Angelo State University
Banner Web Time Entry for Student Employees

Summary Steps:

1. Login to RamPort  
   http://ramport.angelo.edu/cp/home/login

2. Select Work Life Tab

3. Click on Time Sheet under Employee Services.

4. Select Position and correct pay period; click on Time Sheet button.

5. Enter time; click save or copy.

6. When completing last day of month time, Click on Submit for Approval.

7. Verify that the Time Sheet has been submitted for Approval by You.

You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.
1. Login

To enter your time via the Web, you must access RamPort. This is also the same place where your paycheck information is available online. Click on the Work Life TAB.

In the Banner Self-Service Links Channel, under “Employee Services” click “Time Sheet”

You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.
2. **Access time sheet**

To access your time sheet, you must select a (1) position and (2) pay period. All active positions will appear. Many employees will only have one position. Choose the position for which you want to enter your time. From the pull down menu, choose the pay period. This menu also shows the status of your time sheet. Once a selection has been made, click the (4)“Time Sheet” button.

### Time Sheet Selection

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant, 998847-01 Information Technology, 65691</td>
<td></td>
<td>Sep 01, 2008 to Sep 30, 2008 Pending</td>
</tr>
</tbody>
</table>

(3) **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.

You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.
The time sheet is displayed by week. To see the next week, click on the “Next” button.

To enter hours, click on the “Enter Hours” link under the day in which time needs to be reported.

Time and Leave Reporting

Time must be entered for each day that is worked but may be copied from one day to another if exact number of hours worked is constant.

Time and Leave Reporting

Once the desired (1) hours are entered, you can either (2)“Save Hours or Units” or (3)“Copy Hours or Units.” Saving the hours will bring you back to the time sheet with the number of hours entered appearing on the selected day. Copying the hours will bring you to another screen where you will be able to check the days you want to copy the hours to. Click on Copy Hours if you are entering the same amount of hours for multiple days.

You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.
Check the (1) desired days and click on the (2) "Copy" button.

**DO NOT CHECK OFF THE DAY THAT 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 choose to copy by date, the hours or units and the account distribution are also copied.

Earnings Code: Hourly Pay, Shift 1
Date and Hours to Copy: Sep 09, 2008, 4 Hours
Copy from date displayed to end of the pay period:
Include Saturdays: 
Include Sundays: 
Copy by date:

The following message will appear confirming the success of the copy:

⚠️ Your hours have been copied successfully.

Click on the (3) "Time Sheet" button to return to your time sheet. If there is more time that needs to be entered, you can continue to enter the hours.

You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.
3. **Enter Comment**

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.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday Sep 08, 2008</th>
<th>T S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Pay</td>
<td></td>
<td>0</td>
<td>16</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours:** 16  
**Total Units:** 0

Position Selection | Comments | Preview | Submit for Approval

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**Comments**

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

- **Made By:** You
- **Comment Date:** Sep 30, 2008
- **Enter or Edit Comment:** My hours on Saturday are because of the Blackboard system failure.

After entering comments, proceed as follows:

1. Click “Save”.
2. Click “Previous Menu” to return to your time sheet.

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You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.
4. Submit for Approval

Once you are finished entering your time for the month, click on the “Submit for Approval” button. This will allow you to submit your time for approval to your supervisor and will also bring you to the Certification screen.

Click the (2) “Submit” button and it will bring you back to the time sheet screen indicating that your time sheet was submitted successfully.

⚠️ Your time sheet was submitted successfully.

The bottom of the screen indicates that you submitted your time sheet and the date. 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 box.

You are encouraged to enter your time on a weekly basis. Do not submit your time for approval until the end of the month.