

MONTGOMERY COLLEGE

BANNER HR/PAYROLL

BANNER WEB TIME ENTRY USER DOCUMENTATION

Revised
3/4/03

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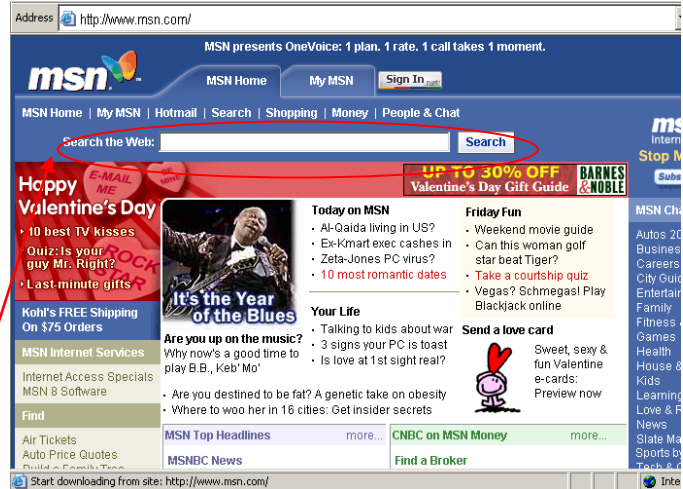
Banner Web Time Entry Documentation

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Banner Web Time Entry - User's Documentation

1. Web Time Entry Users and Approvers must use a browser to access Banner Web Time Entry. We **STRONGLY** recommend that you use IE (Internet Explorer). The Netscape browser no longer provides accurate screen formats and should be avoided.

2. Beginning on March 3, 2003 you must go to the College's MyMC site to access Banner Web. Type <http://mymc.montgomerycollege.edu> and this will take you to the MyMC Login Page.



Note: You will use a MyMC ID and PIN to access your MyMC Home Page. The PIN you will use to access your MyMC account is the same PIN previously used to access the old Banner Web Login page. But – MyMC requires that your old Banner ID be replaced by a MyMC ID that is constructed from your name.

3. This is the screen where you will enter your MyMC ID and PIN. Click on the GO button to go to your MyMC Home Page.



4. If you do not know your new MyMC ID, click on the Find Your MyMC ID link to look up your new MyMC ID.

5. Please note that the Office of Information Technology is implementing MyMC on March 3, 2003. It is likely that the MyMC screens and links will be revised in the coming weeks and months.

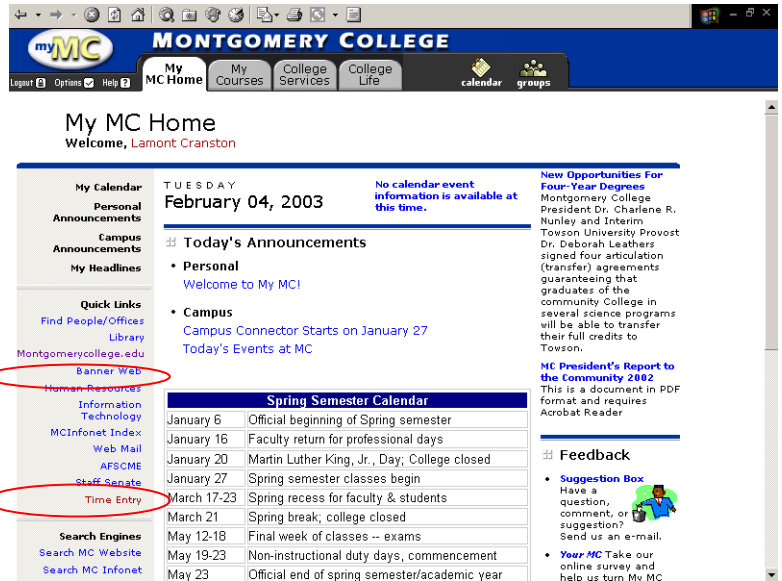
This is your My MC Home Page

- Your MyMC ID and your PIN together make up you're MyMC Account which you must use to access your Banner Web Time Entry screens effective March 3, 2003.

- This is your MyMC Home Page. As a Montgomery College employee, you will access your Time Sheet, the HR Web site, the Main Menu of Banner Web and many other College links and announcements from this page.

- To get to the Banner Web Main Menu, you will click here.

