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Banner Employee Self Service Guide | Fordham University

Student Employee Web Time Entry and Approval in My.Fordham

Purpose

This document is intended to provide an introduction to Student Employee Web Time Entry in My.Fordham. Web Time Entry is the timesheet method for student employees at Fordham University. Student employees will be responsible for entering and submitting their timesheets every pay period. Once submitted, the student employee’s supervisor will be responsible for approving the timesheet. Once the timesheet is approved, they will then be reviewed by the Student Employment Office (SEO) 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.
Note: If you do not know your AccessIT user account and password, please contact the University Help Desk at (718) 817-3999 or via email to: helpdesk@fordham.edu for assistance.

Section I - Student Employee Instructions

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 **Banner Self-Service** channel, click Employee folder and then select the link of the information you want to view. You will be navigated to respective pages in Employee Self-Service.

6. 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, they will be listed separately and you will need to record your hours separately for each position.
Entering Time

**Time and Leave Reporting**

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.

   **NOTE:** Ram Van Drivers will also enter a **Shift** code when they work a break, night, or weekend shift. See shift codes 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>Weekend Shift</td>
</tr>
<tr>
<td>3</td>
<td>Late Night Shift</td>
</tr>
<tr>
<td>4</td>
<td>Break Shift</td>
</tr>
</tbody>
</table>

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 **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.

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**

- **Copy options include** whether to copy to the end of the pay period, inclusive or exclusive, or to a specific date. If you select the same date you are copying from, your hours will be replaced. When you select **Copy**, the hours of time and the account distribution are also copied.

- **Earnings Code:** Regular Pay
- **Date and Hours to Copy:** Oct 22, 2010 - 2 hours
- **Exclude Saturdays:**
- **Exclude Sundays:**
- **Copy for dates:**
  - Thursday Oct 21, 2010
  - Friday Oct 22, 2010
  - Saturday Oct 23, 2010
  - Sunday Oct 24, 2010
  - Monday Oct 25, 2010
  - Tuesday Oct 26, 2010
  - Wednesday Oct 27, 2010
  - Thursday Oct 28, 2010
  - Friday Oct 29, 2010
  - Saturday Oct 30, 2010
  - Sunday Oct 31, 2010
  - Monday Nov 1, 2010
  - Tuesday Nov 2, 2010
  - Wednesday Nov 3, 2010
  - Thursday Nov 4, 2010
  - Friday Nov 5, 2010
  - Saturday Nov 6, 2010
  - Sunday Nov 7, 2010
  - Monday Nov 8, 2010
  - Tuesday Nov 9, 2010
  - Wednesday Nov 10, 2010

---

**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**.

---

![Comments](image)

**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.
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.

   ![Summary of Reported Time]

<table>
<thead>
<tr>
<th>Time in and Out, Regular Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>08:00</td>
</tr>
<tr>
<td>AM</td>
</tr>
</tbody>
</table>

   **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
Waiting for Approval From:
**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.
Section II – Student Employee Supervisor Instructions

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 the University Help Desk at (718) 817-3999 or via email to: helpdesk@fordham.edu for assistance.

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

2. On the Employee Tab, in the Time Approval channel, click on the pay period under the department to access the timesheets for the pay period listed.

NOTE: If you have multiple departments, they will be listed separately and you will need to approve timesheets for each department.
Editing the Time Approval Channel

The Time Approval channel’s default view is to see Pending Records Only. This view displays the department only when you have timesheets that are pending approval.

1. To change the default view, select the icon in the Time Approval channel.

2. Change the Display to All Records.

3. Click the Apply icon.

4. Click the Back icon and you will be navigated back to the view of the Time Approval channel. Now, the channel will display all departments in which you approve timesheets.
Monitoring and Approving Timesheets

Department Summary

1. Once you have selected the Department in Time Approval channel, the Departmental Summary page will display. The page consists of three sections; the General Information section, the Employee List section, and the Pay Event Transactions section.

General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts (COA)</td>
<td>Displays the COA</td>
</tr>
<tr>
<td>Department</td>
<td>Displays the Org Code and Description</td>
</tr>
<tr>
<td>Pay Period</td>
<td>Displays the date range of the pay period</td>
</tr>
<tr>
<td>Act as Proxy</td>
<td>Displays either Not Applicable if you are approving your own student’s timesheets or the name of the supervisor for the timesheets you are approving.</td>
</tr>
<tr>
<td>Pay Period Time Entry Status</td>
<td>Displays the date and time in which timesheets should be submitted and approved.</td>
</tr>
</tbody>
</table>
Employee List

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Banner ID of the student employee.</td>
</tr>
<tr>
<td>Name, Position, and Title</td>
<td>Student Employee’s Name Position Number and Suffix Position Title</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>The status of the timesheet (See status table above)</td>
</tr>
<tr>
<td>Total Hours</td>
<td>The total number of hours that have been recorded in the timesheet.</td>
</tr>
<tr>
<td>Total Units</td>
<td>Not applicable to Student Employment.</td>
</tr>
<tr>
<td>Queue Status</td>
<td>Will display Overridden if the timesheet has been approved by Payroll.</td>
</tr>
<tr>
<td>Approve or FYI</td>
<td>Check box to approve or acknowledge the timesheet.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>Check box to return the timesheet for correction to the student employee.</td>
</tr>
<tr>
<td>Other Information</td>
<td>Links to for the following:</td>
</tr>
<tr>
<td></td>
<td>• Correct Timesheets</td>
</tr>
<tr>
<td></td>
<td>• View Comments</td>
</tr>
<tr>
<td></td>
<td>• View Leave Balances</td>
</tr>
</tbody>
</table>

