

# Web Time Entry

## Instructions for Employees

Introduction: Page 2

Section 1: Login to My Ramapo - Page 3

Section 2: Enter and Submit Time - Page 7

The **Web Time Entry** component of **Employee Self Service** allows employees to submit their time off via an electronic Time Sheet.

As a full time employee the payroll system knows your regular schedule and legal holidays. You need only enter time off, or what is known as "exception" time.

Your time off will be reviewed and approved by a supervisor or manager referred to as an "Approver."

Because My Ramapo is available on the web you do not need to be on campus or at your desk to record your time off.

You will need to submit your electronic time sheet for approval every other Friday (Thursday in the Summer) for approval by your supervisor.

#### PART TIME and HOURLY EMPLOYEES: Please see Web Time Entry Instructions for Hourly Employees

## Log in to My Ramapo (Luminis) Self Service:

#### Logging In - To log in you must have:

A computer equipped with a Web browser and an internet connection.

A Ramapo User Identification or Login Name and Password. User name and password are the same for both My Ramapo and e-mail.

#### My Ramapo Login Procedure:

- 1. Open a supported Internet web browser. These include Internet Explorer Netscape, Firefox and Safari
- 2. Enter the URL: http://my.ramapo.edu
- 3. In the Secure Access Login box, enter your user name and password and click Login.

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| MY RAMAPO   |   |                 |
| Secure Access Login   | Welcome to My Ramapo Luminis Portal.  |                 |
| User Name: Password:  | This secure site provides the Ramapo College students, faculty and staff communities with access to a growing number of or<br>services. Inside you can check your e-mail, calendar, and participate in online groups. | 1-line          |
| Login Cancel<br>Having problems logging in? Click here.                   | What's Inside?  |                 |
|   | E-mail: Send and receive e-mail, and create your own personal address book.   |                 |
| How do I get a user name and password? Click Here                         | Calendar: Access and manage your personal, course and school calendars.   |                 |
| My Ramapo additional links<br>Quick Reference User Guide<br>My Ramapo FAQ | Groups: Create, manage and join group homepages for clubs, affiliations and interests.  |                 |
| Usage Policy<br>Forgot your password?                                     | and much more   |                 |
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Once you log in the system displays your homepage.

(Note: The tabs available on your home page may differ based on the roles you have in the system)

Click on the **Employee Resources** tab:

Click through the links Web Self Service



to reach the web self service Login Page

Log in using your Email User Name and Password.

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## **Enter and Submit Time**

Click on the **Employee** link:

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**Note:** Your **Main Menu** might have different options depending on the roles you have on campus.

### Click on the **Time Sheet** link:

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| Employee   |                                 |           |
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| Your employee information has been gathered and updated on an ongoing basis via various employment documents. In the event that you notice discrepan<br>to correct them via Employee Self Service. In the event that you are not able to correct discrepancies, please contact the Benefits Office at ext 7230 or 3<br>Benefits Deductions and Leave Balance discrepancies, Employee Services and Records at ext 7781 for Jobs Summary discrepancies or the Payroll Office at<br>tax form information. | 7502 regarding                  |           |
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| Benefits and Deductions  |                                 |           |
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| Direct deposit allocation, earnings and deductions history, or pay stubs.  |                                 |           |
| Tax Forms  |                                 |           |
| W4 information or W2 Form.   |                                 |           |
| Jobs Summary   |                                 |           |
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Time Sheet

Select the correct pay period and then the Time Sheet button

The Time Sheet Status will be Not Started

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**Note:** Though you can see past pay periods you may not update any past payroll information.

You will see the first week of the pay period and all the paid time off categories for which you are eligible. Paid time off includes **Vacation**, **Sick**, and others depending on your eligibility by employee type.

**Remember:** All regular time, including legal holidays, is assumed by the payroll system. You need only enter time off, or exception, time.

To view the following week click on the Next button.

Restart Removes all entries and gives you a blank sheet.

Comments

Allows you to make notes for your approver.

Once you open your Time Sheet the status will be **In Progress** 

Begin entering time by selecting the desired date and the type of time taken.

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In this case we are entering 7 hours of Vacation for Monday, September 28<sup>th</sup>.

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If you are taking multiple days of the same time you may use the <u>Copy</u> feature to duplicate the entry over additional days.

If you are done with the entry for that day click on the Save button.

You will see we have entered additional time off.

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When you are done entering time for this pay period click on the

Submit for Approval button.

The system will ask you to verify the submission by re-entering your password. This is your "electronic signature" to the Time Sheet.

If you had no paid time off hours to enter you will get a message of "No Hours Submitted". This is correct. Remember, the payroll system has your regular hours. Only time off is recorded with the Time Sheet

The system will direct your Time Sheet to your designated approver

Once your time sheet has been submitted you may **NOT** retrieve or make any changes to your Time Sheet. For any changes or updates you will have to contact your Approver directly prior to the payroll submission deadline.

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| Q Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within  | the period.   |
| Vour time sheet was submitted successfully. Time Sheet Title and Number: Clerical Assistant Hourly 230 Department and Number: Human Resources 72101 Time Sheet Period: Submit By Date: Oct 09,2010 by 11:59 P.M. | 425-00  |
| Earning Shift Default Total Total Saturday Sunday Monday   | Tuesday Wednesday Thursday Friday                                 |
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You will get the message that :

Your time sheet was submitted successfully.

The status of your Time Sheet will go to **Pending**.

When your approver approves the Time Sheet the status will be **Approved**.

When you are paid for that pay period the status will be **Complete**.