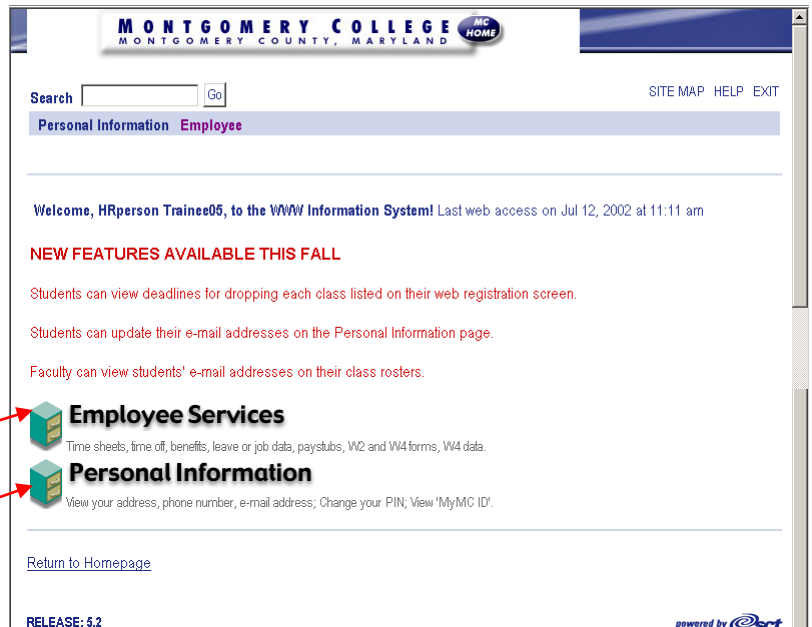
- To go directly to your Time Entry screens, you will click here..



This is the Main Menu for the Secure Area of Banner Web

- If you click on the Banner Web link, you will go to the Main Menu for Banner Web. Depending on any additional roles you may have at the College (i.e. Student Services, Alumni and/or Faculty Services) additional links may also appear on your Main Menu for Banner Web.

- Every College employee will have Employee Services and Personal Information links on this page. Use the Personal Information link to change your PIN.

