

Angelo State University
Banner Web Time Entry for Student Employees

Summary Steps:

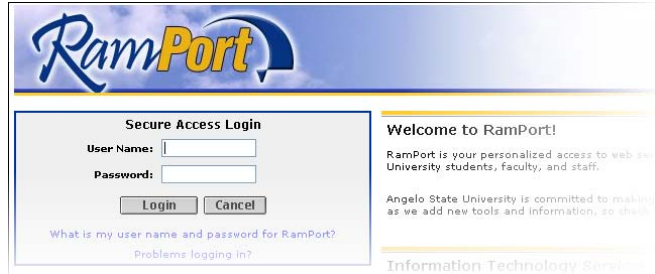
1. Login to RamPort
<http://ramport.angelo.edu/cp/home/loginf>
2. Select Work Life Tab
3. Click on Time Sheet under Employee Services.
4. Select Position and correct pay period; click on Time Sheet button.
5. Enter time; click save or copy.
6. When completing last day of month time, Click on Submit for 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.

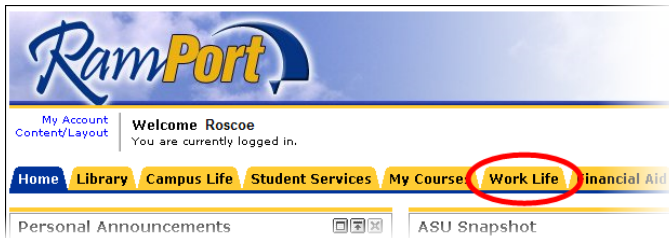
Angelo State University Banner Web Time Entry for Student Employees

1. Login

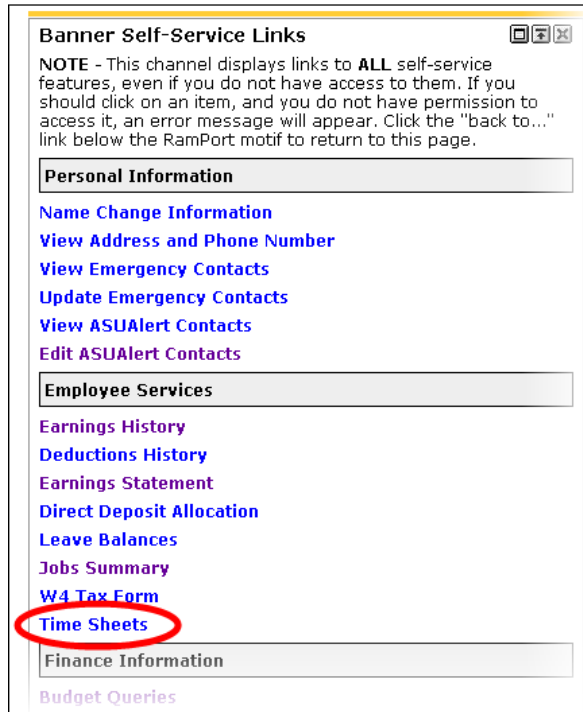
To enter your time via the Web, you must access RamPort. This is also the same place where your paycheck information is available online. Click on the **Work Life TAB**..



The screenshot shows the RamPort login interface. On the left, there is a "Secure Access Login" box with fields for "User Name:" and "Password:", and "Login" and "Cancel" buttons. Below these fields are links for "What is my user name and password for RamPort?" and "Problems logging in?". On the right, there is a "Welcome to RamPort!" message, followed by a brief description of RamPort and a statement from Angelo State University about its commitment to making improvements. At the bottom right, it says "Information Technology Services".



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



The screenshot shows the Banner Self-Service Links channel. It contains a "NOTE" about self-service features and a list of links. The "Time Sheets" link is circled in red. The links are organized into sections: "Personal Information" (Name Change Information, View Address and Phone Number, View Emergency Contacts, Update Emergency Contacts, View ASUALert Contacts, Edit ASUALert Contacts), "Employee Services" (Earnings History, Deductions History, Earnings Statement, Direct Deposit Allocation, Leave Balances, Jobs Summary, W4 Tax Form, Time Sheets), and "Finance Information" (Budget Queries).


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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

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

1 Title and Department	My Choice	2 Pay Period and Status
Student Assistant, 998847-01 Information Technology, 65691		3 Sep 01, 2008 to Sep 30, 2008 Pending 

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(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

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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

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the pe

Time Sheet

Title and Number: Student Assistant -- 998847-01
Department and Number: Information Technology -- 65691
Time Sheet Period: Sep 01, 2008 to Sep 30, 2008
Submit By Date: Oct 03, 2008 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 08, 2008	Tuesday Sep 09, 2008	Wednesday Sep 10, 2008	Thursday Sep 11, 2008
Hourly Pay	1		0	0		0	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Previous](#) [Next](#)

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

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 Assistant -- 998847-01
Department and Number: Information Technology -- 65691
Time Sheet Period: Sep 01, 2008 to Sep 30, 2008
Submit By Date: Oct 03, 2008 by 11:59 P.M.

Earning: Hourly Pay
Date: Sep 09, 2008
Shift: 1
Hours: 1

[Save](#) [Copy](#) [Account Distribution](#)

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.


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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 hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is 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:

Monday Sep 01, 2008	Tuesday Sep 02, 2008	Wednesday Sep 03, 2008	Thursday Sep 04, 2008	Friday Sep 05, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Sep 08, 2008	Tuesday Sep 09, 2008	Wednesday Sep 10, 2008	Thursday Sep 11, 2008	Friday Sep 12, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday Sep 15, 2008	Tuesday Sep 16, 2008	Wednesday Sep 17, 2008	Thursday Sep 18, 2008	Friday Sep 19, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Sep 22, 2008	Tuesday Sep 23, 2008	Wednesday Sep 24, 2008	Thursday Sep 25, 2008	Friday Sep 26, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Sep 29, 2008	Tuesday Sep 30, 2008			
<input type="checkbox"/>	<input type="checkbox"/>			

Time Sheet Previous Menu Copy

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.

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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.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 08, 2008	T
Hourly Pay	1		0	16		0
Total Hours:			16			0
Total Units:				0		0

Position Selection | **Comments** | Preview | Submit for Approval |

Comments

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

Made By: You
Comment Date: Sep 30, 2008
Enter or Edit Comment:

1 **2**
Save Previous Menu

Made By: You
Comment Date: Sep 30, 2008
Comment: Test comment

Once comments are entered, click (1) “Save”, then (2) “Previous Menu” to return to your 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.

