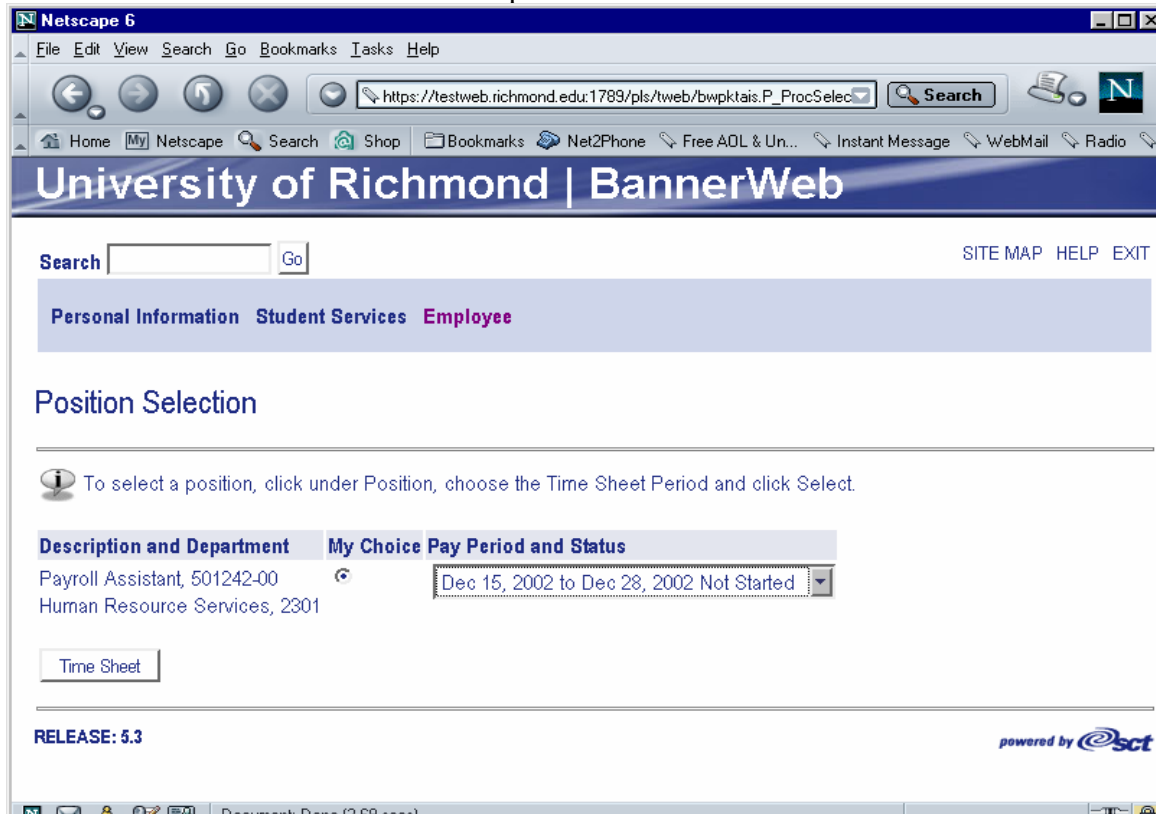


WEB TIME ENTRY

- Banner Web:
 - When entering your real time instead of submitting a timecard, go to the University Web page and click on BannerWeb.
- Getting into the Time Entry portion:
 - Click on Secure Logon
 - Enter your Userid and password - this should be the same as when you took the Employee Web training.
 - Click on Employee Information
 - Click on Time Sheet
 - Select the Position and Time Sheet period and click on the SELECT button



- Entering Time
 - You now should see your current time sheet

Netscape 6
 File Edit View Search Go Bookmarks Tasks Help
 https://testweb.richmond.edu:1789/pls/tweb/bwpkteis.P_SelectTim Search
 Home My Netscape Search Shop Bookmarks Net2Phone Free AOL & Un... Instant Message WebMail Radio

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.

