

FAST-TRACK PROCEDURE GUIDE

WEB TIME ENTRY - EMPLOYEE GUIDE

PURPOSE: This guide describes the process for accessing, viewing and entering an employee time sheet in Banner.

1. Login to RamPort - <http://ramport.angelo.edu/cp/home/loginf>
2. Click on the **Work Life** tab.
3. Click on **Web Time Entry (Time Sheet)** under Employee Services section.
4. Select the “**Access my Time Sheet**” option, and then click the “**Select**” button.

Personal Information Employee Finance

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

5. Select the correct Position, and pay period from the drop-down menu, and then click the "Time Sheet" button.

Personal Information **Employee** Finance

Time Sheet Selection

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

Title and Department
 HR Assistant, 998491-03
 Human Resources Office, 60200

Choice
 Pay Period and Status
 Dec 16,2011 to Dec 31,2011 In Progress

6. Enter time by clicking on **Enter Hours** link under the appropriate day, then typing in the number of hours worked that day into the text box and then clicking **Save**.

Time Sheet

Title and Number: HR Assistant -- 998491-03
Department and Number: Human Resources Office -- 60200
Time Sheet Period: Dec 16,2011 to Dec 31,2011
Submit By Date: Jan 04,2012 by 12:30 AM

Earning: Regular Hours
Date: Dec 16,2011
Shift: 1
Hours:

Earning	Shift	Total Hours	Friday Dec 16, 2011	Saturday Dec 17,2011	Sunday Dec 18,2011	Monday Dec 19,2011	Tuesday Dec 20,2011	Wednesday Dec 21,2011
Regular Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	40	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Hours Earned	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Hours Used	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Equivalent Hours Earned	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Equivalent Hours Used	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency (Berv) Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Miscellaneous Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		40	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0

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

List of Time Worked and Leave Categories:

- a. Regular Salary – regular time (hours) worked
- b. Vacation – vacation hours
- c. Sick Pay – sick hours
- d. Holiday Pay – stated University holiday hours
- e. Compensatory Time Earned – When an employee is required to work more than 40 hours in a week, excluding paid holiday hours, paid sick leave, paid vacation, or other leave time, that employee shall be entitled to receive compensatory time off at the rate of one and one-half hour for each compensable hour worked over 40 hours. The employee may carry forward any unused compensatory time balance into subsequent pay periods, but shall take off accumulated compensatory time at the earliest practical time, with the approval of his/her department head. Enter number of hours physically worked over 40 that work week.
- f. Compensatory Time Used – enter compensatory time (previously banked) that you wish to use.
- g. Equivalent Time Earned – When the total hours worked plus any coded paid leave hours exceed 40 hours in any week, the employee shall receive equivalent time off at the rate of one hour for each hour recorded in excess of 40 hours. The employee may carry forward any unused equivalent time balance into subsequent pay periods, but such balances must be used within twelve months from the date they were earned, or they will be lost.
- h. Equivalent Time Used – enter equivalent time (previously banked) that you wish to use.
- i. Jury Duty Leave – Jury Duty and Court Appearances. Please see [OP 52.22](#) for leave documentation procedures.
- j. Emergency (Berv) Leave – Emergency leave, including Bereavement. Please see [OP 52.11](#) for leave request and documentation procedures.
- k. Miscellaneous Leave – all [Other Leave Entitlements covered in OP 52.30](#). Please refer to policy for appropriate leave request and documentation procedures.
- l. Military Leave – please see [OP 52.25](#) for leave provisions.

- You may also use the **Copy** feature to copy that same number of hours into other days worked that pay period (if exact number of hours worked is constant) by clicking in the boxes with a check mark. After you are done copying, click on the **Time Sheet** button to return to your time sheet.

Note: Do not check the day you are copying from.

