of submission to approve the hours.

<b>Year</b>	<b>Start Date</b>	<b>End Date</b>	<b>Input Deadline Employee - 10 am Approver - 12 pm</b>	<b>Check Date</b>
2009	29-Aug-09	11-Sep-09	14-Sep-09	18-Sep-09
2009	12-Sep-09	25-Sep-09	28-Sep-09	2-Oct-09
2009	26-Sep-09	9-Oct-09	9-Oct-09 *	16-Oct-09
2009	10-Oct-09	23-Oct-09	27-Oct-09	30-Oct-09
2009	24-Oct-09	6-Nov-09	9-Nov-09	13-Nov-09
2009	7-Nov-09	20-Nov-09	20-Nov-09 *	27-Nov-09
2009	21-Nov-09	4-Dec-09	7-Dec-09	11-Dec-09

\* If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business day prior to the holiday.

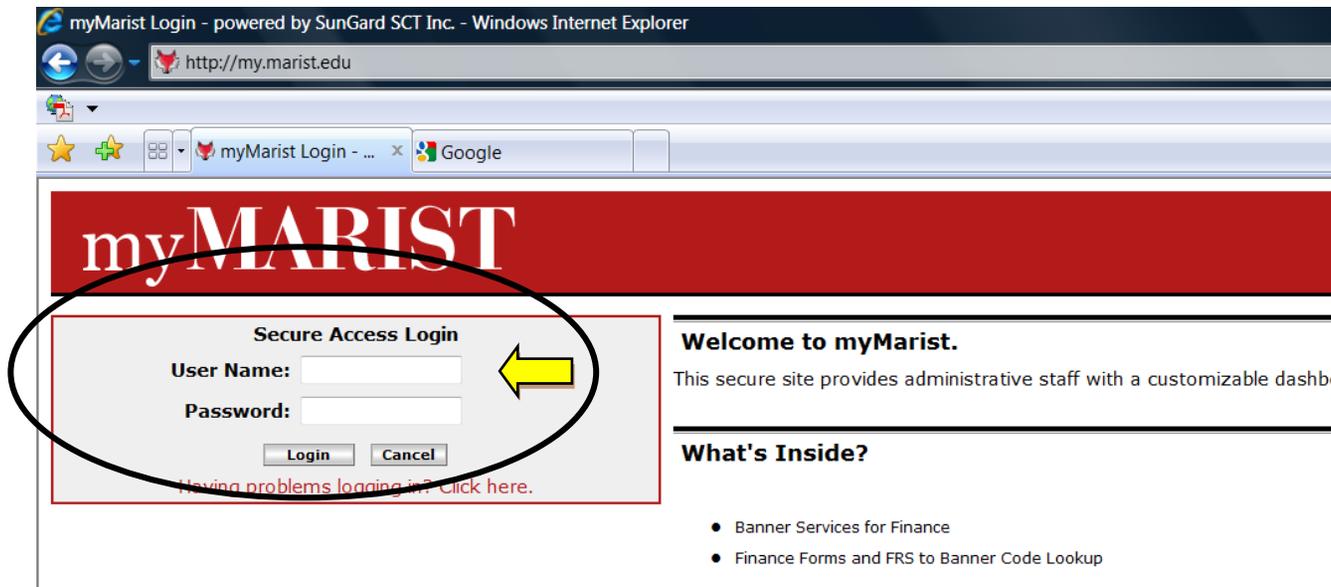
\* Please continue to follow this pattern through the year or refer to Appendix 1.1 for a complete payroll calendar. You may also go to the Payroll website for complete information at <http://www.marist.edu/payroll/formsschedules.html>

# Logging On

You can access the Web Time Entry System through the Marist employee portal which is accessible from any computer on campus with Internet Access. You will use your Marist user account (e.g. mary.marist1) and password to log on to <http://my.marist.edu>. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone.

It is also important to log off of the system when you have finished. If you need to sign on to your account from off campus, please see the note on the bottom of this page regarding VPN Client Access.

Open a web browser, type <http://my.marist.edu>, and enter your Marist user account and password.



## Note: Virtual Private Network (VPN) Access

The purpose of the VPN is to provide a secure connection when connecting to Marist's wireless network or to provide a secure connection to the Marist network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your Internet Service Provider (ISP).