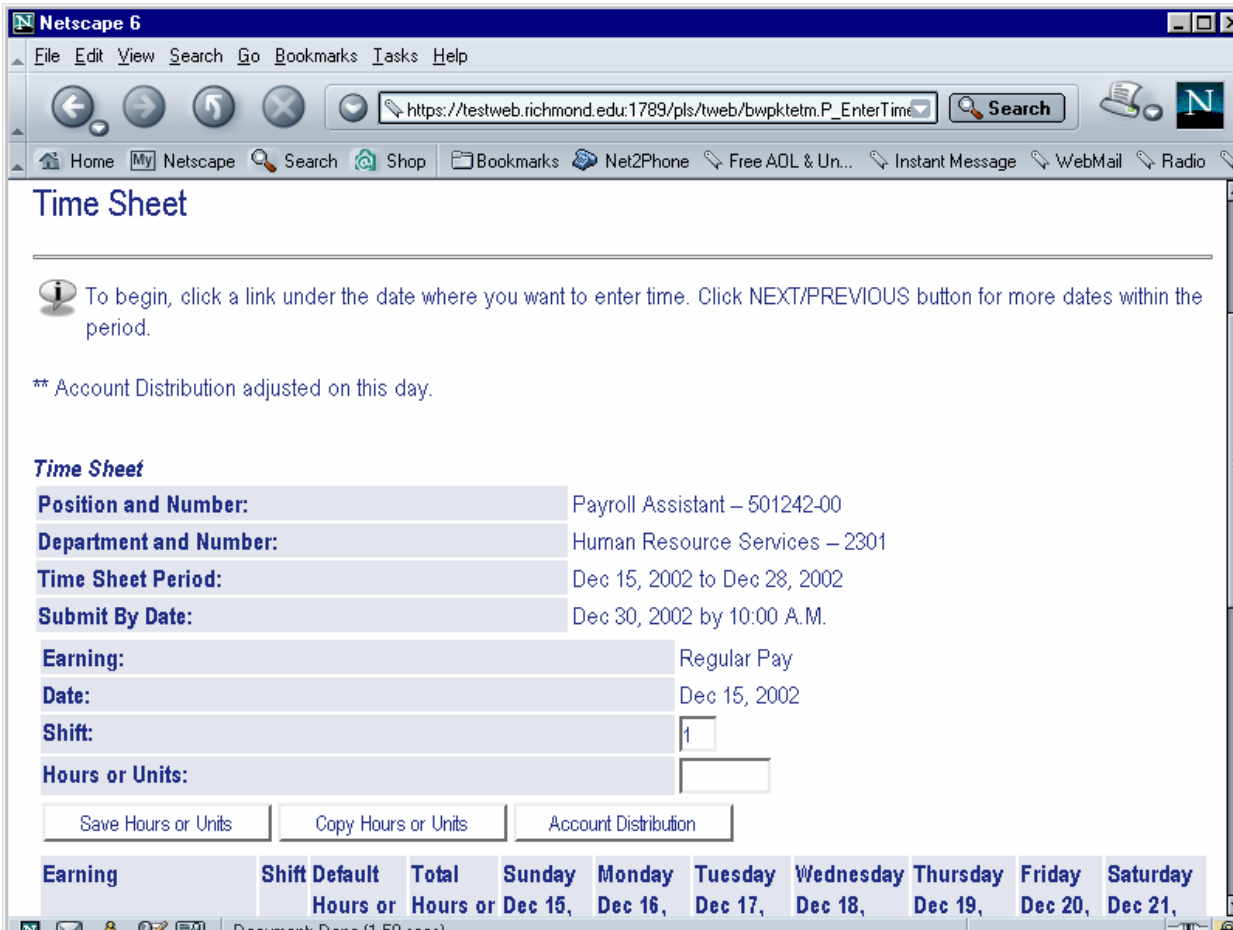
** Account Distribution adjusted on this day.