Pay Event Transactions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions required by all approvers</td>
<td>Displays the number of timesheets that require approver action.</td>
</tr>
<tr>
<td>Time or Leave Transactions Approved or FYI</td>
<td>Displays the number of timesheets that have been approved or acknowledged.</td>
</tr>
<tr>
<td>Time or Leave Transactions Awaiting Approval or FYI</td>
<td>Displays the number of timesheets that are awaiting approval or acknowledged.</td>
</tr>
<tr>
<td>Act as Proxy</td>
<td>Displays either Not Applicable if you are approving your own student’s timesheets or the name of the supervisor for the timesheets you are approving.</td>
</tr>
<tr>
<td>Pay Period Time Entry Status</td>
<td>Displays the date and time in which timesheets should be submitted and approved.</td>
</tr>
</tbody>
</table>

2. To review a specific student employee’s timesheet, click on the student employee’s name. This will navigate you to a preview of the timesheet that will consists on the following sections; General Information section, Time Sheet section, Time In and Out section, Routing Queue section, Account Distribution Default Data section, and the following buttons:
3. You can return the timesheet for correction to the student employee by clicking **Return for Correction**. Once this option has been selected, the **Transaction Status** will change from **Pending** to **Returned for Correction**.

   **NOTE:** There are no automatic notifications to the employee that the timesheet has been returned for correction. You will need to contact the employee to inform them that they need to alter and resubmit their timesheet. It is a best practice to indicate in **Comments** what the reason is that the timesheet is being returned for correction.

4. You can change the record by clicking **Change Record**. Once this option has been selected, you will be able to update the timesheet following the steps the student employee uses to enter time. Once you have chosen to change the timesheet, you can no longer return the timesheet for correction.

   **NOTE:** After the timesheet is closed for time entry, the employee is no longer able to correct their own timesheet. Therefore, the timesheet approver should make in corrections themselves. It is a best practice to indicate in **Comments** what changes were made to the timesheet.

5. You can delete the timesheet by clicking **Delete**. You will receive a pop window asking, “**Do you want to delete this time transaction?**” You would then select **OK**. The employee’s entire timesheet will be deleted.

6. You can add a comment to the timesheet by clicking **Add Comment**. You will be navigated to the **Comments** page. Enter your comments in the **Enter or Edit Comment:** field and click **Save**. If you do not want you comment to be viewable by the employee, check the **Confidential Indicator** box.
7. You can approve the timesheet by clicking **Approve**. Once this option has been selected, the **Transaction Status** will change from **Pending** to **Approved**.

8. You can go to the previous or next student employee’s timesheet by clicking either **Previous** or **Next**.

### Adding and Removing Approval Proxies

In the absence or unavailability of the timesheet approver to approve their employees’ timesheets, you are able to setup **Proxies** to approve time on your behalf. It is recommended that you setup at least two people as your proxy. To setup your proxy:

1. Click on the **Update Approval Proxies** in the **Time Approval** channel.

2. You will be navigated to the **Proxy Set Up** page.
3. Select the employee that you want to setup as your proxy from the **Name** drop down list. The names will appear in alphabetically order by last name.

**NOTE:** If the employee in which you want to setup as your proxy is not listed in the **Name** drop down list, contact Payroll and they will enter the employee into Banner so that they will appear in the list. Please note that Clerical employees can only approve time for work study students. Only Administrators can approve timesheets for clerical, hourly, and maintenance employees.

4. After you have selected the employee, check the **Add** check box and then click **Save**.
5. To remove a proxy, check the **Remove** check box and then click **Save**.

**Proxy Timesheet Approval Process**

The **Time Approval** channel only is able to be used by the normal approver to approve timesheets. Proxies must follow the steps below to approve time on behalf of the normal timesheet approver using the **Banner Self-Service** channel:

1. After the Proxy has logged into the portal and selected the **Employee** tab, they will navigate to the **Banner Self-Service** channel. They would select the **Banner Self-Service** folder, then the **Employee** folder. Once in the **Employee** folder, select the **Time Sheet** link. This will navigate you to the **Time Reporting Selection** page.

**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**

<table>
<thead>
<tr>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet: ☐</td>
</tr>
<tr>
<td>Access my Leave Report: ☐</td>
</tr>
<tr>
<td>Access my Leave Request: ☐</td>
</tr>
<tr>
<td>Approve or Acknowledge Time: ☐</td>
</tr>
<tr>
<td>Act as Proxy: Self</td>
</tr>
<tr>
<td>Act as Superuser: Damian Cardona CARDONA Self</td>
</tr>
</tbody>
</table>

Select
2. The Proxy would then select the timesheet approver from the **Act as Proxy** drop down list and then click **Select**. This will navigate you to the **Approver Selection** page.

**NOTE:** If no names appear within the drop down list, the employee has not been set up as a proxy. The employee will need to contact the timesheet approver so they can set up the employee as their proxy.

**Approver Selection**

- Select the department from **My Choice** and choose the pay ID and period from the pull-down list.

**Time Sheet**

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>F, 20001, Vice President-Information Technology</td>
<td><img src="select.png" alt="Select" /></td>
<td>BW, Dec 04, 2010 to Dec 17, 2010</td>
</tr>
<tr>
<td>F, 52005, SFA-Student Salaries</td>
<td><img src="select.png" alt="Select" /></td>
<td>MN, Nov 17, 2010 to Dec 07, 2010</td>
</tr>
</tbody>
</table>

**Sort Order**

- Sort employees' records by Status then by Name: ![Select](select.png)
- Sort employees' records by Name: ![Select](select.png)

3. The Proxy would then select the department in which they want to approve time for and click **Select**. This will navigate the proxy to the **Departmental Summary** page.

**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.