For more information about VPN Client go to <http://www.marist.edu/it/network/vpn.html> or contact the Help Desk at extension 4357.

Once you are logged on to your account, click on the Employee tab.

myMARIST

Welcome **Employee**

### Campus Announcements

There are no announcements

### Personal Announcements

There are no announcements

### Marist Weather

Poughkeepsie, NY

19°F  
Sunny

[Hour-by-hour](#) | [10-day](#)

The Weather Channel

Enter city or U.S.zip

### Headlines

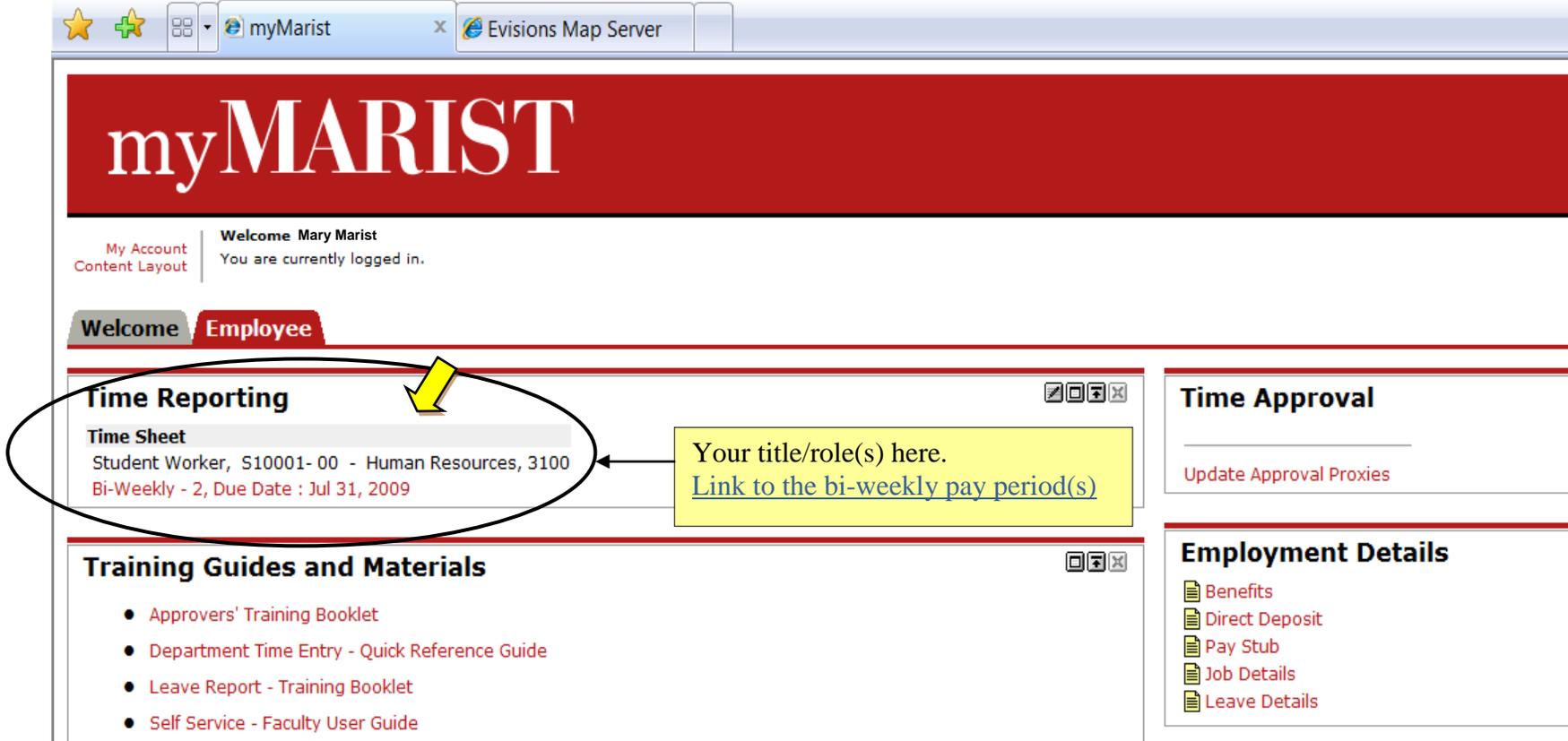
Public affairs news feed from www.marist.edu

