Web Time Entry

in Self Service Banner

Employee User Guide

University of North Carolina at Charlotte

Contents

Self Service Banner for Web Time Entry

Self Service Banner for Web Time Entry is used by non-student temp hourly employees, student wage and student federal work study employees to enter timesheets. Instructions with screenshots for logging in, entering time, and submitting time for approval are provided in this user's guide along with reminders and quick tips.

Automatic reminders will be sent out via email to remind employees of pending deadlines.
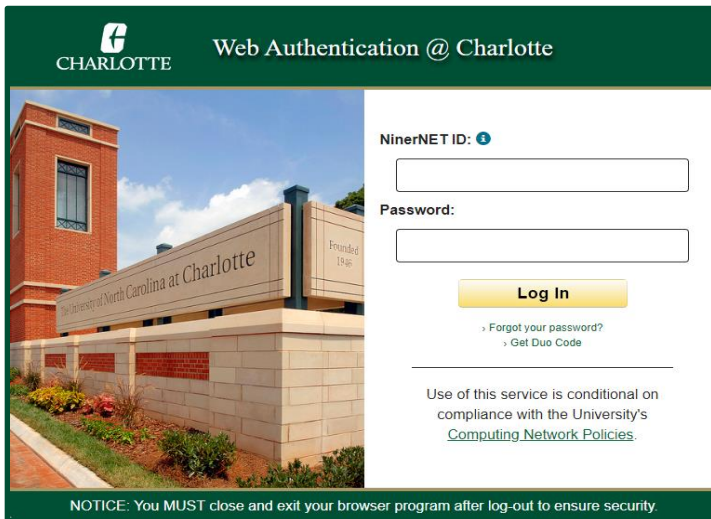
Employee Responsibilities

- Utilize the web time entry process bi-weekly for each pay period.
- Record accurate hours: Record time in and time out for each shift. Lunch breaks will be reflected in time out and time in entries.
- Add comments to your timesheet to reflect adjustments to your schedule or manual revisions of time entered.
- Ensure the total hours worked are included on your timesheet.
- Submit your timesheet by the Monday after the end of the pay period to allow time for potential corrections and approval.
- Let your supervisor know when your timesheet has been submitted.

Deadlines

- Employees must submit timesheets by the Monday after the end of the pay period.
- Approvers must approve timesheets by the Wednesday after the end of the pay period.

Log into Self Service Banner

Log into **https://my.charlotte.edu/** using your NinerNET ID and password.
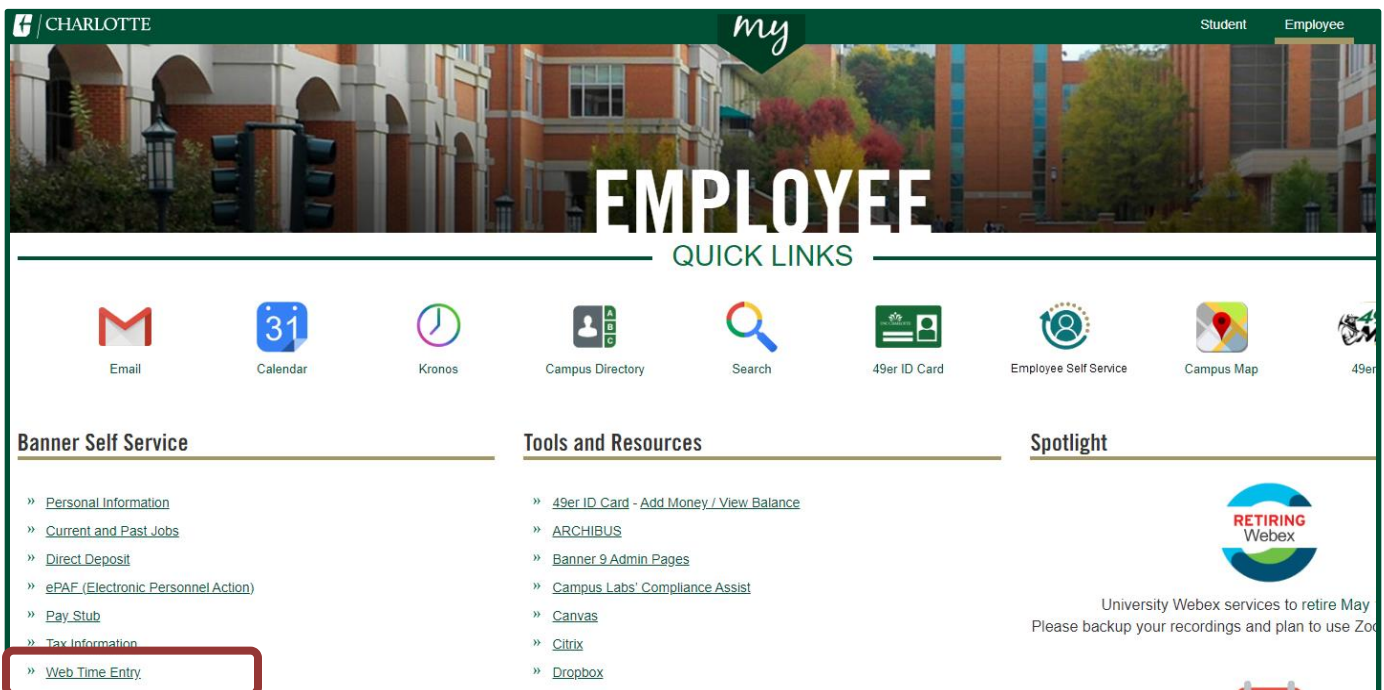
Select **Web Time Entry** under the Banner Self Service section.