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: Regular Hours, Shift 1
Date and Hours to Copy: Dec 19,2011, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Friday Dec 16,2011	Saturday Dec 17,2011	Sunday Dec 18,2011	Monday Dec 19,2011	Tuesday Dec 20,2011	Wednesday Dec 21,2011	Thursday Dec 22,2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday Dec 23,2011	Saturday Dec 24,2011	Sunday Dec 25,2011	Monday Dec 26,2011	Tuesday Dec 27,2011	Wednesday Dec 28,2011	Thursday Dec 29,2011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Dec 30,2011	Saturday Dec 31,2011					
<input type="checkbox"/>	<input type="checkbox"/>					

- Comments may also be added to your time sheet by clicking on the **Comments** button on the Time sheet page. Your approver will be able to read these comments when approving your time. Comments must be entered before submitting your time for approval. Once Comments are entered, click **Save** then **Previous Menu** to return to your Time Sheet.

Comments


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

Made By: You
Comment Date: Oct 12,2011
Enter or Edit Comment: Worked 2 hours extra for year end leave liability report

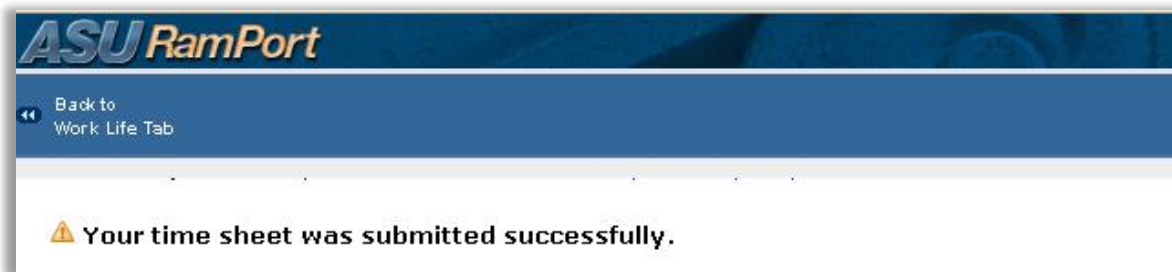
- After the pay period has ended and you have completed your time sheet, click on **Submit for Approval** to electronically submit your time sheet to your Supervisor for his/her approval.

Earning	Shift	Total Hours	Friday Dec 23,2011	Saturday Dec 24,2011	Sunday Dec 25,2011	Monday Dec 26,2011
Regular Hours	1	44	8	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Hours	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	40	Enter Hours	Enter Hours	Enter Hours	8
Compensatory Hours Earned	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Hours Used	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Equivalent Hours Earned	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Equivalent Hours Used	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency (Berv) Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Miscellaneous Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Hrs	1	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		88	8	0	0	8
Total Units:		0	0	0	0	0

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



- After you click Submit, the system will bring you back to the top of the time sheet screen indicating that your time sheet was submitted successfully.



The bottom of the time sheet screen indicates that you have submitted your time sheet, and is automatically date stamped. It also indicates that the time sheet is waiting for approval by your supervisor. Once your supervisor has approved the time, it will be indicated in the Approved By section.

Submitted for Approval By:	You on Dec 16,2011
Approved By:	
Waiting for Approval From:	Kurtis Neal

Tips and Reminders:

You are encouraged to enter your time on a daily basis.

Please do not Submit your time sheet until after the pay period has ended.

The Total Hours column will keep a running total of the hours entered on each row.

The Total Hours row will present a total for each column.

Available leave balances are displayed at the top of the main time sheet screen. Balances & accruals update after the payroll process has been completed by Payroll.

You can delete all entries and 'restart' the time sheet by clicking on the **Restart** button.

The main time sheet screen will display the first 7 days of the pay period, with correct day labels (Mon, Tues, etc) and calendar dates for each column. Use the **Next** button to display the next 7 days of the pay period.

You can preview the entire time sheet by clicking the **Preview** button.

To convert minutes to decimal numbers, please use the Time Conversion Table located at the top of the Time Sheet screen.

Status Definitions:

Not Started: The time sheet has not been initiated by the employee. Once the employee selects the time sheet for a particular period and opens it, the status of the time sheet will change to "In Progress."

In Progress: The time sheet has been initiated by the employee but is not completed and has not been submitted for approval.

Pending: The time sheet has been completed and submitted for approval by the employee. The record is waiting for the approver (usually the supervisor) to approve the time.

Approved: The time sheet has been approved and is ready to be submitted to the payroll office.

Returned for Correction: Approver has questions about time; review, correct, and resubmit for approval.