Time and Leave Processing

Introduction

The Banner Web Time and Leave Entry System (T&L) will replace all current time and leave entry and reporting systems in place at NMSU. All time and leave processing is currently performed via paper forms, augmented for initial data collection or ultimate reporting to employees in many cases by departmental stand-alone systems. Below is a list indicating the Current NMSU Central form for the collection, approval and entry of time and leave, the T&L web-based Banner Self Service form that will replace it, and the NMSU Employee Category that will use each form.

<table>
<thead>
<tr>
<th>Banner Self Service Form</th>
<th>Current NMSU Central Form</th>
<th>NMSU Employee Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sheet</td>
<td>Payroll Requisition; Departmental Leave Form for Annual and Sick Leave; Departmental Leave Form for Compensatory Time; Compensation Report for Overtime (Individual Employee Time Sheets/Cards are used to prepare these forms)</td>
<td>• Regular Non-Exempt (will use to report both time worked and leave taken) • Temporary Non-Exempt • All Student Employees excluding Graduate Assistants</td>
</tr>
<tr>
<td>Leave Request</td>
<td>None</td>
<td>• Regular Non-Exempt • Regular Exempt Earning Leave</td>
</tr>
<tr>
<td>Leave Report</td>
<td>Departmental Leave Form for Annual and Sick Leave; (Individual Employee Leave Sheets/Cards are used to prepare these forms)</td>
<td>• Regular Exempt Earning Leave</td>
</tr>
</tbody>
</table>

General Business Rules

- All non-exempt employees will be paid on an hourly basis.

- Exempt employees who do not earn leave will not access the T&L system, except potentially as approvers.

- The time reporting unit for ALL time and leave entry will be hours in 15 minute (quarter hour) increments.

- Only regular employees may serve as approvers.

- If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period.

- If a non-exempt employee does not have sufficient leave balances, the employee’s pay will be docked for the overdrawn amount.

- If a non-exempt employee is absent during a pay period and has not submitted their time for approval, the department may complete a paper time sheet and submit to the Payroll Office with appropriate approvers’ signatures. This will be processed manually. This action should be reserved for emergency situations.

- Time and Leave must be entered and approved within 4 days after the end of the pay cycle through 11 pm, now semi-monthly. This is 4 business days.

- Time or Leave may be changed on the system until either the active pay period closes which is 4 days after the end of the pay cycle through 11 pm or the Time or Leave has been submitted for approval. This is 4 business days. For exempt employees, Leave may be changed until 10 days after the last day of the month.

- Account distribution may be changed by approvers or employees for non-exempt temp or student employees only.

- Leave Requests may be submitted for approval up to 2 months prior to the proposed leave period.

- Employees and Approvers may access T&L information for two months past the pay period end date. Older information can be requested from the Payroll office.
• Retroactive corrections to time or leave submitted in a prior pay period must be submitted via the Time and Leave Correction Form.

• Starting Fiscal Year 2006, departments will no longer be required to submit any leave information at time of employee termination as Banner will be the official system of record.
Non-exempt Regular Time Entry

Overview

In this section you will learn how to:
- Enter time and leave for Regular hours and change Shift Codes;
- Use the copy feature to copy hours from one day to another;
- Submit time and leave for approval;
- View Leave Balances.
Business Rules (Non-exempt Regular)

- All non-exempt employees will be paid on an hourly basis, by day for each working day in the pay period.

- The time reporting unit will be hours in quarter hour increments.

- If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period.

- If a non-exempt employee does not have sufficient leave balances, the employee’s pay will be docked for the overdrawn amount.

- Time and Leave must be entered and approved within 4 days after the end of the active pay period through 11 pm, now semi-monthly. This is 4 business days.

- A Request for time off may be submitted 2 months prior to the proposed leave period.

- If your Leave Request has not been approved within 5 days, check with your Approver/Supervisor to see if the Leave Request System is being used by the department.
Logon Procedure

All Time and Leave functions are available as part of Banner Employee Self-service through the my.nmsu.edu website.

1. Enter your NMSU User Name and Password in the appropriate field of the Secure Access Login box.
2. Click on the Login button.
The **Welcome** page will be displayed.

3. Click on the **Employee** tab.
The Employee page will be displayed.

4. Click on the word here to access Employee Self-service.
The **Employee Self-service** options will be displayed.

5. Click on the **Employee** option.
6. The **Employee** option will display the **Employee** menu, from which you can perform all the Time and Leave related functions that you are responsible for, including submitting Leave Requests.
Enter Time and Leave

The SCT Banner Web Time and Leave Entry System enables employees to report their time and leave on the Web and to submit the time transactions (time sheets or leave requests) directly from the Web to the SCT Banner HR System.

1. From the Employee menu, click on Time Sheet.
The Time Sheet Selection page will be displayed.

2. Click on the down arrow on the drop-down list of Pay Period and Status choices. Highlight the pay period that you want to enter time. You can only enter time and leave in pay periods that have the following status:

- In Progress
- Not Started
- All other statuses (Pending, Approved, and Completed) cannot be used.

3. In the My Choice column, select the radio button for the job for which you want to enter time.
4. Click on the Time Sheet button.

Team Tip:
You can only select one job at a time. If you have multiple jobs, enter time and leave in one job, then return to this page to select another job. You must enter time for each job.
The **Time and Leave Reporting** page will be displayed.

5. **Click on Enter Hours** under a date and to the right of an Earnings Code to enter your time worked.

6. Time should be entered for all **Earning** Codes that apply. Only those Earning Codes valid for the employee’s position will appear on the Time Sheet.