Students: If you do not have the Employee page in my.charlotte.edu then click the **Self Service** icon under **Quick Links,** select the **Employee tab** at the top of the page, click **Time Sheet** in the **Employee Information** list to access Web Time Entry.

Enter Time

From the Employee Dashboard, select **Enter Time** from the My Activities section at the right.
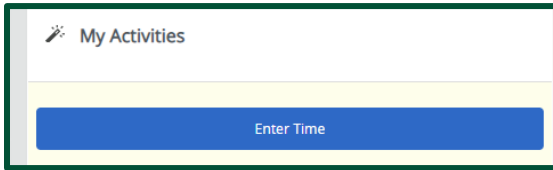
- Select the appropriate **Pay Period** under the correct job title and department from the list. If there is more than one title, contact your supervisor to determine the correct one to use.
- Click the **Pay Period** date range to open the time sheet.

Time entry options: Click the **Clock In** or **Clock Out** button.
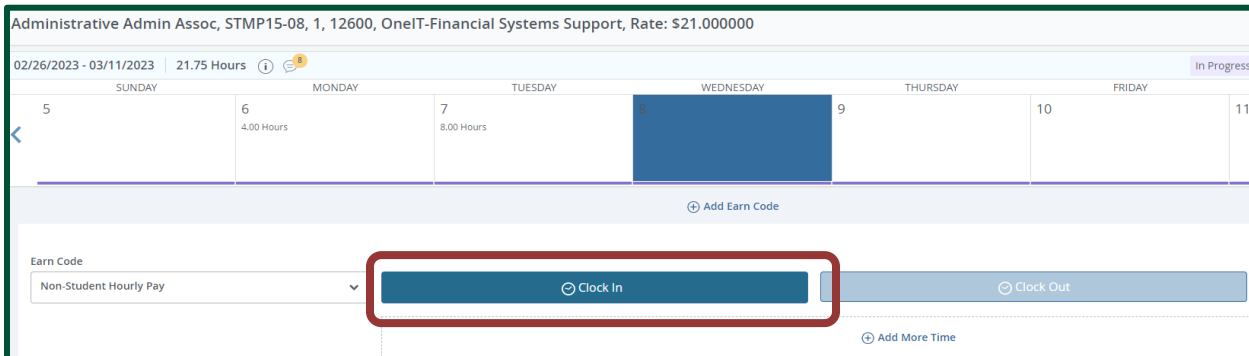
- When the **Clock In** or **Clock Out** button is used, it will capture the system time of entry and it will also automatically select the time equal to the closest 15-minute interval.

The time entered at 10:59 am is rounded to 11:00 am.
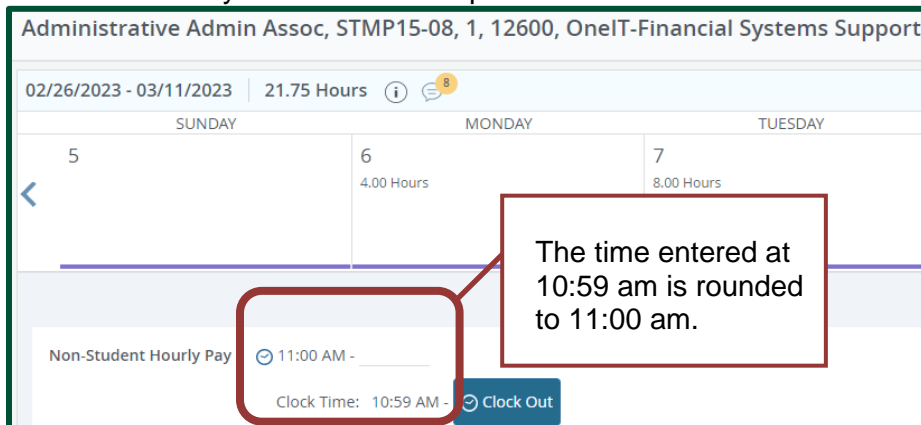
- Be sure to click the **Save** button to save time entry.