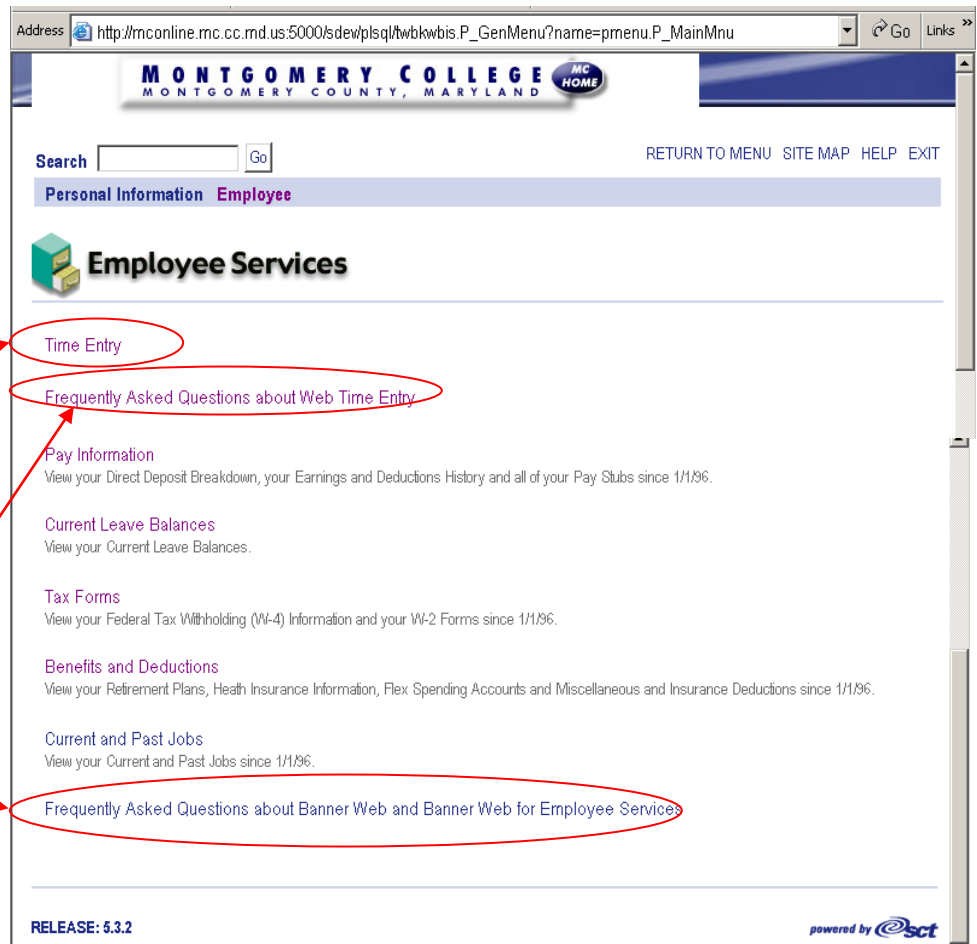


This is the Main Menu for Banner Web Employee Services

12. By clicking on the Banner Web for Employee Services link on the Banner Web Main Menu, every employee at the College will have access links to their personal payroll, benefits and deduction history going back to January 1, 1996 – the date Banner HR/Payroll went live.

13. If you enter Banner Web through the Banner Web link on MyMC, you can also access your Time Entry through the link on the Employee Services page.

14. There are links to two FAQs (Frequently Asked Questions) documents on this page for Time Entry and Employee Services. The FAQ on Employee Services will be updated after MyMC is implemented.



15. As noted above, you can access information on your benefits and deductions, view all of your pay stubs and deduction history going back to January 1, 1996 and view your current leave balance and access tax forms by clicking on the various links on this page. These links give you access to “read only” information stored in the Banner HR/Payroll system.

16. Only your Time Entry screens are interactive and permanently record data that you enter. Time Entry is only used by Staff, Administrators, Temporary Staff and Student Employees. Faculty do not use the Banner Web Time Entry function.

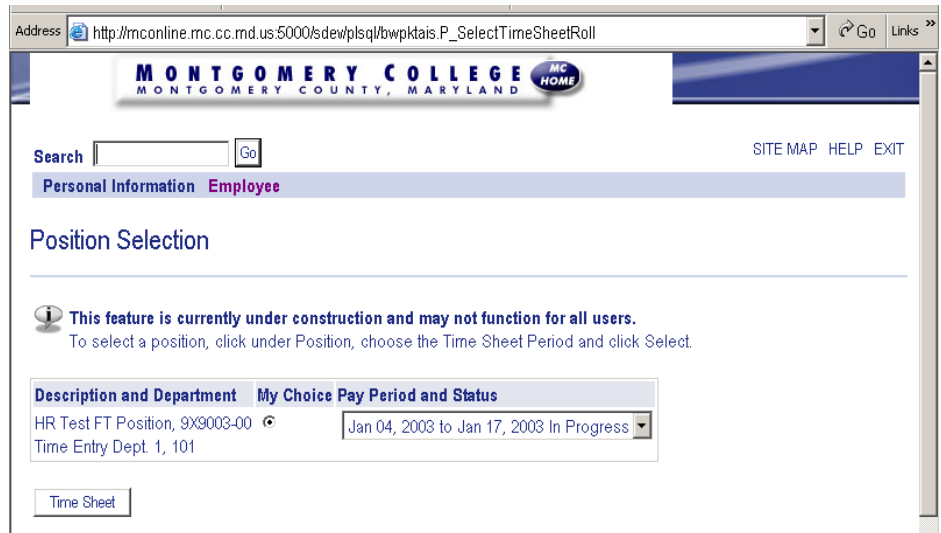
These are the two Main Menus for Time Entry – for Users and for Approvers

Note: Please be patient. When you click on the Time Sheet Link, the system takes a while before the next screen appears

If you are NOT an Approver

- 17. This is what your opening page for Banner Web Time Entry looks like - if you are NOT an Approver.

Continue to next page of this documentation.

