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Purpose

This document is intended to provide an introduction to Web Time Entry in My.Fordham. Web Time Entry is the timesheet entry method for clerical employees at Fordham University. Clerical employees will be responsible for entering and submitting their timesheets every pay period. Regular hours will be entered using the Time In and Out method. All other types of earnings (i.e. Sick Leave, Vacation Leave, Overtime, etc.) will also be entered using the Time In and Out method. Once the timesheet is submitted, the clerical employee’s supervisor will be responsible for approving the timesheet. Once the timesheet is approved, they will then be reviewed and processed by Payroll.

What is Banner and My.Fordham?

Banner is a suite of integrated software systems designed for managing colleges and other institutions. Banner is an Enterprise Resource Planning (ERP) system, which is a single solution to Fordham’s Human Resources, Finance, Enrollment and Advancement systems.

Banner access is divided into two parts: Internet Native Banner (INB) which includes administrative and other functions used to change or maintain Banner, and Self Service Banner (SSB) both of which are accessible through My.Fordham.

My.Fordham is the gateway to Fordham’s online services for students, faculty, staff and alumni. Bookmarks, calendar, an online directory, campus announcements, an email interface, academic course and enrollment tools for faculty, discussion groups, registration, financial aid, bill payment and academic course information are all located inside My.Fordham.

Logging into My.Fordham

In order to log into My.Fordham, follow these steps:

1. Go to my.fordham.edu
2. In the Secure Access Login area, type in your AccessIT ID and Password.
3. Click Login.
Note: If you do not know your AccessIT user account and password, please contact IT Customer Care at (718) 817-3999 or via email to: helpdesk@fordham.edu for assistance.

4. Once you have logged into My.Fordham, select the Employee Tab and you should see a screen similar to the one below:

5. On the Employee tab, in the Time Reporting channel, click on the pay period under your title to access the timesheet for the pay period listed.

**NOTE:** If you have multiple positions that require timesheets, they will be listed separately and you will need to record your hours separately for each position.

**Entering Time**

1. The Time and Leave Reporting page will be displayed. You will click the link Enter Hours under the date and next to the Earning where you want to enter time.
2. The **Time In and Time Out** page will be displayed. You will record your hours by entering time-in and time-out for each day you work. Time will be entered in 15 minute increments (i.e. 10:00, 10:15, 10:30, and 10:45). If you work a split shift or take a lunch break, you will enter each work period or shift separately.

3. If you work the night shift, you will change the **Shift** to **2**. See table below:

<table>
<thead>
<tr>
<th>Shift Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Regular Shift</td>
</tr>
<tr>
<td>2</td>
<td>Night Shift</td>
</tr>
</tbody>
</table>

4. When you have entered your hours, click **Save** and your total hours for the day will be automatically calculated. You must click save for your hours to be recorded.

5. You can then select **Previous Day, Next Day** or go back to **Time Sheet**. **Previous Day** or **Next Day** will allow you to enter hours for that date. **Time Sheet** will navigate you back to the **Time and Leave Reporting** page. Either option will prompt you to continue entering until all hours worked for the pay period have been recorded.
6. You also have the options to either **Copy** or **Delete**. If you would like to copy the time-in and time-out to different days under the same **Earnings**, click on **Copy**. Then, select the dates that you want to copy to by selecting the check box for each date and then clicking **Copy**. **Delete** will remove the hours that you entered for that date.

![Copy options]

- **Copy**: Options include all days 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 in units and the account information will also deduct.

<table>
<thead>
<tr>
<th>Earnings Code:</th>
<th>Date and Hours to Copy:</th>
<th>Copy from date displayed to end of the pay period:</th>
<th>Include Saturdays:</th>
<th>Include Sundays:</th>
</tr>
</thead>
</table>

**Your hours have been copied successfully.**

![Delete option]

- **Delete**: Select **OK** to delete. All changes made to time in and time out will be removed.

![Delete options]

7. If you have not completed entering your hours for the entire pay period, you may **logout** of the system. You can return to enter additional hours at a later date.

8. **DO NOT** click **Submit for Approval** until you have finished entering all your hours for the entire pay period. If you mistakenly click **Submit for Approval** prior to entering all your hours for a specific pay period, you must contact your supervisor so that they can return it to you for correction.