Time Entry options: **Edit Hours** option.
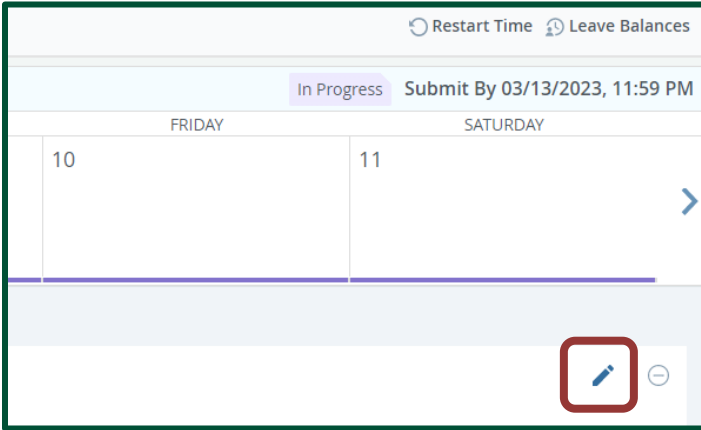
- When the **Edit Hours** option is selected, it will open **In Time / Out Time** for edits.

- On the **In Time / Out Time** boxes, enter the time your shift started and ended in 15-minute intervals.
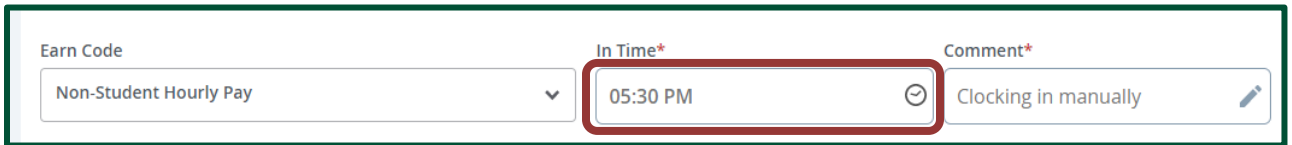
  o Enter your **In Time / Out Time** manually or click the **Clock** icon to bring up a time entry tool. Click **Set** to save the time.
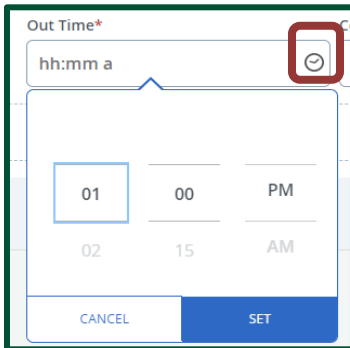
- A **Comment** is required for each manual entry.

- Click **Preview** to review the time that has been entered. Select **Return** to return to the timesheet.

Time Entry Detail

Date	Earn Code	Shift	Total
02/27/2023	017, Non-Student Hourly Pay	1	8.00 Hours
03/03/2023	017, Non-Student Hourly Pay	1	1.75 Hours
03/05/2023	017, Non-Student Hourly Pay	1	1.50 Hours
03/06/2023	017, Non-Student Hourly Pay	1	4.00 Hours
03/07/2023	017, Non-Student Hourly Pay	1	8.00 Hours

Time Information

| Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/27/2023	017, Non-Student Hourly Pay	1	4.00	08:00 AM		manual	12:00 PM		manual
02/27/2023	017, Non-Student Hourly Pay	1	4.00	01:00 PM		manual	05:00 PM		manual
03/03/2023	017, Non-Student Hourly Pay	1	1.75	01:00 PM	01:55 PM	manual in	02:45 PM	02:01 PM	added 15 minutes
03/05/2023	017, Non-Student Hourly Pay	1	1.50	05:30 PM		Clocking in manually	07:00 PM		manual time entry
03/06/2023	017, Non-Student Hourly Pay	1	4.00	08:00 AM		manual	12:00 PM		manual out
03/07/2023	017, Non-Student Hourly Pay	1	4.00	08:00 AM		manual	12:00 PM		manual out time
03/07/2023	017, Non-Student Hourly Pay	1	4.00	01:00 PM		manual	05:00 PM		manual
03/08/2023	017, Non-Student Hourly Pay	1	0.00	11:00 AM	10:59 AM				

Summary

Return Submit

Note: Do not submit for approval until all time has been entered for the pay period.