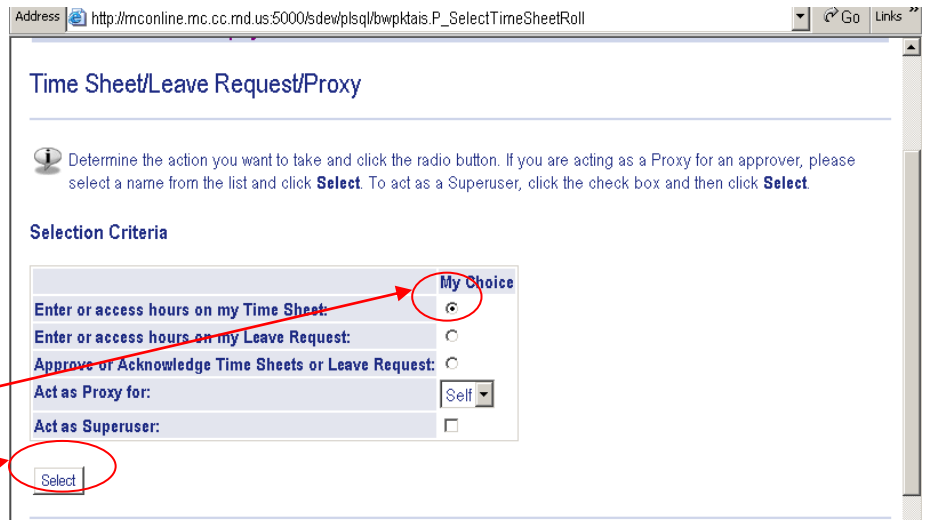


If you are an Approver of Time Sheets, you will have an extra screen before the Position Selection Screen above. The following screen is where you select your own Time Sheet or Approve Time Sheets. (Contact the Payroll Office for separate documentation for the Approver process. This documentation is for processing the employee’s own Time Entry.)

If you ARE an Approver

- 18. This is your opening page for Banner Web Time Entry if you are an Approver.

- A. The Enter or access hours on my Leave Request function is NOT available.
- B. Click on the radio button for Enter or access hours on my Time Sheet.
- C. Click on the Select button to get to the Position Selection page.

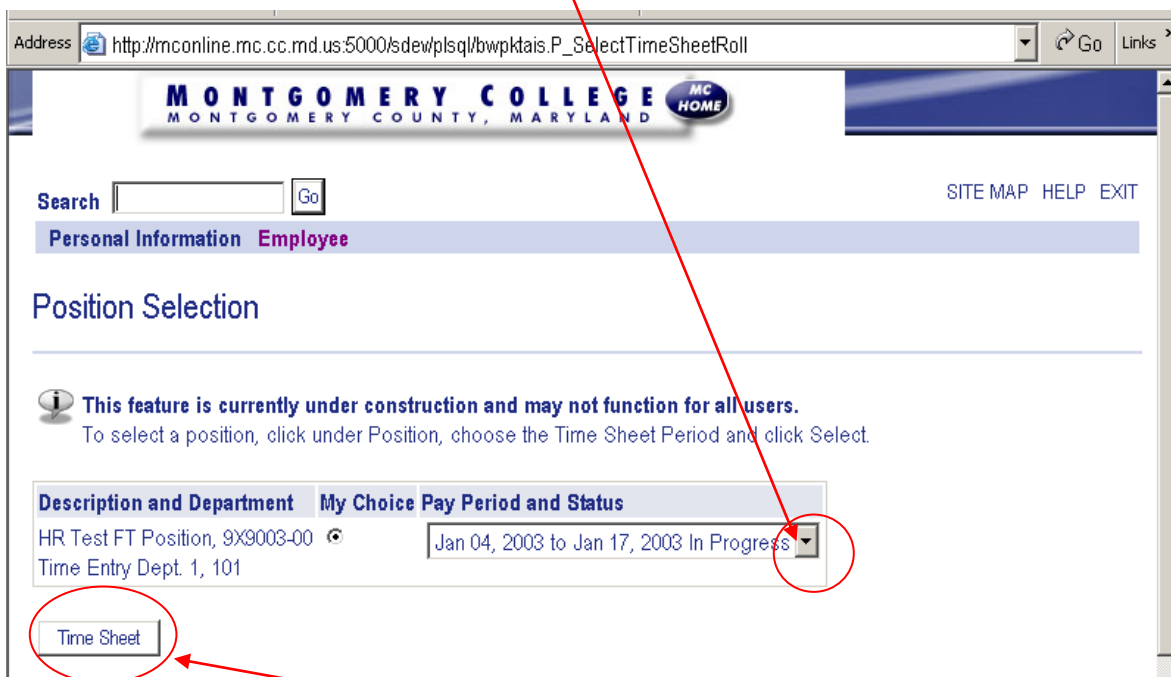


Note: This screen will NOT appear when an Approver initially uses the system and Time Sheet records have not yet been submitted. Once the first Time Sheet records have been submitted for approval, this screen will always appear.

The Position Selection Page

This is the page that all users of Banner Web Time Entry (non Approvers and Approvers) will use to select the Pay Period they wish to complete and submit.

19. Click on the arrow under “Pay Period and Status” to pick the Time Sheet Pay Period you want to process. Approximately two months of completed time periods will be available to review.



20. After you have selected the correct Pay Period, click on the Time Sheet button to view the time sheet for that pay period.

