



University of New Haven

Online Time Entry for Student Employees!!

If you experience problems or have questions, please contact:

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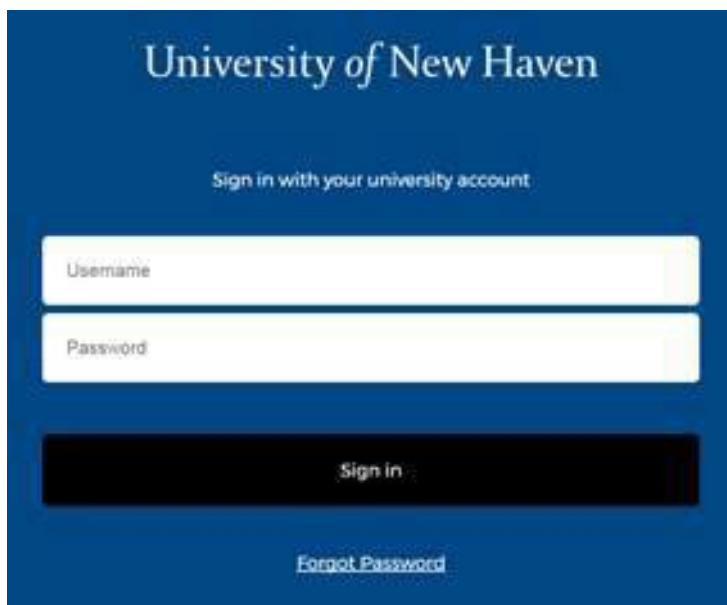
Banner Web Time Entry for Student Employees

Logging into Self Service Banner:

Click the link below to login to MyCharger:

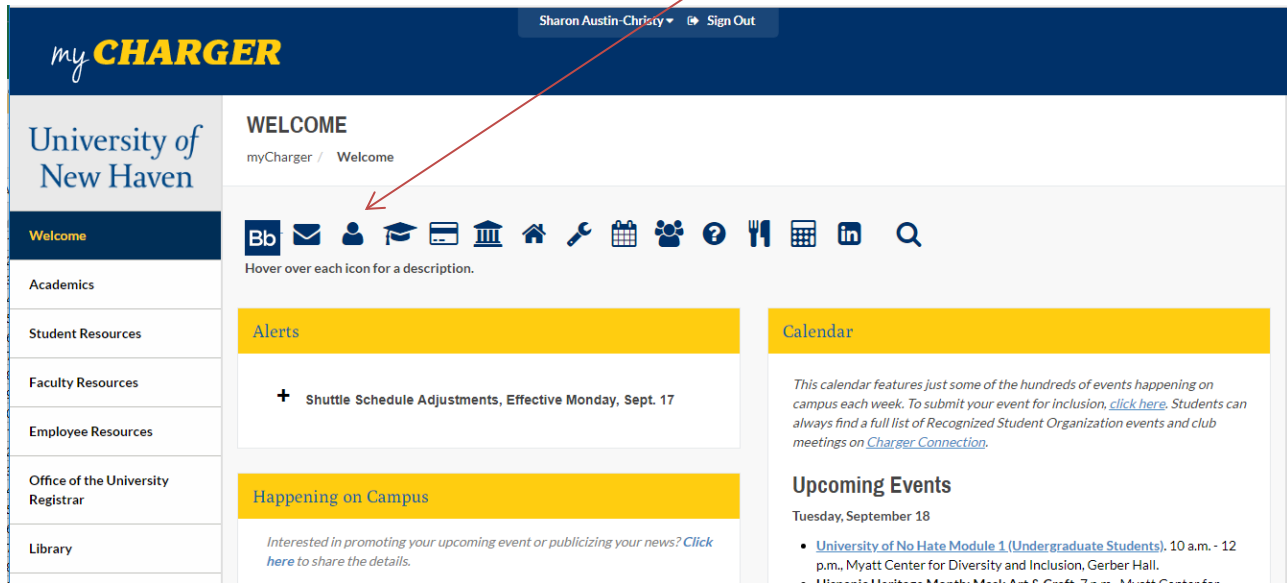
<https://mycharger.newhaven.edu/>

When the login screen appears, enter your network Username and Password and click Sign In:



The image shows a login screen for the University of New Haven. At the top, the text "University of New Haven" is displayed in a white serif font against a dark blue background. Below this, the instruction "Sign in with your university account" is centered in a smaller white font. There are two white input fields: the first is labeled "Username" and the second is labeled "Password". Below these fields is a large black button with the text "Sign in" in white. At the bottom of the screen, there is a link that says "Forgot Password" in a small white font.

