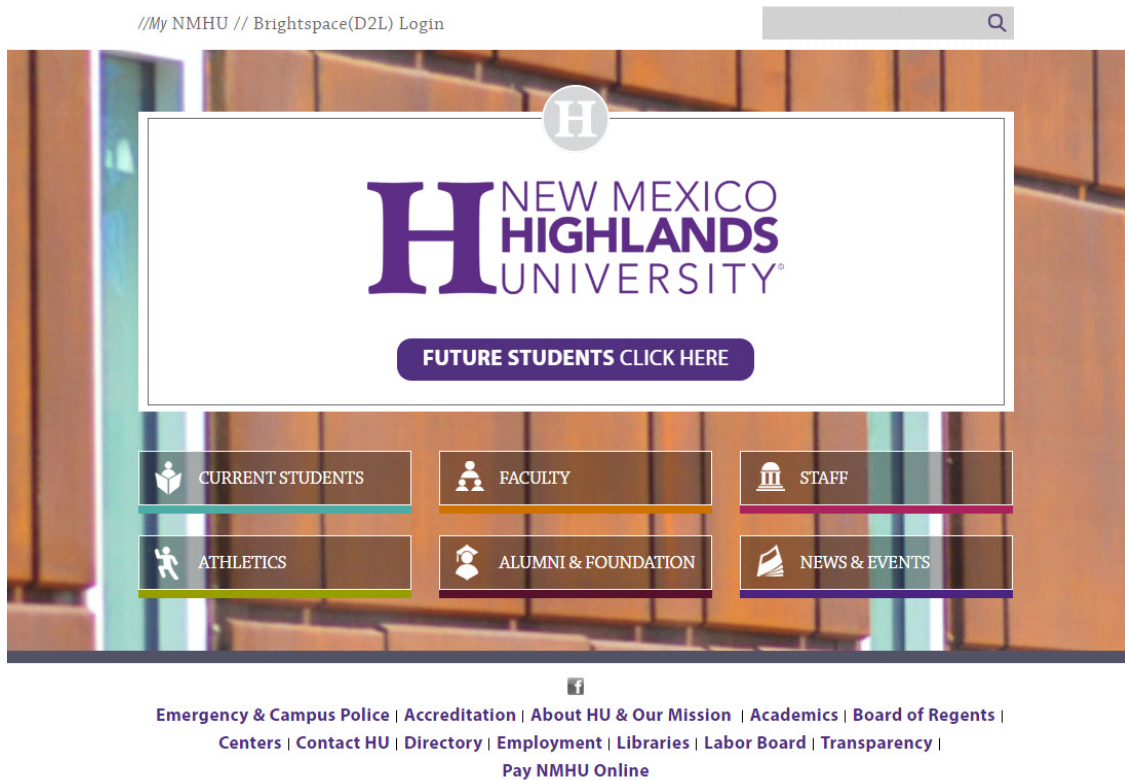


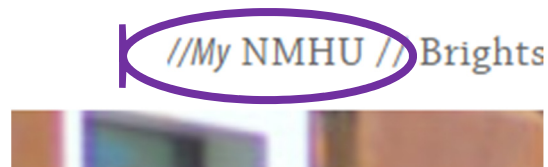
Web Time Entry Employee Guide

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.

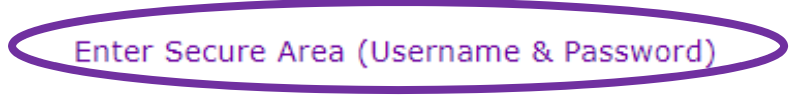


Click on the “MY NMHU” link in the top right corner to access the Self-Service Banner main page.



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

Self-Service Banner



Enter your login information and click “login.”

