San Jacinto College District
Banner Web Time Entry for Approvers

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EdTech Training & Professional Development

Blackboard: EdTech Training Organization Site

Login to Blackboard with your Username: GID and Password: Network Password

If EdTech Training is not in your My Organizations you will need to use the Browse Organization Catalog, search for EdTech Training and Enroll yourself in the organization site.
Blackboard: EdTech Training Organization Site

Select the topic from the menu on the left of the site.

EdTech Training Process Documents and Outlines

These are always available to you through Blackboard by following these steps:
2. Click the San Jac Life link near the top-right of the screen.
3. Click the EdTech Training link in the My Organizations box.
4. Click the Banner or Blackboard or MS Office or SJC Tools link in the menu on the left side of the screen.
5. Click the link for the desired class material on the right side of the screen.

Banner Web Time Entry for Approvers

Learning Objectives:
- Understand Part Time Employee Entry Process
- Access SOS and Login
- View Submitted Time Entry
- Approve Time Entry
- Return Time Entry for Correction
- Editing Submitted Time
- Approve as a Proxy
- Assign a Proxy
Part Time Employee Time Entry Overview

Accessing SOS:
- San Jacinto College Home Page
- MY SANJAC Link
- SOS Link
- Login to SOS

Accessing Web Time Entry:
- My Employee Information tab
- Time Sheet Link
- Select the appropriate My Choice Pay Period and Status
- Time Sheet button

Part Time Employee Time Entry Overview

Entering Time:
- Utilize the Clock In or Out icon.
- The system will automatically populate the System Time In and the Clock Time In fields. The Clock Time In field is populated with the time rounded to the nearest quarter hour based on the time in the System Time In field. The system will record their actual time rather than their scheduled time.
- Manually entering or adjusting system calculated clock time, changes are made in Clock Time In or Clock Time Out fields.
- If they are entering time for a past date, click on the No Time Entry link for each day that hours were worked.
- Time is entered at intervals of 15 minutes in the 99:99 format (Example: 10:00, 10:15, 10:30, 10:45).
- NOTE: When they are adjusting time or entering time after the date of hours worked, the Clock Time Adjusted checkbox automatically checks and a Comment explaining the adjustment is required.
- Click Save to display Total Hours.

NOTE: If the Part Time Employee works in multiple areas, they will need to Clock In or Out for each specific position code. Clock In or Out can only be recorded for one position code at a time and is designated by the radio button in the Title and Department section.

Part Time Employee Time Entry Overview

Time Entry Options for Part Time Entry:
- Once the time is entered for the entire pay period, the following options are available:
  - Position Selection: This will take you to the list of jobs specific to you. Most employees only have one position code loaded by the HR Department.
  - Comments: Notes can be entered for the entire pay period and is viewable by the supervisor/approver and Payroll.
  - Preview: Displays a visual of the time entries for the specified pay period.
  - Submit for Approval: Forwards your completed time sheet for approval to the appropriate queue.
  - Restart: Clears the hours currently entered hours for re-entry.
  - Next or Previous: Second week of time period or back to first week of time period.
- Once the Submit for Approval is clicked, they will receive a confirmation message and the Time Entry is sent to the appropriate Approval Queue.
Accessing SOS for Web Time Entry Approval

- Go to the San Jacinto College Internal home page: http://internal.sanjac.edu/
- Click on the SOS link.

- User ID: firstname.lastname and Password: network password to login.

**NOTE:** SOS will time out after 60 minutes of inactivity, causing a loss of unsaved data and require system login.

Processing Part Time Employee Time Entry

- Click on the My Employee Information tab.

- Click on Time Sheet link.

**NOTE:** If you are approving as a proxy, you will have to select who you are proxying for in the Act as Proxy list box. If you have the rights established to Act as Superuser, this check box can be designated.
Processing Part Time Employee Time Entry

- **Selection Screen:**
  - Select *Department and Description.*
  - Select *My Choice Pay Period.*
  - *Sort Order* can be designated by *Status then By Name* or simply by *Name.*
  - Click the *Select* button.

- **Summary Screen:** displays the listing of Part Time Employees in the system for the Department you selected in the previous screen.
  - Click on the Part Time Employee's name in the *Pending* section to view Time Entry detailed information for review.

- Once an Employee timesheet has been submitted, APPROVERS are able to perform the following actions:
  - **Approve:** Approve the time.
  - **Return for Correction:** Return if you want corrections to be made.
  - **Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving it. You must notify the employee if you do this.
  - **Add Comment:** The approver can add a comment to the record. This comment can be viewed by you and the employee. It will not be viewed by Human Resources/Payroll.
  - **Delete:** Pressing this button will irretrievably delete the timesheet and it cannot be recreated. If you accidentally press this button, a box will pop up asking you to confirm you want to delete the transaction.
  - **Routing Queue:** shows dates originated, submitted and approved.
  - **Account Distribution:** shows general account information.
  - **Next:** Goes to next employee whose time is awaiting approval.
  - **Previous:** Goes to the previous employee in the sort order.
Processing Part Time Employee Time Entry

- If no changes are needed, click the Approve button.
- If changes are needed, do the following:
  - Click the Return for Correction button, or

**NOTE:** This will return the timesheet to the employee/student to be corrected. Approver must indicate the reason the timesheet is being returned for correction in the Comments field. Also, the Approver must notify the employee when a timesheet is returned for corrections.

- Click the Change Record button.
- Click the Enter Hours link on the day that needs correcting.
- Adjust the times entered by the employee.
- Click the Approve button when finished.

Web Time Entry Proxy Configuration

- **Time Sheet/Leave Request/Proxy** screen:
  - Select the Proxy Set Up link.
  - Click the Select button.

**NOTE:** The secondary or back-up approver (Proxy) has to be established and edited by the primary approver in SOS Web Time Entry. Multiple proxies can be identified in this system.
Web Time Entry Proxy Configuration

To remove an existing proxy:
- Designate the Remove check box.
- Click the Save button.

To add a proxy:
- Select the Name selection list.
- Designate the Add check box.
- Click the Save button.

**NOTE:** Proxies that are available in the Name selection list are populated by the process completion of the Banner Access Request form, Human Resources section. Although, this selection list contains all current Approvers and Proxies, each Approver or Proxy has to have the appropriate Organization rights established prior to approving time entry.

Payroll Reference Materials

Banner Web Time Entry for Approvers

**Banner Web Time Entry (24/7 Access)**

- Bb Technical Support (Faculty & Students)
  - Email: bbsupport@sjcd.edu
  - Phone: 281-542-2084 On Campus: 2084
  - M – F (7:00 a.m. - 9:00 p.m) Sa – Su (9:00 a.m. - 6:00 p.m)
- SJCD Technical Support (Faculty & Students)
  - Email: TechSupport@sjcd.edu
  - Phone: 281-998-6137 On Campus: 6137
  - M – Th (7:00 a.m. - 10:00 p.m) F (7:00 a.m. - 7:00 p.m)

*Both offices are closed on Campus Holidays.
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EdTech Online Resources

- EdTech Department Blog
  - http://sjcblogs.sanjac.edu/edtech/

- EdTech Online Training Catalog (Avatar LMS)
  - http://sanjacinto.avatarlms.com/login.html[0]

- EdTech Process Document & Videos
  - Test Your Knowledge – Hint: Blackboard Organizations

Banner Web Time Entry for Approvers

EdTech Training & Professional Development

- Our Team (Technology Training)
  - Dr. Valschka L. Dabney, Director (North)
  - Jennifer Ramsey, Information Systems Trainer (Central)
  - Gloria Victoria, Administrative Assistant (North)

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Question & Answer Session