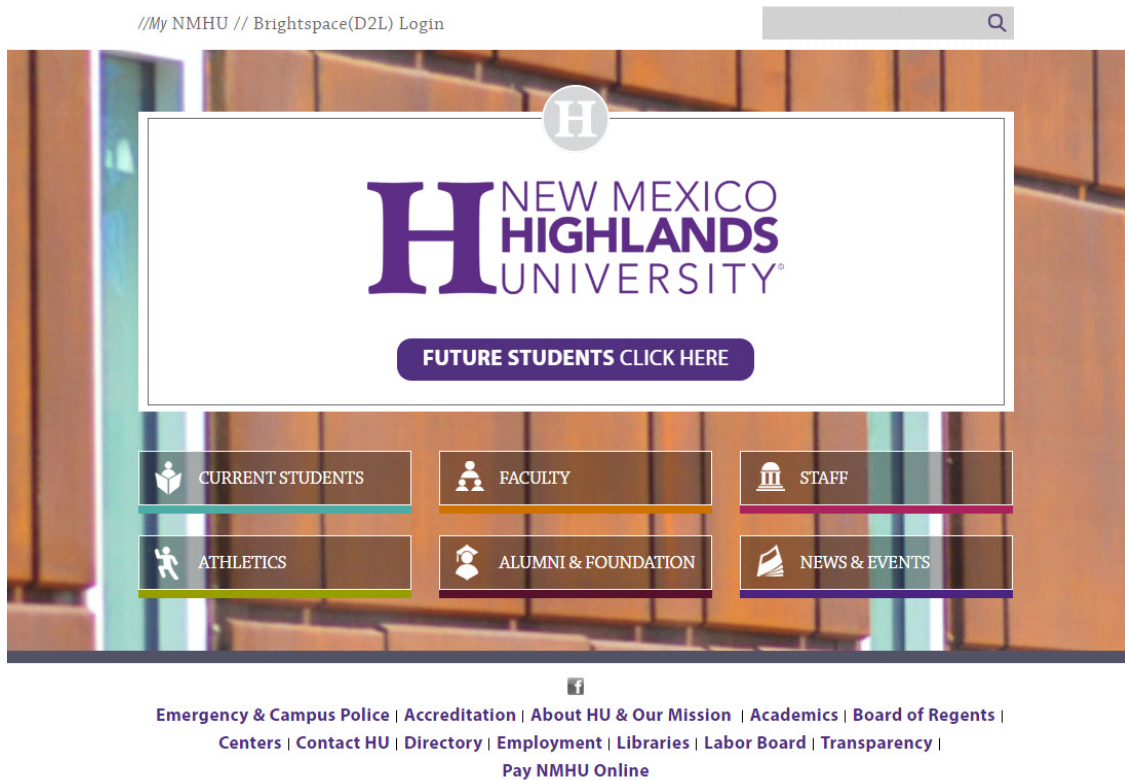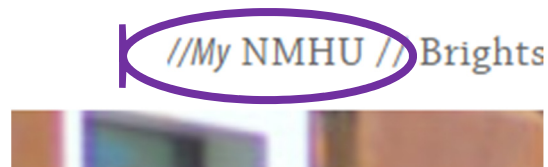# Web Time Entry
Employee Guide

Welcome to the Web Time Entry Employee Guide. Here you will learn how to navigate your way through Self-Service Banner to enter your hours and report leave.

Head to the NMHU website at www.nmhu.edu from your computer or mobile device.
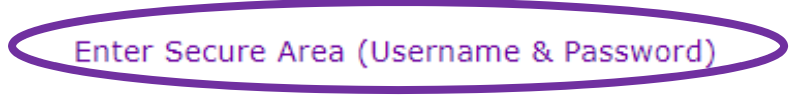

Click on the "MY NMHU" link in the top right corner to access the Self-Service Banner main page.

Click on "Enter Secure Area (Username & Password)" to access your Self-Service area.