- Marist Lecture to Discuss Free Will Crisis**  
The talk by Dr. Joseph Campbell of Washington State University will focus on the relationship between free wi  
[date: Tue, 03 Mar 2009 00:00:00 -0500]
- Plecenik Named New Marist VP/CFO**  
Jeanne Plecenik, a resident of Fishkill, came to Marist from the New School University in Manhattan.  
[date: Tue, 24 Feb 2009 00:00:00 -0500]
- Interviewing Expert to Offer Marist Workshop**  
William Rolack is the author of "Seven Secrets to a winning Job Interview." The public is invited to the seminar  
25, at 11 a.m. in Donnelly Hall.  
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist Talk to Focus on Sisters of Charity and Poughkeepsie Schools**  
Dr. Sally Dwyer-McNulty will talk about the controversial 19th Century "Poughkeepsie Plan," which allowed the  
schools.  
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist College Community to Raise Funds to Build Second Ghana Well**  
A Mardi Gras celebration in the Student Center this Sunday will attempt to raise \$10,000 for the "Hudson Valle

# Access Time Sheet

When you access your time sheet(s), all active positions will appear. Most student workers will only have one position. However, some student workers may have multiple positions on campus which means that they will have multiple time sheets. Remember, multiple jobs mean multiple time sheets. Please verify that all your active positions are listed on Employee tab under Time Reporting box; if they are not, notify your supervisor(s) and/or Student Financial Services.

On the employee page under Time Reporting, click on **“the pay period”** link located under your title to access the time sheet for the pay period listed.



The screenshot shows a web browser window with two tabs: "myMarist" and "Evisions Map Server". The page header is red with the "myMARIST" logo. Below the header, there is a navigation bar with "Welcome" and "Employee" tabs. The "Employee" tab is active. The main content area is divided into several sections:

- Time Reporting**: This section contains a "Time Sheet" entry for "Student Worker, S10001- 00 - Human Resources, 3100" with a "Bi-Weekly - 2, Due Date : Jul 31, 2009". A yellow arrow points to this entry, and a yellow box with the text "Your title/role(s) here. [Link to the bi-weekly pay period\(s\)](#)" is positioned next to it.
- Time Approval**: This section contains a link to "Update Approval Proxies".
- Training Guides and Materials**: This section contains a list of links: "Approvers' Training Booklet", "Department Time Entry - Quick Reference Guide", "Leave Report - Training Booklet", and "Self Service - Faculty User Guide".
- Employment Details**: This section contains a list of links: "Benefits", "Direct Deposit", "Pay Stub", "Job Details", and "Leave Details".

# Time Sheet at a Glance

Here is a glimpse of your time sheet.

Personal Information **Employee**

Search

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

## 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.

### Time Sheet

**Title and Number:**

**Department and Number:**

**Time Sheet Period:**

**Submit By Date:**

Student Worker -- S10001-00  
Human Resources -- 3100  
Jul 18, 2009 to Jul 31, 2009  
Aug 03, 2009 by 12:00 P.M.

Your Job Title  
Department  
Time Sheet Period  
Deadline

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 18, 2009	Sunday Jul 19, 2009	Monday Jul 20, 2009	Tuesday Jul 21, 2009	Wednesday Jul 22, 2009	Thursday Jul 23, 2009	Friday Jul 24, 2009
Regular Biweekly	1		0	0	<a href="#">Enter Hours</a>						
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

Please refer to Appendix 1.3 to learn more about the functionalities of your time sheet.

**Approved By:**

**Waiting for Approval From:**

# Enter Hours

To enter hours, click on the “**Enter Hours**” link under the day in which time needs to be reported. Time must be entered for each day but may be copied from one day to another.