Note: You can Exit the Time Entry system before you submit your completed Time Sheet for a given pay period. If you click on the Time Sheet button for a "Not Started" pay period and then exit before you submit your Time Sheet, the system will change your Time Sheet status for that pay period from "Not Started" to "In Progress." When you enter that "In Progress" pay period again, the system will have saved all time entered from your previous session. You must, however, complete and submit your Time Sheet in order for the system to record your time entry for your Approver to access and approve for payroll processing.

This is your Banner Web Time Sheet

Important Note for current users of Banner Web Time Entry: SCT, the College's Banner vendor, has changed all of the screen grids in the Banner Web for Employees module. These changes have made a cosmetic change to the appearance of the Banner Web Time Sheet grids. SCT made these changes to enable visually disabled individuals to use a screen reader to perform Banner Web Time Entry. The phrase **Enter Hours** has been inserted into each of the previously empty blocks on your Time Sheet grid to accommodate various screen readers. This change was hard coded by SCT and cannot be altered by the College. Please do not be confused by the **Enter Hours** phrase. Continue to complete your Time Sheet exactly as you previously did. You will enter your hours in the **exact** same boxes that you did previously. You should not be confused by the **Enter Hours** phrase and attempt to enter time data in the date blocks where you have not worked or taken leave.

This is the First Week of your Banner Web Time Sheet

21. Use the **Scroll** bar on the right side of the page to move up and down this page to see the **First Week** of your Web Time Sheet and all the pay/leave categories you need to complete your Time Sheet.

Address: http://mconline.mc.cc.md.us:5000/sdew/plsq/bwpkteis_P_SelectTimeSheetDriver

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Position and Number: HR Test FT Position -- 9X9006-00
Department and Number: Time Entry Dept. 2 -- 102
Time Sheet Period: Feb 15, 2003 to Feb 28, 2003
Submit By Date: Feb 28, 2003 by 12:00 P.M.

| Earning | Shift | Default Hours or Units | Total Hours or Units | Saturday Feb 15, 2003 | Sunday Feb 16, 2003 | Monday Feb 17, 2003 | Tuesday Feb 18, 2003 | Wednesday Feb 19, 2003 | Thursday Feb 20, 2003 | Friday Feb 21, 2003 |
|------------------|-------|------------------------|----------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Regular Pay | 1 | 8.0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Sick Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Personal Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Holiday | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Shift Pay | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Professional Mtg | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |

22. Click on the **Next** button to view the **Second Week** of your Time Sheet.

Address: http://mconline.mc.cc.md.us:5000/sdew/plsq/bwpkteis_P_SelectTimeSheetDriver

| | | | | | | | | | | |
|-------------------|---|---|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Holiday | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Shift Pay | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Professional Mtg | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Bereavement Lv | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Civil Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| SOS Assignment | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Overtime 1.5 | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Straight Overtime | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Docked Pay - Hrly | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Submit for Approval **Next**

Submitted for Approval By: _____
Approved By: _____
Waiting for Approval From: _____

RELEASE: 5.3 powered by SCT

Important: Please review these screens thoroughly to become familiar with your Banner Web Time Sheet.

This is the Second Week of your Banner Web Time Sheet

23. Note the Previous button at the bottom of the Time Sheet page. If you click on the Previous button, it will take you back to the First Week of your Time Sheet.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Position and Number: HR Test FT Position -- 9\9006-00
 Department and Number: Time Entry Dept. 2 -- 102
 Time Sheet Period: Feb 15, 2003 to Feb 28, 2003
 Submit By Date: Feb 28, 2003 by 12:00 P.M.

| Earning | Shift | Default Hours or Units | Total Hours or Units | Saturday Feb 22, 2003 | Sunday Feb 23, 2003 | Monday Feb 24, 2003 | Tuesday Feb 25, 2003 | Wednesday Feb 26, 2003 | Thursday Feb 27, 2003 | Friday Feb 28, 2003 |
|------------------|-------|------------------------|----------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Regular Pay | 1 | 80 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Sick Leave | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Annual Leave | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Personal Leave | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Holiday | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Shift Pay | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Professional Mtg | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |

24. Take a look at some of the important optional screens available to you by clicking on the Preview and Comments buttons.

| | | | | | | | | | | |
|-------------------|---|---|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Holiday | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Shift Pay | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Professional Mtg | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Bereavement Lv | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Civil Leave | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| SOS Assignment | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Overtime 1.5 | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Straight Overtime | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Docked Pay - Hrly | 1 | 0 | 0 | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours | Either Hours |
| Total: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection **Comments** **Preview** Submit for Approval Restart **Previous**

Submitted for Approval By: _____
 Approved By: _____
 Waiting for Approval From: _____

RELEASE: 53 powered by

Note: There are many Special Pay and Leave categories listed which make the Time Sheet very long - but they are required by the Web Time Entry system. The leave categories cannot be eliminated on the Web Time Sheet without eliminating the actual pay/leave programs.