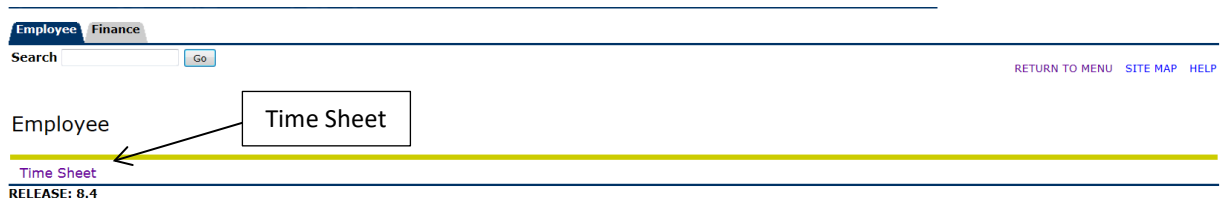
To access Self Service Banner (SSB), under Welcome, click on the SSB icon:



When the Main Menu appears, click on Employee:



When the Employee menu appears, click on Time Sheet:



The Time Sheet Selection menu will appear. You will see your position(s) displayed and a pull down menu to choose the pay period. Choose the position you wish to enter time for and the current pay period and click on the Time Sheet button:

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Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department
 Student Graduate, GHROE1-00
 Business Office, 700002
 FWS -Marching Band, WBND01-00
 Business Office, 700002

My Choice Pay Period and Status
 Aug 06, 2012 to Aug 12, 2012 In Progress
 Aug 06, 2012 to Aug 12, 2012 Not Started

RELEASE: 8.3

Click on Enter Hours under a date you wish to enter time for:

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Graduate -- GHROE1-00
Department and Number: Business Office -- 700002
Time Sheet Period: Jul 30, 2012 to Aug 05, 2012
Submit By Date: Aug 06, 2012 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 30, 2012	Tuesday Jul 31, 2012	Wednesday Aug 01, 2012	Thursday Aug 02, 2012	Friday Aug 03, 2012	Saturday Aug 04, 2012	Sunday Aug 05, 2012
Graduate Student	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

RELEASE: 8.4

Enter in and out punches to record your time for the day and **click the save button** at the bottom of the page. You can click on the Time Sheet button to return to your time sheet.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jul 30, 2012
Earnings Code: Graduate Student

Shift	Time In	Time Out	Total Hours
1	09:00 AM	11:30 AM	2.5
1	12:00 PM	04:00 PM	4
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

Enter in and out punches. Be sure to enter in and out punches for breaks

Click save when you finish entering time

Click Time Sheet to return to your time sheet

****Important****
Time must be entered in 00:00 format in 15 minute intervals. Be sure to choose the appropriate AM or PM selection

Time Sheet Next Day
Add New Line Save Copy Delete

Account Distribution
Earnings Code Shift Hours
Graduate Student 1 6.5 Account Distribution

When your time sheet is completed for the pay period, be sure to review it carefully and click the Submit for Approval button at the bottom of the page. If you have more than one student job, you will need to submit each time sheet separately. You should submit your time sheet(s) for approval after your last shift for the pay period. ***Your time sheet must be submitted for approval no later than the date and time specified.***

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Graduate -- GHROE1-00
Department and Number: Business Office -- 700002
Time Sheet Period: Jul 30, 2012 to Aug 05, 2012
Submit By Date: Aug 06, 2012 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 30, 2012	Tuesday Jul 31, 2012	Wednesday Aug 01, 2012	Thursday Aug 02, 2012	Friday Aug 03, 2012	Saturday Aug 04, 2012	Sunday Aug 05, 2012
Graduate Student	1		0	6.5		6.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6.5			6.5	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
 RELEASE: 8.4

DEADLINE for submitting time for approval

Click Submit for Approval Button when your time sheet is complete

You will see a confirmation that your time sheet was submitted on the top of the page. The bottom of the page will show that your time sheet is waiting to be approved by your supervisor. If you have more than one position, and you wish to enter time in another time sheet, click on the Position Selection button at the bottom of the page. If you are finished entering time, select Exit at the top of the page to log out of web time entry.

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ **Your time sheet was submitted successfully.**

Time Sheet
Title and Number: Student Graduate -- GHROE1-00
Department and Number: Business Office -- 700002
Time Sheet Period: Aug 06, 2012 to Aug 12, 2012
Submit By Date: Aug 13, 2012 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Aug 06, 2012	Tuesday Aug 07, 2012	Wednesday Aug 08, 2012	Thursday Aug 09, 2012	Friday Aug 10, 2012	Saturday Aug 11, 2012	Sunday Aug 12, 2012
Graduate Student	1		0	7		7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			7			7	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: You on Aug 10, 2012
Approved By:
Waiting for Approval From: Neil Chamberland

Confirmation of time submittal

Exit web time entry

To enter time for a different position, click the Position Selection button to view all your positions

The bottom of the screen displays the date your time card was submitted for approval and that is ready for your supervisor to approve

Frequently Asked Questions:

Q: What happens if I submit my time sheet for approval, but I forgot to put some of my time in?

A: Your supervisor can enter the time in your time sheet for you.

Q: How do I know when my time sheet has been approved by my supervisor?

A: You can see the status of your time sheet when you log into Web Time Entry. Use the pull down arrow under “My Choice Pay Period and Status” to view pay periods and the status of your time sheet.

- **Not Started** – You have not opened your time sheet
- **In Progress** – Your time sheet is open and you have entered time
- **Pending** – Your time sheet is complete, you have submitted it and it is waiting for your supervisor to approve
- **Approved** – Your time sheet has been approved by your supervisor and has been sent to the payroll office for processing
- **Completed** – The payroll office has completed processing your time sheet