Personal Information **Employee**

Search

## 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.

### Time Sheet

**Title and Number:** Student Worker -- S10001-00  
**Department and Number:** Human Resources -- 3100  
**Time Sheet Period:** Jul 18, 2009 to Jul 31, 2009  
**Submit By Date:** Aug 03, 2009 by 12:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 18, 2009	Sunday Jul 19, 2009	Monday Jul 20, 2009	Tuesday Jul 21, 2009
Regular Biweekly	1		0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>

Click on the "Enter Hours" link to enter hours you worked.

Here is the following screen for time in and out.

Personal Information **Employee** Finance

Search

## 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.

**Date:** Monday, Jul 20, 2009

**Earnings Code:** Regular Biweekly

Shift	Time In	Time Out	Total Hours
A	8:30 AM	12:00 PM	0
A	1:00 PM	5:00 PM	0
A			0
A			0
A			0
A			0

Enter your time in and time out here.

Click on "Save" or "Copy".

RELEASE: 7.2.1.1

# Copy Hours

Once the desired hours are entered, you can either “**Save**” or “**Copy**” your hours.

➤ Click on “**Save**” if you are entering the earnings for that day.

Saving the hours will bring you back to the time sheet with the number of hours entered appearing on the selected day.

➤ Click on “**Copy**” if you wish to copy hours from one day to several days.

If you click on “**Copy**”, it will bring you to another screen where you have 2 options for copying your hours.

Option (1) Select one or more check boxes on the top if you are entering the same earning code for multiple days.

(2) Select one or more check boxes by clicking the desired days and then click on the “**Copy**” button.

**Copy**

---

 Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Earnings Code:**  
**Date and Hours to Copy:**  
Copy from date displayed to end of the pay period:  
Include Saturdays:  
Include Sundays:  
**Copy by date:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Saturday Jul 18, 2009	Sunday Jul 19, 2009	Monday Jul 20, 2009	Tuesday Jul 21, 2009	Wednesday Jul 22, 2009	Thursday Jul 23, 2009	Friday Jul 24, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Saturday Jul 25, 2009	Sunday Jul 26, 2009	Monday Jul 27, 2009	Tuesday Jul 28, 2009	Wednesday Jul 29, 2009	Thursday Jul 30, 2009	Friday Jul 31, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Regular Biweekly  
Jul 20, 2009, 7 Hours

**Option 1:**  
Select the check box of your choice.

**Option 2:**  
Select the date(s) you wish to copy.

Once you are done selecting the appropriate boxes, click on the “**Copy**” button. A message confirming the success of the copy will be displayed as shown below. Next, click on the “**Time Sheet**” button to return to your time sheet. If there is more time that needs to be entered (i.e. sick time), you can continue to enter the hours.

**Copy**

---

 Copy options include ability to copy to the end of the pay period, include Saturdays or Su and the Account Distribution is also copied.

 **Your hours have been copied successfully.**

## Enter Comments

Banner has an optional feature called “**Comments**” which only your approver will be able to read when approving your time.

Regular Biweekly	1	0	45	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	7.5	7.5
<b>Total Hours:</b>			45	0	0	7.5	0	0	7.5	7.5
<b>Total Units:</b>			0	0	0	0	0	0	0	0

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

You can add comments to your time sheet by clicking on the “**Comments**” button on the Time Sheet page. Once you are done, please click on the “**Save**” button. Your approver will be able to read these comments when approving your time. Comments should be entered before submitting your time for approval.

**Personal Information** **Employee** **Finance**

Search

### Comments

 Enter or edit comments until you submit the record for approval.

**Made By:** You  
**Comment Date:** Jul 28, 2009  
**Enter or Edit Comment:**

← You can add your comments here in this box.  
Only your approver will be able to read these comments  
when approving your time.

# Preview

Once you are finished entering your time, you can click on the “**Preview**” button to preview your time sheet.

**Total Hours:**  
**Total Units:**

Position Selection   Comments   **Preview**

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

---

**RELEASE: 7.2.1.1**

You can click on the “**Preview**” button to preview your time sheet.

Here is a glimpse of your summary report.

Personal Information **Employee**

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

## Summary of Reported Time

Set your printer layout to Landscape before printing.