This is the Comments Page

The Comments page is not a required page but it is very useful when you want to notify your Time Sheet Approver about a sudden leave or time entry issue.

25. If you have typed in a message, be sure to click on the **Save** button.

26. Then click on the **Previous Menu** button to return to your Time Sheet.

Address: http://mconline.mc.cc.md.us:5000/sdev/plsql/bwbpktetm.P_TimeSheetButtonsDriver

Search [] Go SITE MAP HELP EXIT

Personal Information Employee

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record has been submitted for approval.

Made By: You
Comment Date: Feb 20, 2003
Enter or Edit Comment: I took Sick Leave on Friday, 2/28.

Save Previous Menu

RELEASE: 5.3 powered by @sct

This is the Preview Page

The Preview page is very useful for reviewing and/or printing your full Time Sheet - but make sure you print it landscape or it will not print correctly. (To print Landscape, choose File/Print/Properties/Paper/Landscape.)

27. Click on the **Previous Menu** button to return to your Time Sheet.

Important: Use the Preview page frequently when you are learning to use Web Time Entry to make sure you are recording your time worked and leave correctly. Some Approvers may want you to print this page if they are going to maintain a binder of Time Sheets for employees that they approve Time Sheets for.

Set your printer layout to Landscape before printing.

HRperson Trainee06
HR Test FT Position, 9x9006-00

Time Entry Dept. 2, 102

Time Sheet

| Earning Code | Shift | Total | Saturday, Feb 15, 2003 | Sunday, Feb 16, 2003 | Monday, Feb 17, 2003 | Tuesday, Feb 18, 2003 | Wednesday, Feb 19, 2003 | Thursday, Feb 20, 2003 | Friday, Feb 21, 2003 | Saturday, Feb 22, 2003 | Sunday, Feb 23, 2003 | Monday, Feb 24, 2003 | Tuesday, Feb 25, 2003 | Wednesday, Feb 26, 2003 | Thursday, Feb 27, 2003 | Friday, Feb 28, 2003 |
|---------------|-------|-----------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|
| Regular Pay | 1 | 72 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | |
| Sick Leave | 1 | 8 | | | | | | | | | | | | | | 8 |
| Total: | | 80 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 |

Comments

| Date | Made by | Comments |
|-----------------------|---------|------------------------------------|
| Feb 20, 2003 03:54 pm | You | I took Sick Leave on Friday, 2/28. |

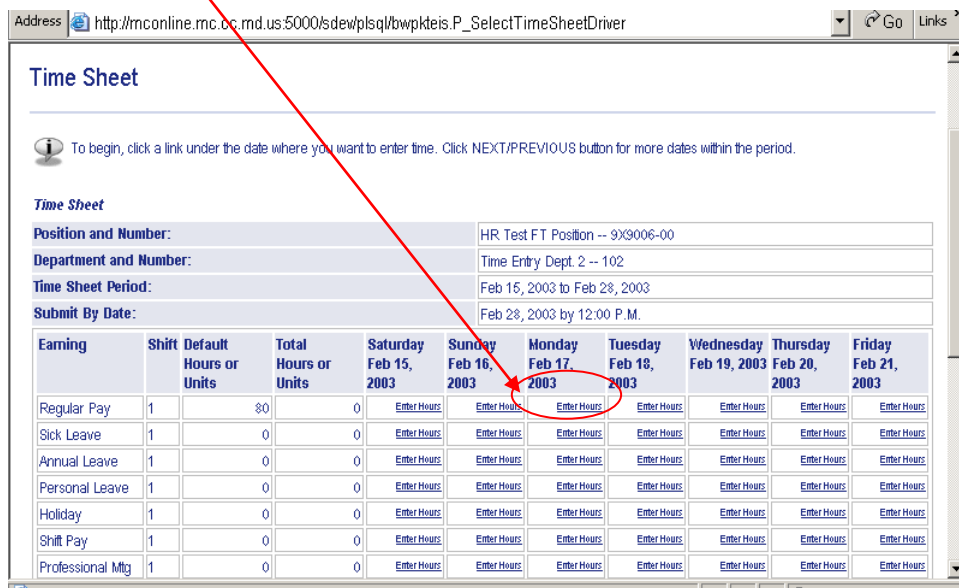
Previous Menu

Entering Your Time Entry Information

You are now back on your Time Sheet page. After you have scrolled up and down this page and clicked on the Next and Previous buttons to view each week of your Time Sheet, you are ready to begin to enter your time.