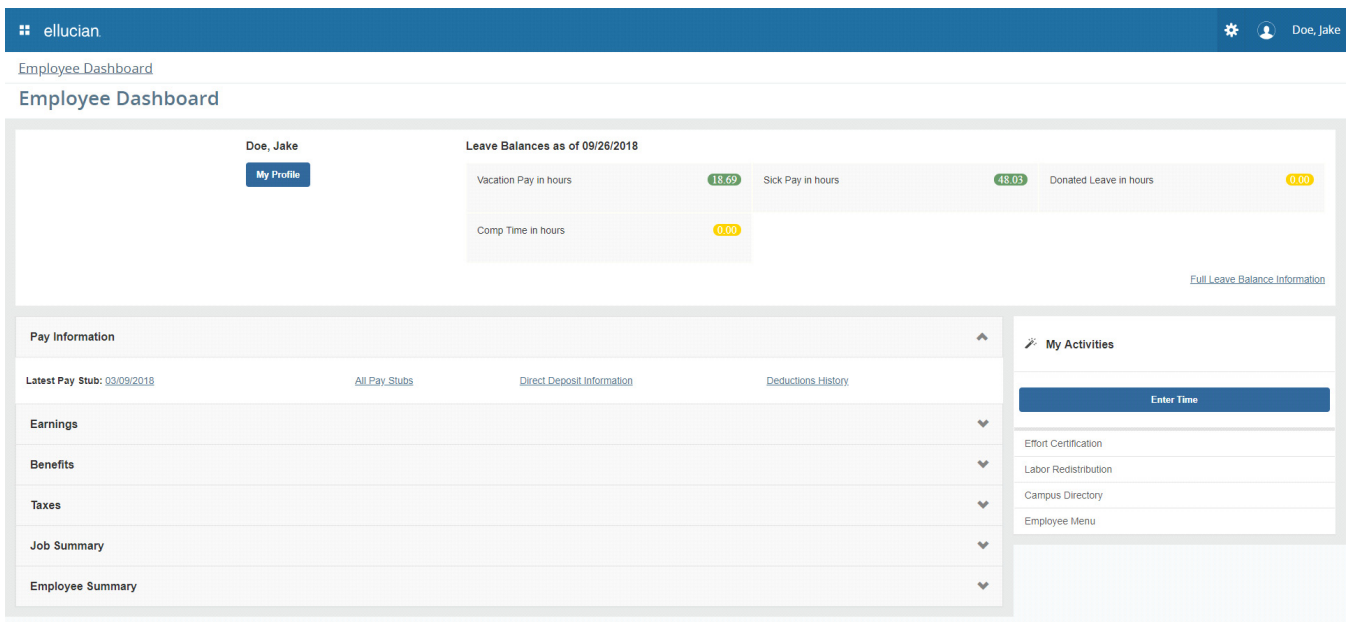
Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

The Employee Dashboard: Here you will be able to view your employment information and enter your time for the pay period.

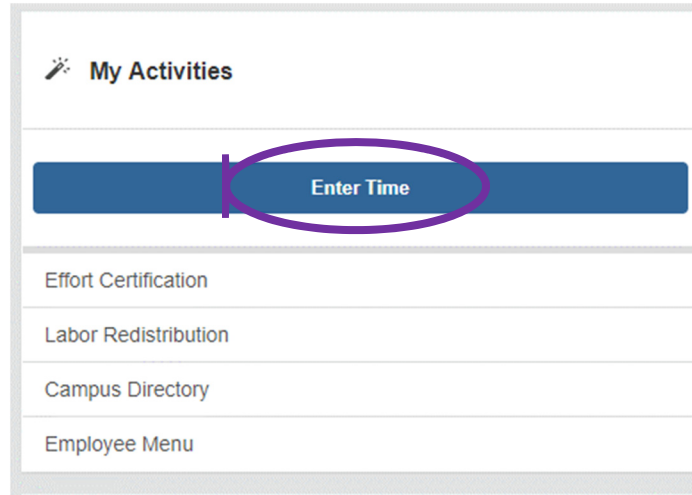


The screenshot shows the Employee Dashboard for user 'Doe, Jake'. At the top, there is a navigation bar with the 'ellucian' logo and a user profile icon. Below the navigation bar, the page title is 'Employee Dashboard'. The main content area is divided into several sections:

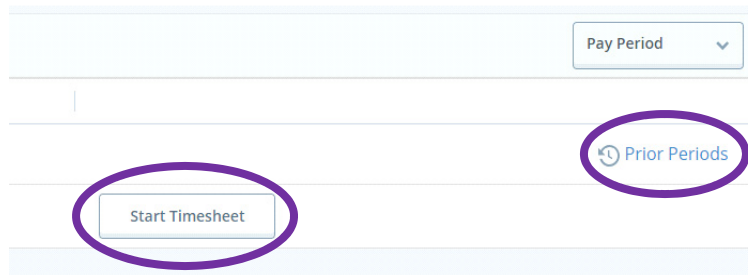
- Header:** 'Doe, Jake' with a 'My Profile' button.
- Leave Balances as of 09/26/2018:** A summary of leave balances with four categories: 'Vacation Pay in hours' (18.69), 'Sick Pay in hours' (48.03), 'Donated Leave in hours' (0.00), and 'Comp Time in hours' (0.00). A link for 'Full Leave Balance Information' is provided.
- Pay Information:** A section with a dropdown arrow, containing links for 'Latest Pay Stub: 03/09/2018', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'.
- My Activities:** A section with a dropdown arrow, containing a list of activities: 'Enter Time', 'Effort Certification', 'Labor Redistribution', 'Campus Directory', and 'Employee Menu'.
- Summary Links:** A list of links for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary', each with a dropdown arrow.