Self-Service Banner

Enter Secure Area (Username & Password)

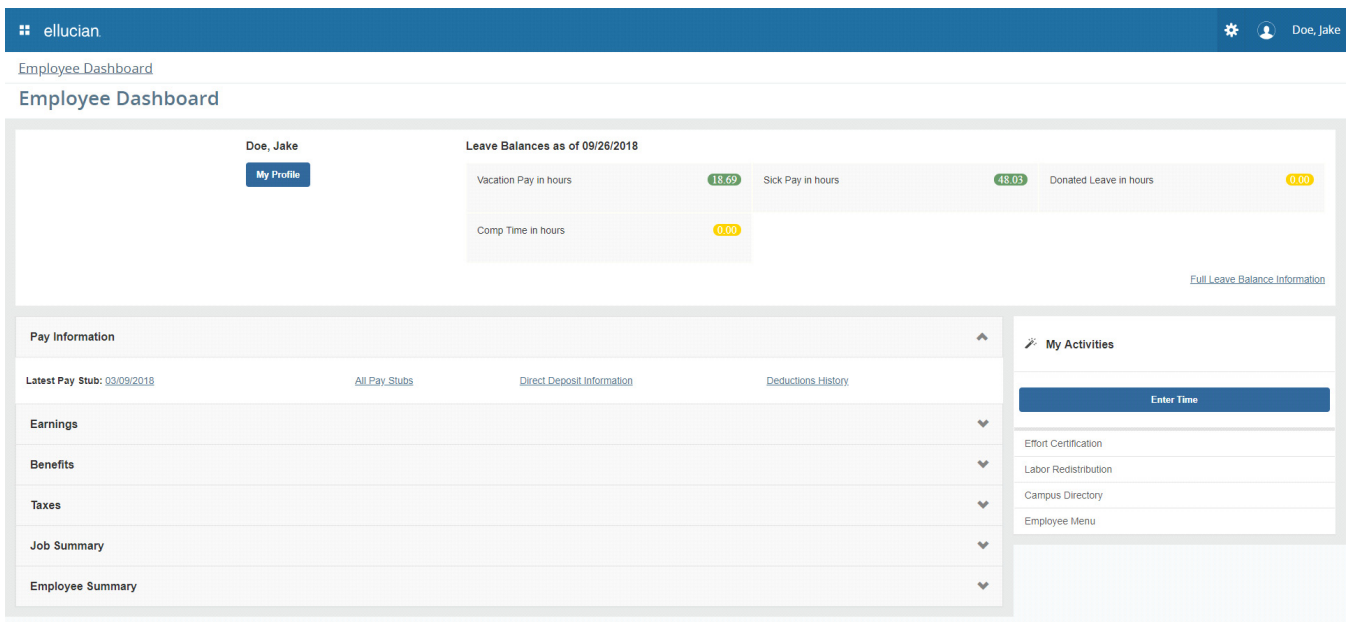Enter your login information and click "login."

Enter your Username and Password

Username:

Password:

☐ Warn me before logging me into other sites.