28. You will usually start on the first work day of the first week of your pay period.

29. Click on the Enter Hours box under the Date you want to start with. You will usually start with the first work day of the pay period on the Regular Pay line - but this will always depend on your time worked and/or leave for each day of a specific pay period.



Address http://mconline.mc.cc.md.us:5000/sdew/plsql/bwpkteis.P_SelectTimeSheetDriver Go Links

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Position and Number: HR Test FT Position -- 9X9006-00

Department and Number: Time Entry Dept. 2 -- 102

Time Sheet Period: Feb 15, 2003 to Feb 28, 2003

Submit By Date: Feb 28, 2003 by 12:00 P.M.

| Earning | Shift | Default Hours or Units | Total Hours or Units | Saturday Feb 15, 2003 | Sunday Feb 16, 2003 | Monday Feb 17, 2003 | Tuesday Feb 18, 2003 | Wednesday Feb 19, 2003 | Thursday Feb 20, 2003 | Friday Feb 21, 2003 |
|------------------|-------|------------------------|----------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Regular Pay | 1 | 80 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Sick Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Annual Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Personal Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Holiday | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Shift Pay | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Professional Mtg | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |

Tip: You do not have to enter the Web Time Entry system on a daily basis. You can complete and submit your Time Sheet in one session at the end of the pay period at the time when your Approver has noted it is due. The Payroll Office recommends that you open your Time Sheet during the first week to begin recording your time, then complete and submit your Time Sheet late in the pay period just before the time your Approver has noted it is due.

The screen below will then appear and will contain an Hours or Units block.

30. Enter the number of hours of Regular Pay time (or leave) in the Hours or Units block that you want to record for the Date that you clicked.

31. You can record your pay or leave for that ONE day by clicking on the Save Hours or Units button.

32. Or - you can copy the number you have entered into multiple days by clicking on the Copy Hours or Units button.

This is the Copy Page

33. On this page, you can copy the number you entered in the Hours/Units box by checking each day that you want to copy that number into.

34. Leave blank those days you plan to work different Regular time hours or take leave or that will be a holiday. (You will use the individual Date/Save function for those dates.)

35. Then click on the Copy button. The system will give you a message that says "your hours have been copied successfully."

Some Issues with the Copy Page

Warning: The Copy page will let you check on the "Copy from date displayed to end of the pay period" box. But - watch out for this function. We don't advise using it - at least while you are getting used to Web Time Entry. It will add Regular Pay to a Holiday pay day and you could wind up with 8 hours of Regular pay and 8 Hours of Holiday pay for the same day and you will have to correct it.

Do not use this check box with the individual date check boxes. You are giving the system a "mixed" message and you will get an Error message.

36. After you have clicked on the **Copy Hrs/Units/Acct. Dist.** button and the system gives you the "your hours have been copied successfully" message, you must click on the **Previous Menu** button to check your Time Sheet to see if your time appears correctly. Make sure you check the Next button to check both weeks.

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates.

Earnings Code: Regular Pay, Shift 1
Date, Hours or Units to Copy: Feb 17, 2003, 8 Hours or Units

Copy from date displayed to end of the pay period:

Include Saturday(s):

Include Sunday(s):

Copy by date:

| | | | | | | |
|--|--|---|--|--|---|---|
| Saturday Feb 15, 2003 <input type="checkbox"/> | Sunday Feb 16, 2003 <input type="checkbox"/> | Monday Feb 17, 2003 <input checked="" type="checkbox"/> | Tuesday Feb 18, 2003 <input checked="" type="checkbox"/> | Wednesday Feb 19, 2003 <input checked="" type="checkbox"/> | Thursday Feb 20, 2003 <input checked="" type="checkbox"/> | Friday Feb 21, 2003 <input checked="" type="checkbox"/> |
| Saturday Feb 22, 2003 <input type="checkbox"/> | Sunday Feb 23, 2003 <input type="checkbox"/> | Monday Feb 24, 2003 <input checked="" type="checkbox"/> | Tuesday Feb 25, 2003 <input checked="" type="checkbox"/> | Wednesday Feb 26, 2003 <input checked="" type="checkbox"/> | Thursday Feb 27, 2003 <input checked="" type="checkbox"/> | Friday Feb 28, 2003 <input type="checkbox"/> |

Time Sheet Previous Menu Copy

Note: the Copy Hours or Units function does not work the same way as the Save Hours or Units function. After you have copied hours into multiple days, you must return to your Time Sheet screens to view your data entry and to continue to record regular pay adds or changes and other leaves.