- Once all time entries have been entered, click the **Save** button and then **Timesheet** to return to Timesheet form.

Reminders for Entering Time

- When working a full day that includes a break for lunch, you must clock out/in or enter time to show your lunch break.

- Be careful when selecting the **Restart** button. It will wipe out all information previously entered during the pay period.

- Minutes must be in intervals of 15 minutes (00, 15, 30, 45). You will get an error message reminding you of this if you enter a time outside of a 15 minute interval:

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

- 12:00 Noon is PM and 12:00 Midnight is AM

- o Click the date in the calendar view to select the day for manual time entry.

- o Use the arrows on the left and right of the calendar view to access previous/next week in the pay period.

Submit for Approval

When all time for the pay period has been entered, select **Preview** to verify your time.

Reminder: Do not submit for approval until all time has been entered for the pay period.

- Check the box to certify that your time is accurate before submitting. The submit button is grayed out until the certification box is checked.

☐ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

- Then, click the **Submit** button.

Time Entry Detail

Date	Earn Code	Shift	Total
02/27/2023	017, Non-Student Hourly Pay	1	8.00 Hours
03/03/2023	017, Non-Student Hourly Pay	1	1.75 Hours
03/05/2023	017, Non-Student Hourly Pay	1	1.50 Hours
03/06/2023	017, Non-Student Hourly Pay	1	4.00 Hours
03/07/2023	017, Non-Student Hourly Pay	1	8.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/27/2023	017, Non-Student Hourly Pay	1	4.00	08:00 AM		manual	12:00 PM		manual
02/27/2023	017, Non-Student Hourly Pay	1	4.00	01:00 PM		manual	05:00 PM		manual
03/03/2023	017, Non-Student Hourly Pay	1	1.75	01:00 PM	01:55 PM	manual in	02:45 PM	02:01 PM	added 15 minutes
03/05/2023	017, Non-Student Hourly Pay	1	1.50	05:30 PM		Clocking in manually	07:00 PM		manual time entry
03/06/2023	017, Non-Student Hourly Pay	1	4.00	08:00 AM		manual	12:00 PM		manual out
03/07/2023	017, Non-Student Hourly Pay	1	4.00	08:00 AM		manual	12:00 PM		manual out time
03/07/2023	017, Non-Student Hourly Pay	1	4.00	01:00 PM		manual	05:00 PM		manual
03/08/2023	017, Non-Student Hourly Pay	1	0.00	11:00 AM	10:59 AM				

Summary

| | | | Return | Submit |

- If the timesheet was submitted successfully, the following message will be returned:

✅ Timesheet successfully submitted.

- Click **Timesheet** to return to the list of Titles and Departments.

- The Status will now show as **Pending**. Changes cannot be made when the timesheet is in Pending status.

Pay Period	Hours/Units	Submitted On	Status
Administrative Admin Assoc, STMP15-08, 1, 12600, OneIT-Financial Systems Support, Rate: $21.000000			
02/26/2023 - 03/11/2023	23.25 Hours	03/08/2023	Pending

- The status will change to **Approved** when updated by the Supervisor.

Timesheet Statuses

- **_In Progress_**: You have started your timesheet, but not submitted it for approval

- **_Pending_**: You have submitted your timesheet for approval

- **_Approved_**: The timesheet has been approved by your supervisor and sent to Payroll

- **_Not Started_**: You have not started the timesheet process

- **_Returned for Correction_**: There was a problem with your timesheet and it was returned to you by the supervisor to correct.

- **_Error_**: You clicked Submit twice. Your timesheet is submitted, but you must notify your supervisor to approve your timesheet.

Quick Tips for Web Time Entry

❏ Time must be submitted by the Monday after the end of the pay period. Reference PIM 63, Process Deadlines and Requirements for Hiring and Paying Temporary Employees.

❏ Biweekly email reminders will be sent to both the employee and the WTE supervisor. Let your supervisor know when your timesheet has been submitted for approval.

❏ Time must be submitted/entered in 15-minute intervals.

❏ Clicking the **Restart** button will erase all time previously entered for the entire pay period.

❏ A timesheet cannot be changed once it has been submitted. Contact your supervisor immediately if you discover a problem.

❏ Additional WTE information can be found at the WTE FAQ page: https://services.help.charlotte.edu/TDClient/33/Portal/KB/?CategoryID=266