Time Sheet

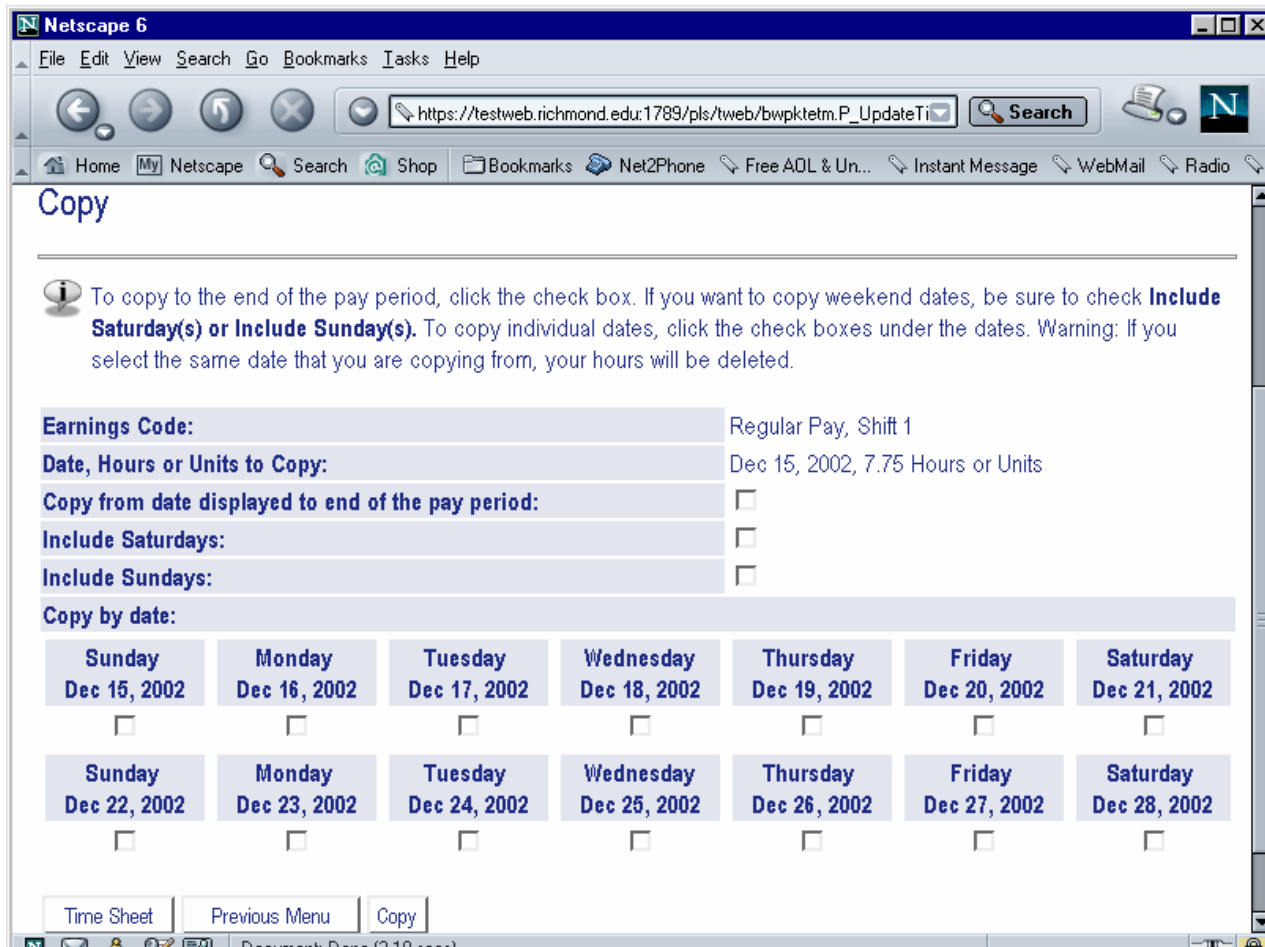
Position and Number: Payroll Assistant – 501242-00
Department and Number: Human Resource Services – 2301
Time Sheet Period: Dec 15, 2002 to Dec 28, 2002
Submit By Date: Dec 30, 2002 by 10:00 A.M.

Earning	Shift Default	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Hours or	Hours or	Dec 15,	Dec 16,	Dec 17,	Dec 18,	Dec 19,	Dec 20,	Dec 21,
	Units	Units	2002	2002	2002	2002	2002	2002	2002
Regular Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

- o Looking at the days of the week along the top and the earn codes on the left hand side, double click on the day/earn code lines to start entering time



- Click into the empty box under Hours or Units and enter the appropriate number of hours.
- Click the “Save Hours or Units.
- If these same number of hours for that earn code apply to multiple days, click on the “Copy Hours or Units”



- If these hours should be copied for all days worked, simply click on “Copy from date displayed to end of the pay period” OR
- Select the days that you want these hours copied to for that earn code.
- Click on the “Copy” button
- Click on “Time Sheet” button
- Continue this process until you have completed entering your time and then click on the “Save Hours or Units” button.
- When you have completed all time entry, you must click on the “Submit” button for your time sheet to become available to your supervisor for approval.

NOTES:

- Not all time needs to be entered at one time, but do NOT forget to click on the Save button.
- Enter both weeks before submitting.
- When you are done entering time, “SUBMIT” the timesheet, however once you do submit, you cannot go back and make changes. If something is wrong, please notify your supervisor.
- You will then be asked to verify your PIN. You MUST re-enter your pin at this point or your supervisor will NOT get your timesheet to approve your time.
- Comments may be submitted by clicking on the “Comment” button.
- “Preview” shows both weeks on one screen.
- DO NOT use the Back button or the Refresh button when in your time sheet.
- PLEASE open up your time sheet at the BEGINNING of the pay period. That way if you are out it can be completed and submitted by your approver.