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**Team Tip:**

*Earnings code is how you categorize your time on Banner.*
The next page of **Time and Leave Reporting** will be displayed.

7. Enter Shift Code in the **Shift** field.
   - 1=Daytime (Default)
   - S=Swing-10¢
   - G=Graveyard-40¢

8. Enter hours of time worked in the **Hours** field. The time and leave reporting unit used will be hours in quarter hour increments (.00, .25, .50, .75).

9. Click the **Save** button to save all entries.

10. Select the **Next** or **Previous** button to navigate through the dates within the period.

11. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.

12. If you have additional jobs on which to enter time, click the **Position Selection** button and enter hours for that job.

13. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.

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**Team Tip:**

To change an employee’s permanent labor distribution, contact the Budget Office. To temporarily change the labor distribution on a position, use a Labor Redistribution Form.
Holiday Leave Pay or Holiday Worked

Enter Holiday Leave Pay when you do not work on an NMSU paid holiday. Use Holiday Worked when you work on a paid NMSU Holiday.

1. Click on Enter Hours under a date and to the right of Holiday Leave Pay or Holiday Worked to enter time.
2. Enter hours for Holiday Leave Pay or Holiday Worked in the Hours field.
3. Click the Save button to save all entries.
4. Select the Next or Previous button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the Comments button. Once your comments have been entered, click on the Save button on the Comments screen. Click on the Previous Menu button to return to the Time Sheet page.
6. If your Time Sheet is complete and ready to submit to your Approver, click the Submit for Approval button.

Team Tip:
The Holiday Leave Pay hours + the Holiday Worked hours should equal 8. Holiday Worked Hours will be paid at 2.5.
**Other Leave Taken**

Enter **Other Leave Taken** when you have taken leave for reasons such as: Military Leave, Jury Duty, Voting, Compassionate, and Administrative Leave.

1. Click on **Enter Hours** under a date and to the right of **Other Leave Taken** to enter time.
2. Enter hours for **Other Leave Taken** in the **Hours** field.
3. Click the **Save** button to save all entries.

4. Click the **Comments** button to communicate to your Approver why you have entered hours in the **Other Leave Taken** earnings code.
The **Comments** screen will be displayed.

5. Enter Comments in the **Enter or Edit Comment:** field
6. Click the **Save** button to save your comments.
7. Click the **Previous Menu** button to return to the **Time and Leave Reporting** screen.
Comp Time Taken

Enter **Comp Time Taken** if you have hours available in your Compensatory Time balance when you choose to use those hours.

1. Click on **Enter Hours** under a date and to the right of **Comp Time Taken** to enter time.
2. Enter hours for **Comp Time Taken** in the **Hours** field.
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.
Comp/Overtime Paid

Enter **Comp/Overtime Paid** when you want to be paid for hours in your Compensatory Leave Balance or Overtime hours in the current pay period. Be sure to check your Compensatory Leave Balance (pg. 24) before entering hours in the **Comp/Overtime Paid** field.

1. Click on **Enter Hours** under a date and to the right of **Comp/Overtime Paid** to enter time.
2. Enter hours for **Comp/Overtime Paid** in the **Hours** field. If overtime is worked and hours are not entered in the Comp/Overtime Paid field, your overtime hours worked will be added to your comp time balance. If you are taking current overtime hours, enter the time and ½ hours (ie, if you want to be paid for 4 hours of Overtime, you must enter 6 hours in this row).
3. Click the **Save** button to save all entries.
4. Select the **Next** or **Previous** button to navigate through the dates within the period.
5. As an option, you can enter comments by clicking on the **Comments** button. Once your comments have been entered, click on the **Save** button on the **Comments** screen. Click on the **Previous Menu** button to return to the **Time Sheet** page.
6. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button.
Copy Hours

Hours can be copied from one day to the next or from one day to the end of a pay period. The steps below will walk you through the copy process.

1. Follow steps 5-11 on pages 12 and 13 to enter time and leave, then proceed.
2. Click the Copy button to copy time and leave to another day or to the end of a pay period.
The Copy screen will be displayed.

3. To copy hours to the end of the pay period check **Copy from date displayed to end of the pay period.**
4. To copy hours to include Saturday(s) or Sunday(s) check **Include Saturdays** and/or **Include Sundays.**
5. To copy to individual dates, click the **check boxes** under the dates.
6. When your copy selection is made, click the **Copy** button.
7. After the **Copy** button is clicked, you will receive a message that your hours have been copied successfully.
8. Click the **Time Sheet** button at the bottom of the page to return to the **Time Sheet** page and review your hours copied.
9. If your **Time Sheet** is complete and ready to submit to your Approver, click the **Submit for Approval** button on the **Time Sheet**.
Submit for Approval

Submitting for approval is the final step in the Time and Leave Entry Process. It is extremely important that your time and leave is entered and submitted for Approval before the pay period deadline.

How do I verify that my Time Sheet has been submitted?

- If your Time Sheet has been submitted, you will see the date the Time Sheet was submitted in the Submitted for Approval By: field and the Approver’s Name in the Waiting for Approval From: field.

Team Tip:

If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period. The Submit By Date: is the pay period deadline that Timesheets should be submitted and approved by.
Look Up Leave Balance

Leave Balances can be viewed at anytime using the Time and Leave Entry System. All balances are current.

1. From the Employee menu, click on Leave Balances
The **Leave Balances** page will be displayed.

2. Click on the **TYPE of Leave** to view Leave Balances detail.