

ELLUCIAN

BANNER

Time Sheet

TRAINING



**Login to My Northwest-Shoals
CONV**

Login here to view your personal information.

Apply for Admission

Enter a new application or return to complete an application.

General Financial Aid

Financial Aid Application and Information Links.

Campus Directory

Contact Information for campus employees.

Class Schedule

View the current schedule of classes.

Course Catalog

View course information, including course description.



User Login

Please Note: ID is Case Sensitive

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login

[Click Here for Help with Login?](#)

This is your personal information:

User ID: _____

PIN: _____

Click on the Employee Tab

Personal Information Student **Employee** Finance

Personal Information: Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student: Apply for Admission, Register, View your academic records and Financial Aid

Employee: Enter hours on Time Sheets; Request Time off; View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 or TD1/TP-1015.3-V information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data; Approve Documents; View Document details and more.

Finance: Create or review financial documents, budget information, approvals.

Then Click on Time Sheet

Personal Information Student **Employee** Finance

Time Sheet	Leave Report	Request Time Off	Leave Balances
Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.	Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	Tax Forms W4 information, W2 Form or T4 Form.	Jobs Summary
Campus Directory	Electronic Personnel Action Forms		

Time Sheet Selection

Home > Select Time Sheet

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

Title and Department	My Choice	Pay Period and Status
Clerk Human Resources, SS9777-00 Human Resources, 1001		Dec 16, 2013 to Jan 15, 2014 Not Started

Time Sheet

Choose the pay period from the drop down box and select "Time Sheet"

Select "Enter Hours" underneath the day hours were worked

Time and Leave Reporting

Home > Time Sheet

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: Clerk Human Resources -- SS9777-00
Department and Number: Human Resources -- 1001
Time Sheet Period: Dec 16, 2013 to Jan 15, 2014
Submit By Date: Jan 18, 2014 by 06:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Dec 16, 2013	Tuesday Dec 17, 2013	Wednesday Dec 18, 2013	Thursday Dec 19, 2013	Friday Dec 20, 2013	Saturday Dec 21, 2013	Sunday Dec 22, 2013
Regular PT Pay	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

Position Selection Comments Preview Submit for Approval Restart Next

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

Example: Worked 6 hours on Wednesday, December 18, 2013

If the date you worked is not shown, select next and it will advance you to the next week.

Time In and Out

Home > Time In Out page

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: Wednesday, Dec 18, 2013

Earnings Code: Regular PT Pay

Shift	Time In	Time Out	Total Hours
1	8:00 AM	2:00 PM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

You must now enter your "Time In" and "Time Out" for the Day

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

Then select "Save." This will save your hours for that date.

You can also copy the hours worked to a new day. Press "Copy" to copy these hours.

Once you select "Copy" you will be brought to this page. You can then check the box for the date in which you would like the copied hours to be entered.

Find a page...

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code:

Regular PT Pay

Date and Hours to Copy:

Dec 18, 2013, 6 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Dec 16, 2013 <input checked="" type="checkbox"/>	Tuesday Dec 17, 2013 <input type="checkbox"/>	Wednesday Dec 18, 2013 <input checked="" type="checkbox"/>	Thursday Dec 19, 2013 <input type="checkbox"/>	Friday Dec 20, 2013 <input type="checkbox"/>	Saturday Dec 21, 2013 <input type="checkbox"/>	Sunday Dec 22, 2013 <input type="checkbox"/>
Monday Dec 23, 2013 <input type="checkbox"/>	Tuesday Dec 24, 2013 <input type="checkbox"/>	Wednesday Dec 25, 2013 <input type="checkbox"/>	Thursday Dec 26, 2013 <input type="checkbox"/>	Friday Dec 27, 2013 <input type="checkbox"/>	Saturday Dec 28, 2013 <input type="checkbox"/>	Sunday Dec 29, 2013 <input type="checkbox"/>
Monday Dec 30, 2013 <input type="checkbox"/>	Tuesday Dec 31, 2013 <input type="checkbox"/>	Wednesday Jan 01, 2014 <input type="checkbox"/>	Thursday Jan 02, 2014 <input type="checkbox"/>	Friday Jan 03, 2014 <input type="checkbox"/>	Saturday Jan 04, 2014 <input type="checkbox"/>	Sunday Jan 05, 2014 <input type="checkbox"/>
Monday Jan 06, 2014 <input checked="" type="checkbox"/>	Tuesday Jan 07, 2014 <input type="checkbox"/>	Wednesday Jan 08, 2014 <input checked="" type="checkbox"/>	Thursday Jan 09, 2014 <input type="checkbox"/>	Friday Jan 10, 2014 <input type="checkbox"/>	Saturday Jan 11, 2014 <input type="checkbox"/>	Sunday Jan 12, 2014 <input type="checkbox"/>
Monday Jan 13, 2014 <input checked="" type="checkbox"/>	Tuesday Jan 14, 2014 <input type="checkbox"/>	Wednesday Jan 15, 2014 <input checked="" type="checkbox"/>				

Time Sheet

Previous Menu

Copy

Select "Copy" for these days to be copied and saved. Then select "Time Sheet" to see the hours that were copied.

