# TABLE OF CONTENTS

**HOURLY EMPLOYEE WEB TIME ENTRY IN MY.FORDHAM** ................................................................. 4

**PURPOSE** ........................................................................................................................................ 4

**WHAT IS BANNER AND MY.FORDHAM?** ....................................................................................... 4

**LOGGING INTO MY.FORDHAM** ..................................................................................................... 4

**ENTERING TIME** ............................................................................................................................ 5
  - Entering Regular Pay .......................................................................................................................... 6
  - Entering Regular Pay Manually ......................................................................................................... 7
  - Entering Additional Earnings .......................................................................................................... 8

**ENTERING COMMENTS** .................................................................................................................. 10

**SUBMITTING YOUR TIME SHEET FOR APPROVAL** .................................................................... 10

**ADDITIONAL FUNCTIONALITY IN WEB TIME ENTRY** ................................................................. 11

**LOGGING OFF** ............................................................................................................................... 12

**BANNER HELP GUIDES AND AIDS** ............................................................................................ 12
Hourly Employee Web Time Entry in My.Fordham

Purpose
This document is intended to provide an introduction to Web Time Entry in My.Fordham. Web Time Entry is the timesheet method for hourly employees at Fordham University. Hourly employees will be responsible for entering and submitting their timesheets every pay period. Regular hours will be entered using the Clock In and Out method. All other types of earnings (i.e. Overtime) will be entered using the Time In and Out method. Once the timesheet is submitted, the hourly 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 itself 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) which is the version that is 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.
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**

**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.
Entering Regular Pay

1. Regular work hours require recording the time using the Clock In or Out method. You will have to click on the clock image on the left of the Regular Pay earning and you will be navigated to the Clock In and Out screen. The time in which you click the clock will be entered in the System Time In section. You must also clock in and out for when you come to work, go to lunch, return from lunch, and finish any shift in your schedule.

NOTE: The system enters the next 15 minute interval in Clock Time In or Clock Time Out. For example, if the System Time In or System Time Out is 08:02 AM, the Clock Time In or Clock Time Out will be 08:15 AM.

Clock In and Out

Date: Thursday, Dec 09, 2010
Earnings Code: Regular Pay

<table>
<thead>
<tr>
<th>Shift</th>
<th>System Time In</th>
<th>Clock Time In</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
<th>System Time Out</th>
<th>Clock Time Out</th>
<th>Clock Time Adjusted</th>
<th>Comment</th>
<th>Date and Time</th>
<th>Activity Data</th>
<th>Total Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07:45</td>
<td>07:45</td>
<td>07:45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. If the Clock Time In or Clock Time Out needs to be adjusted due to rounding or because you missed clocking in or out, you can change the Clock Time In or Clock Time Out to correct the time. The time must be entered in 15 minute intervals. If the time is not entered in 15 minute intervals, you will receive the following error message:

Clock Time In and Clock Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, AND :45.

NOTE: Any manual adjustments to the Clock Time In or Clock Time Out require a Comment to be entered indicating why the time was adjusted. If a manual adjustment is made and a Comment is not entered, you will receive the following error message:

Clock In time has been adjusted and a Comment is required.
3. If an adjustment is entered, click the Save button. After saving, the number of hours worked between the **Clock Time In** and **Clock Time Out** will be calculated and totaled.

### Clock In and Out

Enter time at intervals of 15 minutes in the 24:00 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Thursday, Dec 09, 2010</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total | 3 |

4. Once all regular hours are entered for the day, select Timesheet and you will be navigated back to the **Time and Leave Reporting** page.

### Entering Regular Pay Manually

You are able to enter your time in manually or adjust time when necessary. Below are the descriptions of the **Time Entry** links that will appear. By selecting those links, you will be able to enter time in manually using the **Time In and Time Out** method. All manually entries of **Regular Pay** require a comment to be entered.
1. The **No Time Entry** link specifies that no time has been recorded for today’s date and days prior to today’s date.

```
Monday
Dec 20, 2010
No Time Entry
```

2. The **Correct Time Entry** link specifies that your time entry is not complete. For example, you may have clocked in but have not indicated when you left for the day. If any day of the pay period is missing the clocked out time, you will not be able to submit your timesheet for approval. Use the **Correct Time Entry** link to look for incomplete entries.

```
Correct Time Entry
```

3. The **Future Time Entry** link allows you to record time manually for a future date. This can be used to complete your timesheet early in case of deadlines or if you will not have access to enter time on the future day.

```
Future Time Entry
```

**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.

```
Earning  | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Dec 18, 2010
---------|-------|------------------------|-------------|-------------|------------------------
Regular Pay  | 1     | 0                      | 4           |             | No Time Entry
Overtime 1.5 | 1     | 0                      | 0           | 0           | Enter Hours
```

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.

Your hours have been copied successfully.

Select OK to delete. All changes made to time in and time out will be removed.

OK  Cancel
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**.

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 timesheet 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.
Summary of Reported Time

Jorge Oubre
Student Worker (Non-SEO), H00005-00

**Time Sheet**

<table>
<thead>
<tr>
<th>Earning Code</th>
<th>Shift Total Hours</th>
<th>Total Units</th>
<th>Saturday, Dec 18, 2010</th>
<th>Sunday, Dec 19, 2010</th>
<th>Monday, Dec 20, 2010</th>
<th>Tuesday, Dec 21, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours:</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time In and Out, Regular Pay**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

---

**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.

---

**Submitted for Approval By**: You on Nov 03, 2010

**Approved By**: Stacey Vasquez
**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 timesheet 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.