Web Time Entry Employee Guide

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.

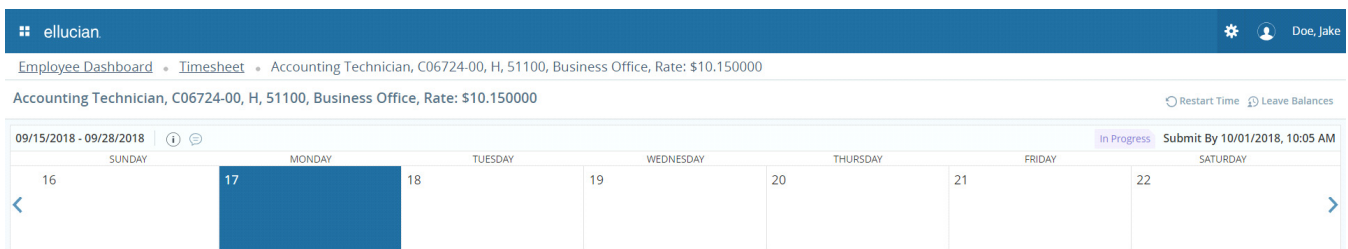


On the Timesheet page, you will be able to enter your time for the current pay period and review your records from prior pay periods.



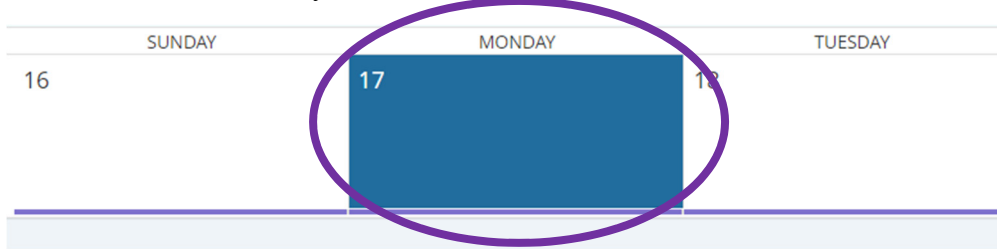
Click on the current pay period to get started on entering your time.

The Timesheet Page: From here, you will be able to enter and edit your hours, add comments, and submit your timesheet for approval.

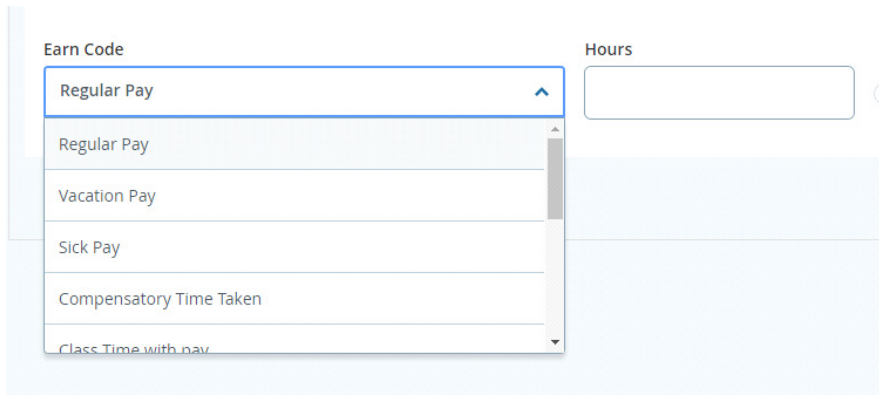


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To enter hours, click on the date that you wish to enter time for. The selected date will turn blue.