Mary Marist Human Resources, 3100  
 Student Worker, S10001-00

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Saturday , Jul 18, 2009	Sunday , Jul 19, 2009	Monday , Jul 20, 2009	Tuesday , Jul 21, 2009	Wednesday , Jul 22, 2009	Thursday , Jul 23, 2009	Friday , Jul 24, 2009	Saturday , Jul 25, 2009	Sunday , Jul 26, 2009	Monday , Jul 27, 2009	Tuesday , Jul 28, 2009	Wednesday , Jul 29, 2009	Thursday , Jul 30, 2009	Friday , Jul 31, 2009
Regular	1	45				7.5			7.5	7.5			7.5			7.5	7.5
<b>Total Hours:</b>		45				7.5			7.5	7.5			7.5			7.5	7.5
<b>Total Units:</b>			0														

**Time In and Out, Regular Biweekly**

Saturday Jul 18, 2009	Sunday Jul 19, 2009	Monday Jul 20, 2009	Tuesday Jul 21, 2009	Wednesday Jul 22, 2009	Thursday Jul 23, 2009	Friday Jul 24, 2009	Saturday Jul 25, 2009	Sunday Jul 26, 2009	Monday Jul 27, 2009	Tuesday Jul 28, 2009	Wednesday Jul 29, 2009	Thursday Jul 30, 2009	Friday Jul 31, 2009
		08:30 AM		08:30 AM	08:30 AM				08:30 AM		08:30 AM	08:30 AM	
		01:00 PM		01:00 PM	01:00 PM				01:00 PM		01:00 PM	01:00 PM	
		01:30 PM		01:30 PM	01:30 PM				01:30 PM		01:30 PM	01:30 PM	
		04:30 PM		04:30 PM	04:30 PM				04:30 PM		04:30 PM	04:30 PM	

# Submit for Approval

Total Hours:	0	0	0
Total Units:	0	0	0

Position Selection   Comments   Preview   **Submit for Approval**   Restart   Next

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

---

After you have clicked on the “**Submit for Approval**” button, the bottom of the screen will show that you have submitted your time sheet. It will also indicate that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, the name of your approver will be indicated in the Approved By box.

Example:

Submitted for Approval By:	You on Aug 02, 2009	
Approved By:		Jack Collins
Waiting for Approval From:		

Once you click on the “**Submit for Approval**” button, your name and your supervisor’s name should appear on the screen, as seen here, on the bottom of the screen.

Finally, your screen will indicate the time sheet was successfully submitted and the record status will change to *Pending* after you have logged off.

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or P

**Your time sheet was submitted successfully.**

Top of the screen

## Logging Off

It is important to log off of your web session, especially when using a public computer. Clicking the “**Logout**” link at the top right hand corner of your screen will log you out of the system.



### Additional Notes:

- ❖ DO NOT USE your browser **Back** button to navigate or you may lose any work you have completed.
- ❖ Use the time sheet’s **Next** and **Previous** buttons to navigate between all weeks of the pay period
- ❖ Contact the Help Desk at 845.487.2120 for questions and help with Marist account usernames and passwords.
- ❖ Contact Payroll at 845.575.3000 x 2425 for help entering and approving time sheets.

## Frequently Asked Questions

### **Q: What if I missed the submission deadline?**

A: It is important that you plan ahead and it is imperative that you meet all the time sheet submission deadlines. However, if you miss a submission deadline, you will need to go to the Payroll Department to get a temporary paper time sheet and have your supervisor sign and submit it back to Payroll. For complete payroll calendars and other related information, please go to <http://www.marist.edu/payroll/formsschedules.html>.

### **Q: What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?**

A: Contact your supervisor. If your time sheet has not yet been approved, your supervisor can return it to you electronically for changes or he/she can make changes for you up to 12:00 pm on the day the time sheet is due.

### **Q: What if I submitted my hours, but I made a mistake?**

A: If you have clicked on the “**Submit for Approval**” button and your time sheet has not yet been approved by your supervisor, contact your supervisor immediately for return for correction or he/she can make changes up to 12:00 pm the day the time sheet is due. If you submitted incorrect hours and your supervisor has already approved your time sheet, please contact the Payroll Department.

### **Q: What if I did not receive a paycheck but I submitted hours?**

A: Check the status of your time sheet. If it was approved, contact the Payroll Department. If it was not approved, notify your supervisor.