The Save Hours or Units function records only one pay or leave entry and you do not have to click on the Previous Menu button to see the saved entry.

You should practice recording your Regular pay and your various leaves taken to become comfortable with recording your hours worked and leave taken. Before you submit your Time Sheet, you can use the Restart button, which is located at the bottom of the Time Sheet pages to delete all of your Time Entry edits and start over.

Submitting and Certifying your Time Sheet

37. Once you have completed your Time Sheet, it is very important to click on the Preview button to make sure your Time Sheet is correct before you press the Submit for Approval button.

38. When you are sure that your Time Sheet is complete, click on the Submit for Approval button.

| Personal Leave | U | U | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
|-------------------|---|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Holiday | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Shift Pay | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Professional Mtg | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Bereavement Lv | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Civil Leave | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| SOS Assignment | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Overtime 1.5 | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Straight Overtime | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Docked Pay - Hly | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total: | | | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview **Submit for Approval** Restart Previous

Submitted for Approval By: _____
 Approved By: _____
 Waiting for Approval From: _____

RELEASE: 3.3 powered by @sct

Important! - You cannot correct your Time Sheet after you have clicked on the Submit for Approval button. If your Approver does not make any necessary changes to your Time Sheet before it is approved, you must submit a Time Sheet Correction Voucher.

When you Click on the Submit for Approval button, the following Certification page will appear asking you to re-enter your PIN to certify that your Time Sheet is accurate.

39. Enter your PIN.

40. Click on the Submit button.

Your Time Sheet is now submitted.

Address: http://mconline.mc.cc.md.us:5000/sdew/plsql/bwpktrm.P_TimeSheetButtonsDriver

MONTGOMERY COLLEGE
MONTGOMERY COUNTY, MARYLAND

Search [] Go SITE MAP HELP EXIT

Personal Information **Employee**

Certification

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 and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Login web page.

PIN: []

Submit

RELEASE: 3.3 powered by @sct

After you submit your Time Sheet, your Time Sheet will appear with this text at the bottom of the Time Sheet. This confirms that you successfully submitted your Time Sheet for approval.

- 41. At the bottom of your submitted Time Sheet page, the text will note that your Time Sheet was “Submitted for Approval by: You on <submittal date>” and your Time Sheet is “Waiting for approval from:” the name of your Time Sheet Approver.**

| Category | Count | Hours | Rate | Amount | Other | Other | Other | Other | Other | Other | Other |
|-------------------|-------|-------|------|--------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Personal Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Holiday | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Shift Pay | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Professional Mtg | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Bereavement Lv | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Civil Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| SOS Assignment | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Overtime 1.5 | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Straight Overtime | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Docked Pay - Hdy | 1 | 0 | 0 | | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total: | | 80 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |

Position Selection Comments Preview Previous

Submitted for Approval By: You on Feb 14, 2003

Approved By:

Waiting for Approval From: HRperson Trainee01

RELEASE: 1.3 powered by

That's it!

To exit Time Entry, click on the Log Off link at the top left-hand corner of the My MC heading.

Please be sure to check the next page if you have additional questions about the Banner Web Time Entry process or need to contact the Payroll Office.

ADDITIONAL HELP
FOR BANNER WEB TIME ENTRY

Help with your Banner Web Time Sheet, Time or Leave Issues

Please contact the Payroll Office with any questions or problems you may have on completing your Time Sheets on the Banner Web Employee Services site. You should also contact the Payroll Office with any additional issues relating to recording your time or leave or the approval process. The phone numbers and email addresses to contact the Payroll Office staff are as follows:

| | |
|--|--|
| ckong@mc.cc.md.us | Chooi Kong, staff/admin, 301-279-5331 |
| vakpe@mc.cc.md.us | Ronnie Akpe, students/temps, 301-279-5330 |
| kjwillia@mc.cc.md.us | Kathy Williams, approval/proxy questions, 301-279-5329 |

Banner Web Time Entry Documentation

Please Note: The focus of this documentation is on Banner Web Time Entry functionality and not on the rules and regulations for recording your time worked and leaves.

If you have questions about the rules and regulations of Time Entry, please click on the FAQ (Frequently Asked Questions) link on the main menu for Banner Web for Employee Services or contact the Payroll Office staff as noted above.