### Entering Additional Earnings

1. If you need to enter time for any **Earning** other than **Regular Pay**, you will click the link **Enter Hours** under the date and next to the **Earning** where you want to enter time.

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Saturday Units Dec 04, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>0</td>
<td>3 No Time Entry</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>0 Enter Hours</td>
</tr>
</tbody>
</table>
2. The Time In and Time Out page will be displayed. You will record your hours by entering time-in and time-out. Time will be entered in 15 minute increments (i.e. 10:00, 10:15, 10:30, and 10:45).

3. When you have entered your hours, click Save and your total hours for the day will be automatically calculated. You must click save for your hours to be recorded.

4. You can then select Previous Day, Next Day or go back to Timesheet. Previous Day or Next Day will allow you to enter hours for that date. Timesheet will navigate you back to the Time and Leave Reporting page.

5. You also have the options to either Copy or Delete. If you would like to copy the time-in and time-out to different days under the same Earnings, click on Copy. Then, select the dates that you want to copy to by selecting the check box for each date and then clicking Copy. Delete will remove the hours that you entered for that date.

Copy

Your hours have been copied successfully.
6. If you have not completed entering your hours for the entire pay period, you may **logout** of the system. You can return to enter additional hours at a later date.

7. **DO NOT** click **Submit for Approval** until you have finished entering all your hours for the entire pay period. If you mistakenly click **Submit for Approval** prior to entering all your hours for a specific pay period, you must contact your supervisor so that they can return it to you for correction.

**Entering Comments**

1. On the **Time and Leave Reporting** page, click **Comments**.

2. Enter comments.

3. Click **Save**.

   **Comments**

   ![Comment Form](image)

   **Made By:** You  
   **Comment Date:** Nov 03, 2010  
   **Enter or Edit Comment:**

   ![Comment Box](image)

4. To return to your timesheet, click **Previous Menu**.

**Submitting Your Time Sheet for Approval**

After you have entered hours for the entire pay period and you are ready to submit your time sheet to your supervisor for approval:

1. On the **Time and Leave Reporting** page, click **Preview** to review and confirm the hours entered for the pay period are correct.
2. Once confirmed correct, click Previous Menu.

3. Click Submit for Approval.

4. After you click Submit for Approval, you will be navigated to the Time and Leave Reporting screen and it will indicate that your timesheet was submitted successfully. The bottom of the screen will display the date that the timesheet was submitted. It also indicates that the timesheet is waiting for approval by your supervisor. When your supervisor has approved the time, it will be noted in the Approved By box.

Your time sheet was submitted successfully.

Submitted for Approval By: You on Nov 03, 2010
Approved By: Stacey Vasquez
Waiting for Approval From:
**Additional Functionality in Web Time Entry**

**Account Distribution:** Displays the labor distribution for the position. This is for accounting only and will not affect your hours or pay.

**Position Selection:** Navigates you to the Position Selection screen which allows you to select another timesheet for a different position, if applicable.

**Restart:** If the timesheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period.

**Previous or Next:** Only one week time frame appears on the Time and Leave Reporting page at one time, click on **Previous** or **Next** to toggle back and forth between each week.

<table>
<thead>
<tr>
<th>Timesheet Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The employee has not yet started to enter hours on the timesheet.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The timesheet has been started by the student employee, but has not been submitted for approval.</td>
</tr>
<tr>
<td>Pending</td>
<td>The timesheet has been completed by the student employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may send it back for correction.</td>
</tr>
<tr>
<td>Approved</td>
<td>The time sheet has been approved and has been electronically sent to the payroll department.</td>
</tr>
</tbody>
</table>

**Logging Off**

It is important that you log off of your web session, especially if using a public machine. Clicking the **Logout** link at the top right hand corner will log you out of both the Web Time Entry and My.Fordham.

If you have additional tasks to complete in My.Fordham before you log-off, you may click the **Back to Employee Tab** link found in the upper left hand corner.
Banner Help Guides and Aids

The Banner Help Guides and Aids channel links directly to the Banner Quick Reference Site. This site contains helpful information on the Banner Information system, including Fordham – specific documentation.