LOGIN | clear

The Employee Dashboard: Here you will be able to view your employment information and enter your time for the pay period.
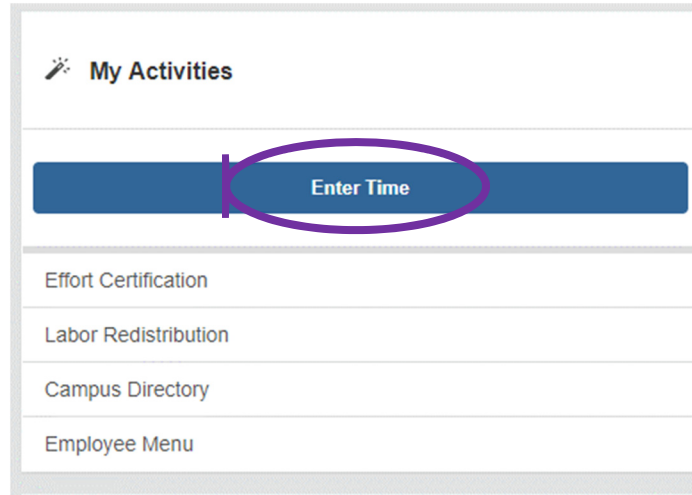
To begin entering your hours for the pay period, click on the "Enter Time" button from the Employee Dashboard page, which will take you to the Timesheet page.
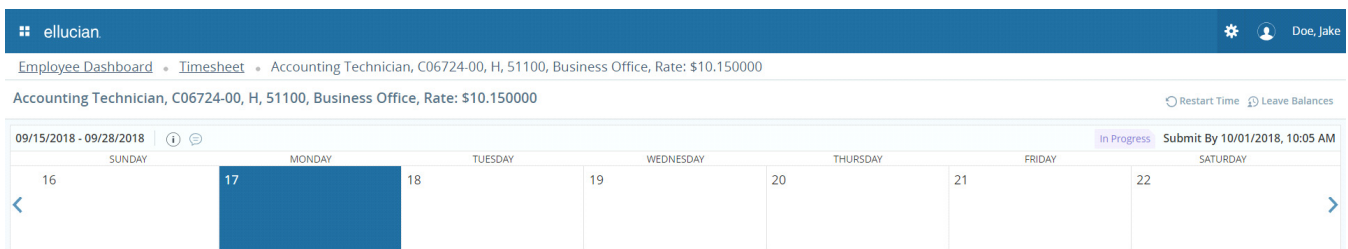

On the Timesheet page, you will be able to enter your time for the current pay period and review your records from prior pay periods.
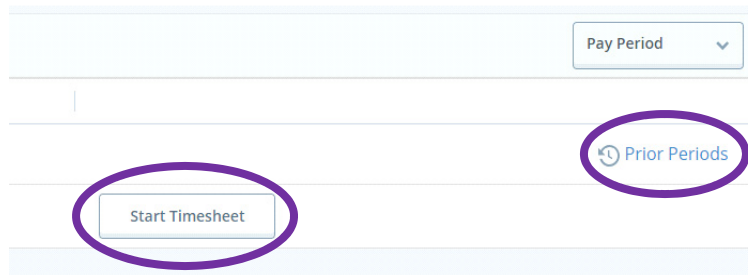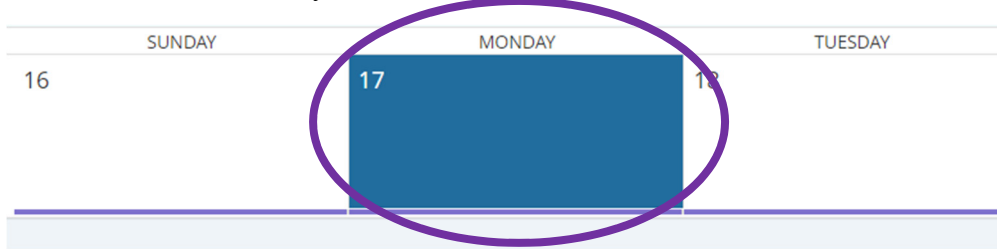

Click on the current pay period to get started on entering your time.

The Timesheet Page: From here, you will be able to enter and edit your hours, add comments, and submit your timesheet for approval.
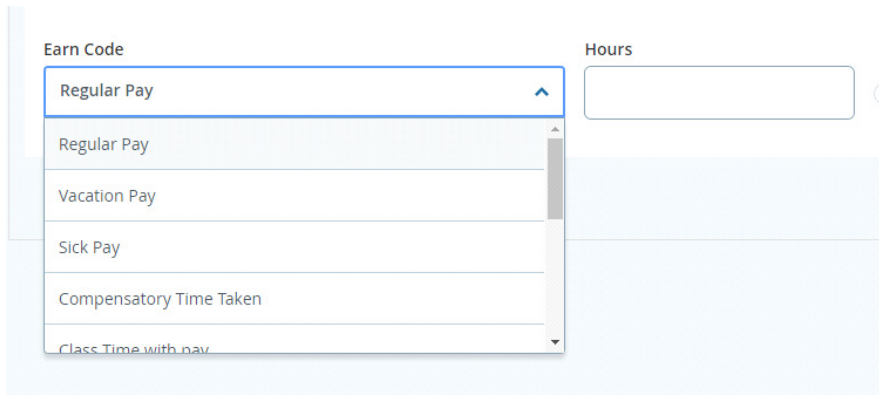
To enter hours, click on the date that you wish to enter time for. The selected date will turn blue.