Time and Leave Reporting

Home > Time Sheet

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: Clerk Human Resources -- SS9777-00
Department and Number: Human Resources -- 1001
Time Sheet Period: Dec 16, 2013 to Jan 15, 2014
Submit By Date: Jan 18, 2014 by 06:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Dec 16, 2013	Tuesday Dec 17, 2013	Wednesday Dec 18, 2013	Thursday Dec 19, 2013	Friday Dec 20, 2013	Saturday Dec 21, 2013	Sunday Dec 22, 2013
Regular PT Pay 1		0	6		6	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6		6	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

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



Click "Preview" to view all hours entered for the pay period.

Set your printer layout to Landscape before printing.

Jessica Rabbit
Clerk Human Resources, SS9777-00

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday Dec 16, 2013	Tuesday Dec 17, 2013	Wednesday, Dec 18, 2013	Thursday Dec 19, 2013	Friday Dec 20, 2013	Saturday Dec 21, 2013	Sunday Dec 22, 2013	Monday Dec 23, 2013	Tuesday Dec 24, 2013	Wednesday, Dec 25, 2013	Thursday Dec 26, 2013	Friday Dec 27, 2013	Saturday Dec 28, 2013	Sunday Dec 29, 2013	Monday Dec 30, 2013	Tuesday Dec 31, 2013
Regular PT Pay 1		36		6		6													
Total Hours:		36		6		6													
Total Units:			0																

Time In and Out, Regular PT Pay

Monday Dec 16, 2013	Tuesday Dec 17, 2013	Wednesday Dec 18, 2013	Thursday Dec 19, 2013	Friday Dec 20, 2013	Saturday Dec 21, 2013	Sunday Dec 22, 2013	Monday Dec 23, 2013	Tuesday Dec 24, 2013	Wednesday Dec 25, 2013	Thursday Dec 26, 2013	Friday Dec 27, 2013	Saturday Dec 28, 2013	Sunday Dec 29, 2013	Monday Dec 30, 2013	Tuesday Dec 31, 2013
08:00 AM 02:00 PM		08:00 AM 02:00 PM													

[Previous Menu](#)

This shows the 6 hours were copied to Wednesday, December 18, 2013. It also shows the Total Hours worked for the pay period. Once the Time Sheet is reviewed, select "Previous Menu."

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: Clerk Human Resources -- SS9777-00
Department and Number: Human Resources -- 1001
Time Sheet Period: Dec 16, 2013 to Jan 15, 2014
Submit By Date: Jan 18, 2014 by 06:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Dec 16, 2013	Tuesday Dec 17, 2013	Wednesday Dec 18, 2013	Thursday Dec 19, 2013	Friday Dec 20, 2013	Saturday Dec 21, 2013	Sunday Dec 22, 2013
Regular PT Pay	1	0	36		6	Enter Hours	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			36		6	0	6	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

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



If the Time Sheet is correct, select "Submit for Approval"

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.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

[Submit](#)

You must then re-enter your PIN and select "Submit."

This certification is just saying that you are the one that entered the leave and no one did it for you.

Time was submitted and is now awaiting approval by your supervisor.

Time and Leave Reporting

[Home](#) > [Time Sheet](#)

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: Clerk Human Resources -- SS9777-00

Department and Number: Human Resources -- 1001

Time Sheet Period: Dec 16, 2013 to Jan 15, 2014

Submit By Date: Jan 18, 2014 by 06:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Dec 16, 2013	Tuesday Dec 17, 2013	Wednesday Dec 18, 2013	Thursday Dec 19, 2013	Friday Dec 20, 2013	Saturday Dec 21, 2013	Sunday Dec 22, 2013
Regular PT Pay	1	0	36		6	Enter Hours	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			36		6	0	6	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#)

[Comments](#)

[Preview](#)

[Next](#)

[Return Time](#)

Submitted for Approval By: You on Jan 07, 2014

Approved By:

Waiting for Approval From: Tia Stone