### **Q: Can anyone else access my hours?**

A: Only your supervisor, his/her proxy, and the Payroll Office can access your hours. Should your supervisor or proxy modify any hours you submitted, they are required to notify you of the change.

### **Q: Should employees share their User ID and password with a proxy, approver, other staff or friends/parents?**

A: Due to the confidential and sensitive nature of information that can be accessed through the entire Banner Luminis web portal, employees should never share their User ID and Password with anyone.

### **Q: If my supervisor is not available when time sheets are due, what happens?**

A: Supervisors must designate individuals as their proxies who will approve time sheets in their absence. However, employees should know who their supervisor’s proxies are.

# Appendix

## Appendix 1.1

### 2009 Complete Bi-Weekly Payroll Calendar for Web Time Entry

Hours must be submitted through Banner Web Time Entry no later than 10:00 a.m. on the first business day after the end of the pay period. Approvers have until 12:00 p.m. on the last day of submission to approve the hours.

Year	Start Date	End Date	Input Deadline Employee - 10 am Approver - 12 pm	Check Date
2009	29-Aug-09	11-Sep-09	14-Sep-09	18-Sep-09
2009	12-Sep-09	25-Sep-09	28-Sep-09	2-Oct-09
2009	26-Sep-09	9-Oct-09	9-Oct-09 *	16-Oct-09
2009	10-Oct-09	23-Oct-09	27-Oct-09	30-Oct-09
2009	24-Oct-09	6-Nov-09	9-Nov-09	13-Nov-09
2009	7-Nov-09	20-Nov-09	20-Nov-09 *	27-Nov-09
2009	21-Nov-09	4-Dec-09	7-Dec-09	11-Dec-09
2009	5-Dec-09	18-Dec-09	18-Dec-09 *	25-Dec-09
2010	19-Dec-09	1-Jan-10	4-Jan-10	8-Jan-10
2010	2-Jan-10	15-Jan-10	18-Jan-10	22-Jan-10
2010	16-Jan-10	29-Jan-10	1-Feb-10	5-Feb-10
2010	30-Jan-10	12-Feb-10	15-Feb-10	19-Feb-10
2010	13-Feb-10	26-Feb-10	1-Mar-10	5-Mar-10
2010	27-Feb-10	12-Mar-10	15-Mar-10	19-Mar-10
2010	13-Mar-10	26-Mar-10	29-Mar-10	2-Apr-10
2010	27-Mar-10	9-Apr-10	12-Apr-10	16-Apr-10
2010	10-Apr-10	23-Apr-10	26-Apr-10	30-Apr-10
2010	24-Apr-10	7-May-10	10-May-10	14-May-10

\* If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business day prior to the holiday.

\* You may also go to Payroll website <http://www.marist.edu/payroll/formsschedules.html> for complete information or further updates.

### Timesheet Status Definitions

- ♣ **Not Started:** The employee has not yet started to enter hours on the time sheet.
- ♣ **In Progress:** The time sheet has been started by the employee, but has not been submitted for approval.
- ♣ **Pending:** The time sheet has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may send back for a correction and, therefore, could be in the queue pending further action from the employee.
- ♣ **Approved:** The time sheet has been approved and has been electronically sent to the Payroll Department.
- ♣ **Completed:** Payroll received and processed your time sheet.

### Other Functionality Found on the Time Sheet Screen

- ❖ **Copy:** Use this function if you work the same number of hours on multiple days. You'll want to be careful to not select the same date to copy *to* that you are copying *from* because, if you do this, your hours will be deleted.
- ❖ **Position Selection:** This function will help you return to the Position Selection screen.
- ❖ **Comments:** You can add comments to your supervisor/proxy. Comments entered through Web Time Entry will only be seen by your supervisor and/or proxy; comments are not visible by anyone in the Payroll Department.
- ❖ **Preview:** This function will display the entire pay period and will show the hours or leave entered for each day. You may print it if you want a hard copy of what you have entered.
- ❖ **Restart:** If the time sheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow you to make corrections.
- ❖ **Previous / Next:** Each pay period is a one month period but not all the days can fit on the width of one screen. Click on the “**Previous**” or “**Next**” button to toggle back and forth between each week.