Click on the "select earn code" drop down menu to select the type of hours you wish to enter.


For regular hourly employees, all applicable earnings and leave options such as regular hours, vacation time, and overtime will be available.

For salaried employees, who are only required to report leave, all applicable leave options will be available, such as vacation and sick.

Student employees have only one earnings option and will be required to report the exact times that they worked during the day.
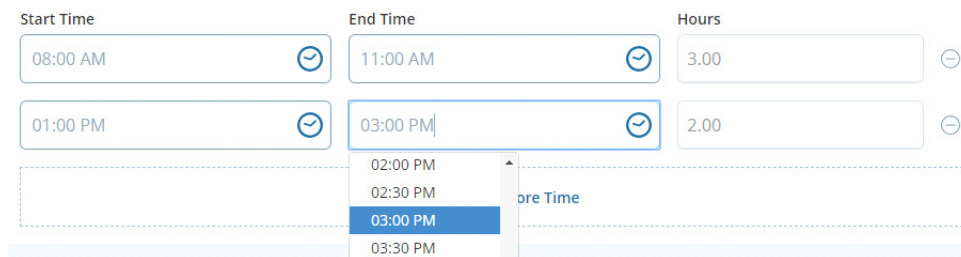
Once your hours have been entered, click the save button on the bottom right corner of the screen.

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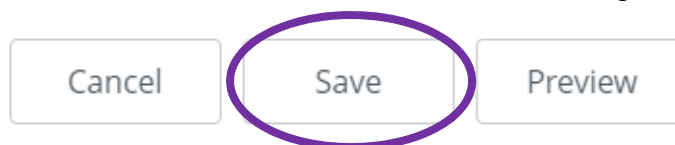
Click on the "add earn code" button to add another earn code.

If you need to edit your time entered, click on the pencil icon.

If you need to delete your time, click on the delete icon.

To copy hours to other days of the week, click on the copy icon to access the copy window.

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From the copy window, select the days you wish to copy the earn code and hours to.

To copy from the specified date to the end of the pay period, select the corresponding check box to the left.

Once you have finished, click "save".
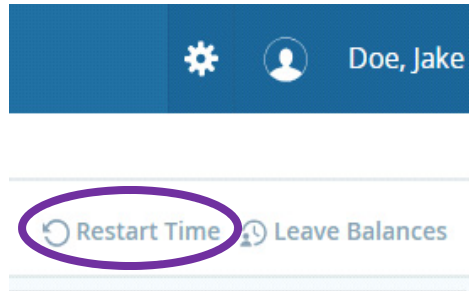

Click on the side arrows to view different weeks for the pay period. For mobile users, simply swipe left or right.

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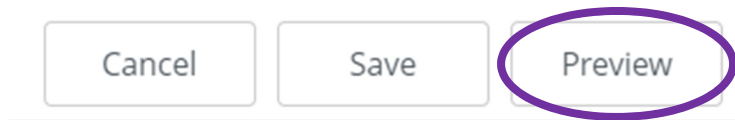If you need to restart your timesheet, click "Restart Time" which is located at the top right hand corner.

To submit your timesheet, click on the "Preview" button in the lower right hand corner.

The preview window will display a summary of the hours you have entered.

You can also add an optional comment by scrolling down to the comment box.

Once you have verified that your hours are correct, click the "Submit" button.

If you have submitted your timesheet by mistake, you can recall your timesheet back to you by clicking the "Recall Timesheet" button in the lower right hand corner.
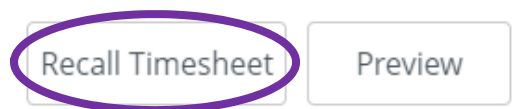
Once you are finished, click the "Exit Page" button in the lower left hand corner.

To sign out, click the icon next to your name in the upper right. Then click "sign out".

Revised 10/5/2018