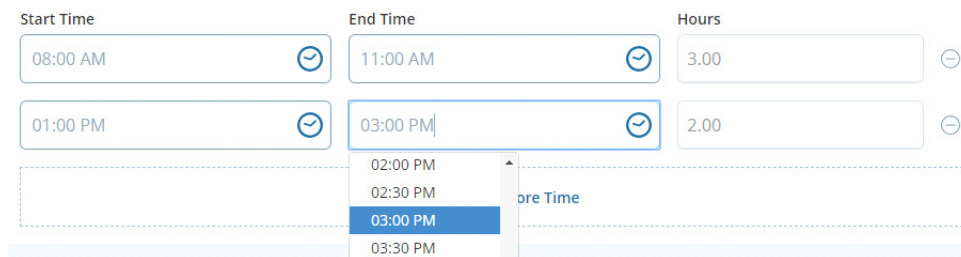
Click on the “select earn code” drop down menu to select the type of hours you wish to enter.



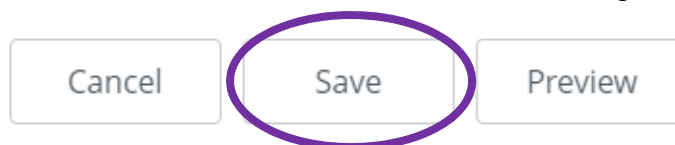
For regular hourly employees, all applicable earnings and leave options such as regular hours, vacation time, and overtime will be available.

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.



Web Time Entry Employee Guide

Click on the “add earn code” button to add another earn code.

TUESDAY	WEDNESDAY	THURSDAY
	19 8.00 Hours	20 8.00 Hours

[+ Add 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.



Copy Time Entry ✕

Regular Pay : 8.00 Hours (09/17/2018, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 09/15/2018 - 09/28/2018 ?

SUN	MON	TUE	WED	THU	FRI	SAT
9	10	11	12	13	14	15
16	17 8.00 Hours	18	19	20	21	22
23	24	25	26	27	28	29

Cancel
Save

Web Time Entry Employee Guide

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

Pay Period: 09/15/2018 - 09/28/2018						
SUN	MON	TUE	WED	THU	FRI	SAT
9	10	11	12	13	14	15
16	17 8.00 Hours	18	19	20	21	22
23	24	25	26	27	28	29

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

Copy Time Entry

Regular Pay : 8.00 Hours (09/17/2018, MONDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Once you have finished, click “save”.

Pay Period: 09/15/2018 - 09/28/2018						
SUN	MON	TUE	WED	THU	FRI	SAT
9	10	11	12	13	14	15
16	17 8.00 Hours	18	19	20	21	22
23	24	25	26	27	28	29

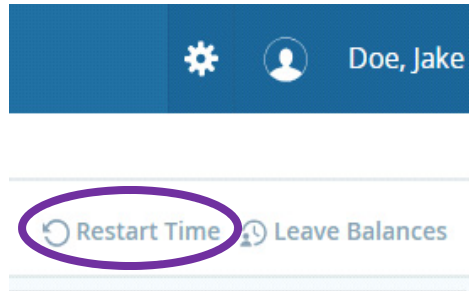
Save

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

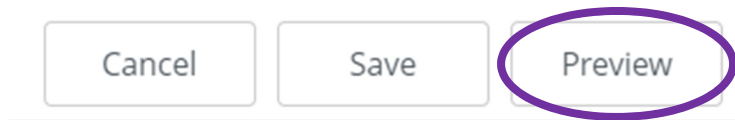
SUNDAY	MONDAY
16	17

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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.

Preview ✕

Accounting Technician, C06724-00, H, 51100, Business Office
Pay Period: 09/15/2018 - 09/28/2018 | 80.00 Hours
Submit By: 10/01/2018, 10:05 AM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	72.00
Vacation Pay	1	8.00
Total Hours		80.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	40.00
Week 3	40.00

Cancel Submit

Web Time Entry Employee Guide

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

The screenshot shows a 'Preview' window with a close button (X) in the top right corner. The window contains a table with the following data:

Vacation Pay	1	8.00
Total Hours		80.00
Total Units		0.00

Below the table is a 'Weekly Summary' section with a table:

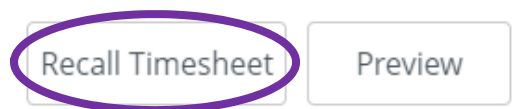
Week	Total Hours
Week 1	
Week 2	40.00
Week 3	

Underneath the weekly summary is a 'Comment (Optional):' section with a text input box containing the text: 'Friday afternoon off: Daughter's basketball game.' Below the input box, it says '1951 characters remaining'. At the bottom of the preview window are two buttons: 'Cancel' and 'Submit'.

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”.