## 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;</td>
<td>• Regular Non-Exempt (will use to report both time worked and leave taken)</td>
</tr>
<tr>
<td></td>
<td>Departmental Leave Form for Annual and Sick Leave;</td>
<td>• Temporary Non-Exempt</td>
</tr>
<tr>
<td></td>
<td>Departmental Leave Form for Compensatory Time;</td>
<td>• All Student Employees excluding Graduate Assistants</td>
</tr>
<tr>
<td></td>
<td>Compensation Report for Overtime (Individual Employee Time Sheets/Cards are used to prepare these forms)</td>
<td></td>
</tr>
<tr>
<td>Leave Request</td>
<td>None</td>
<td>• Regular Non-Exempt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 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.
Approval of Time and Leave

Overview

In this section, you will learn to:

- Select Time Sheets, Leave Reports, and Leave Requests for review and approval;
- Make any necessary changes to Time Sheets and Leave Reports;
- Approve Time Sheets, Leave Reports, Leave Requests;
- Set up a proxy to act on your behalf;
- Act as a proxy for another approver.
Business Rules (Approver)

- Only regular employees may serve as an approver.

- Time and Leave (for non-exempt) must be entered and approved within 4 days after the end of the pay period through 11 pm. This is 4 business days. Leave Reports (for exempt) must be approved within 10 days after the end of the month.

- The Payroll Office will automatically pay all Time Sheets submitted for approval that remain unapproved after the cut off date for approval (4 days after the end of the pay period through 11 pm). Approvers are responsible for disapproving or correcting Time Sheets within the approval time window to prevent this from happening. Approvers with a pattern of missed approval deadlines will be subject to administrative review.

- Approvers can make changes or corrections to hours entered. If corrections are required, the Time Sheets or Leave Reports will not be returned to the employee. It is the Approvers responsibility to correct Time Sheets.

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

- 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.
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.
Approve Time and Leave

1. From the Employee menu, click on Time Sheet, Leave Report, or Request Time Off. Any of the three choices display the Time Reporting Selection Page available to Approvers.
The **Time Reporting Selection** screen will be displayed.

2. Select the **Approve or Acknowledge Time** radio button.
3. Click on the **Select** button.
The Approver Selection screen will be displayed.

4. From this screen, you may access Time Sheets, Leave Requests, or Leave Reports for departments which you may access.

5. In the My Choice column, select the radio button for the type of approvals in the department you will be processing. In the example above, the approver has chosen to work on Time Sheets for the President’s Office.

6. Select the Pay Period for which you will be reviewing and approving Time Sheets or Leave Requests from the drop-down box. If you are processing Leave Reports, you would select the Leave Period.
To determine the Sort Order, select the appropriate radio button. If you opt to sort by Status then by Name, as above, you will see the transactions sorted into categories as follows:

- Pending
- Approved
- Error
- In Progress
- Not Started
- Completed

Click the Select button.

**Team Tip:**
Selecting to Sort by Status then by Name is the most convenient way to see who has not yet submitted their Time Sheet or Leave Report.
The **Department Summary** page will be displayed. All employee **Time Sheets** assigned to the Approver will be displayed.

9. Check the **Approve or FYI** check box next to the employee’s time you want to approve.
10. Click on an employee’s name to access additional details.
11. Click the **Select All, Approve or FYI** button to select all employees to approve at one time.
12. Click the **Save** button to approve the time sheet(s).

**Team Tip:**

> Click on the scroll bar or use the `<Page Down>` key on the keyboard to see additional Time Sheets.
Changing Hours on a Time Sheet

If an error was made by the employee or a change needs to be made, it is the Approver’s responsibility to make the changes.

1. On the Department Summary page, click on Change Time Record in the Other Information column to change time or leave detail.
The **Time and Leave Reporting** page will be displayed.

2. Click on the **entered hours** to make appropriate changes.
3. If no more changes are required, click on the Approve button.
Change Account Distribution

If an error was made by the employee or a change needs to be made, it is the Approver’s responsibility to make the changes.

1. On the Department Summary page, click on Change Time Record in the Other Information column.
The **Time and Leave Reporting** page will be displayed.

2. Click on the **entered hours** to make appropriate changes.
The **Time In and Out** page will be displayed.

3. Click on the **Account Distribution** button.
The **Account Distribution** page will be displayed.

4. Click on **Update** to change the Account Distribution.

**Team Tip:**

Multiple Account Numbers can be assigned to specific hours on any given day.
The **Account Distribution Criteria** Screen will be displayed.

5. Enter Hours that need to be changed to a different account number in the **Enter hours to be changed**: field.
6. Enter your account Index in the **Index** field.
   - If you do not know your Index, the following link will walk you through the necessary steps to find the index based on your current FRS account number. [http://www.nmsu.edu/projmgmt/XWalk/Search.aspx](http://www.nmsu.edu/projmgmt/XWalk/Search.aspx)
7. Click the **Default from Index** button.
8. The Fund, Organization, and Program fields will automatically populate.

9. You must enter an account. Enter the appropriate Account (Labor Expense Code) in the **Account** field. The Account can be found on the Current Account Distribution screen (page 21) or on the Labor Expense Code List.

10. Click the **Previous Menu** button to get back to the Account Distribution page.

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**Team Tip:**

*Notice that the Account looks like our old Object Code, except that it has a six in front and a zero at the end.*
11. Click the **Time Sheet** button to get back to the Time and Leave Reporting page.
Return for Correction (Leave Requests only)

Leave Requests can be returned to the originator (with comments) for correction or change. The following steps will walk you through this process.

1. On the Department Summary page, click on an employee’s name.
The Employees Details page will be displayed.

2. Click on Add Comment to respond to the employees Request for Time Off.
The Comments page will be displayed.

3. Enter comments in the Enter or Edit Comment: field.
4. Click on the Save button to save comments.
5. Click on the Previous Menu button to return to the Employees Detail page.
The Employee Details page will be displayed.

6. Click on the Return for Correction button to return the Request for Leave to the originator.
7. A message will display verifying the Time Transaction successfully returned for correction.
Setting up a Proxy to Act on Your Behalf

This option should be used when you plan to be away from the office for an extended period of time or you want to change or add a permanent backup approver for yourself. From the Time Reporting Selection page, you can select another person to act as your proxy for time and leave approvals. Anyone you select must have the same level of system security that you do. Call the FSA Help Center at 646-HELP (4357) to check this before you assign a proxy.

1. From the Time Reporting Selection page, click on [Proxy Set Up].
The **Proxy Set Up** page will be displayed.

2. Click on the arrow in the drop-down box of the Name field and highlight the name of the person who will act as your proxy.
   - Note: All users of the Banner System will be displayed in an alphabetized list.

3. Click on the **check box** in the **Add** column.
4. Click on the **Save** button.
5. Click on the **check box** in the **Remove** column when you no longer need a proxy.

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**Team Tip:**

Don’t forget to go in and check the remove column when you don’t need a proxy anymore.
**Acting as a Proxy for another Approver**

If another Approver has designated you as their proxy, you must follow these instructions to approve Time and Leave for the other Approvers employees. From the **Time Reporting Selection** page, you can opt to approve Time and Leave on another persons behalf. The person you will be approving for must have selected you to act as their proxy. You must have the same level of system security as the person for whom you are acting as proxy.

1. From the Time Reporting Selection page, click on the radio button next to Approve or Acknowledge Time.
2. Click on the arrow of the drop-down box next to the Act as Proxy field. Highlight the name of the person for whom you will be acting as proxy.
3. Click on the **Select** button.
4. Proceed with the Approving Time and Leave process (pg. 10).