# 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 Temporary and Student Web Time Entry

Overview

In this section you will learn how to:

- Enter time for Regular hours and change Shift Codes;
- Change Account Distribution;
- Use the copy feature to copy hours from one day to another;
- Submit time for approval.
Business Rules (Non-exempt Temp and Student)

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

- Time will be entered on a Time In, Time Out basis in hours in 15 minute increments.

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

- 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.

- Account distribution (account number) may be changed on the Time Sheet.
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

The SCT Banner Web Time and Leave Entry System enables employees to report their time on the Web and to submit the time transactions (time sheets) 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 in. You can only enter time in pay periods that have the following status:

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

3. In the **My Choice** column, select the radio button for the job in 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 in one job, then return to this page to select the next job. You must enter time for each job.
The **Time and Leave Reporting** page will be displayed.

1. Click on **Enter Hours** under a date and to the right of an Earnings Code to enter your time worked.
2. Select the **Next** or **Previous** button to navigate through the dates within the period.
3. 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.
4. 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 **Time In and Out** page will be displayed.

9. 
   - Enter Shift Code
     - 1=Daytime (Default)
     - S=Swing-10¢
     - G=Graveyard-40¢

10. Enter time in the **Time In** and **Time Out** fields in 15 minute increments. For example, 8:00, 8:15, 8:30, 8:45.

11. Use the pull down arrow to indicate **AM** or **PM**.

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

13. The system will display **Total Hours** you have entered.

14. As an option, you can change the account number for your time by clicking on the **Account Distribution** button.
**Change Account Distribution**

The **Account Distribution** page will be displayed.

1. 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.

2. Enter Hours that need to be changed to a different account number in the **Enter hours to be changed** field.
3. 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)

4. Click the **Default from Index** button.
5. The Fund, Organization, and Program fields will automatically populate.

6. **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 14) or on the Labor Expense Code List.

7. 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.
8. Click the **Time Sheet** button to get back to the **Time and Leave Reporting** page.
9. 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:**

2 asterisks ** next to your hours on the time sheet will indicate an account distribution change.
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 5-12 on pages 12 and 13 to enter leave, then proceed.
2. Click the **Copy** button to copy leave hours 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.

**Team Tip:**

When you select Copy, the Hours and the Account Distribution are both copied.
Submit for Approval

Submitting for approval is the final step in the Time and Leave Entry Process. It is extremely important that your time 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 by which Timesheets should be submitted and approved.