



Web Time Entry

Instructions for Employees

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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.

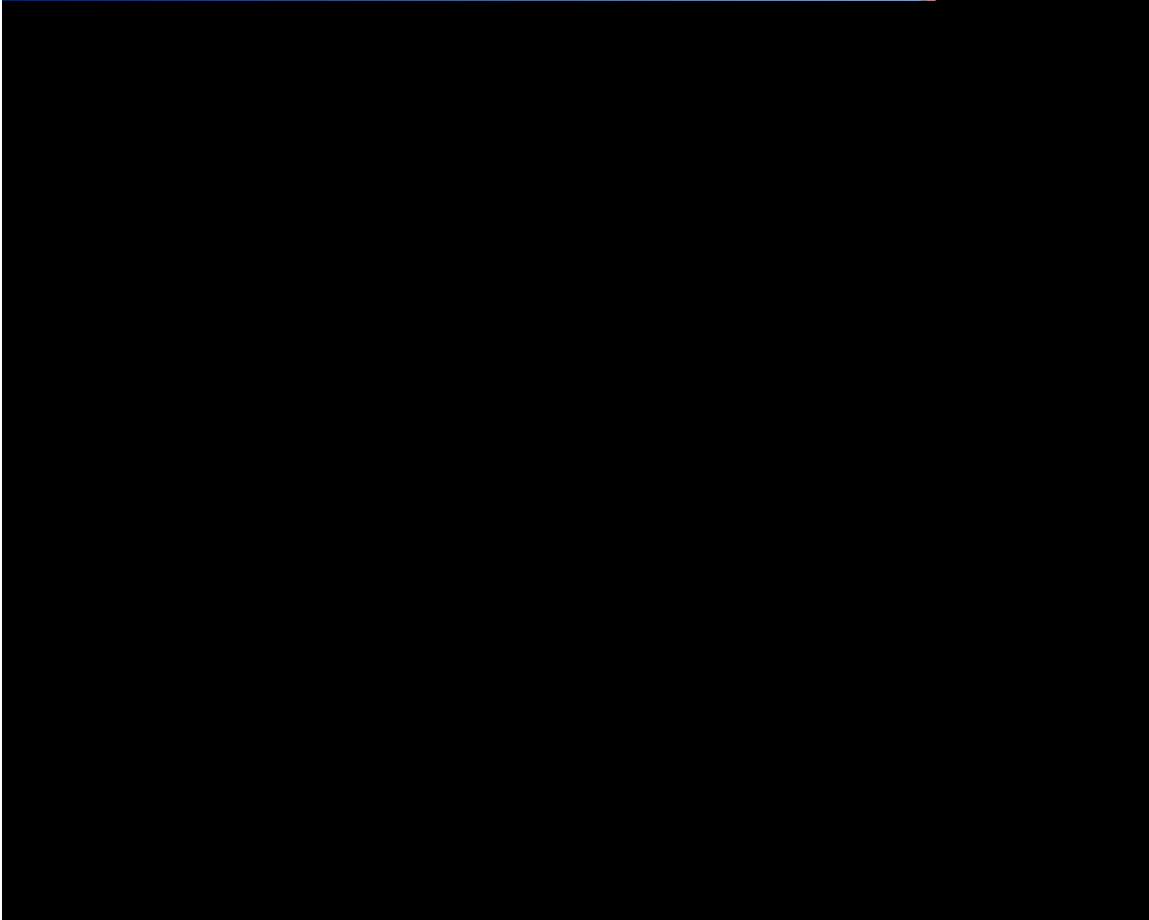
You will need to submit your electronic time sheet for approval every other Friday (Thursday in the Summer) for approval by your supervisor.

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

Log in to My Ramapo (Luminis) Self Service:

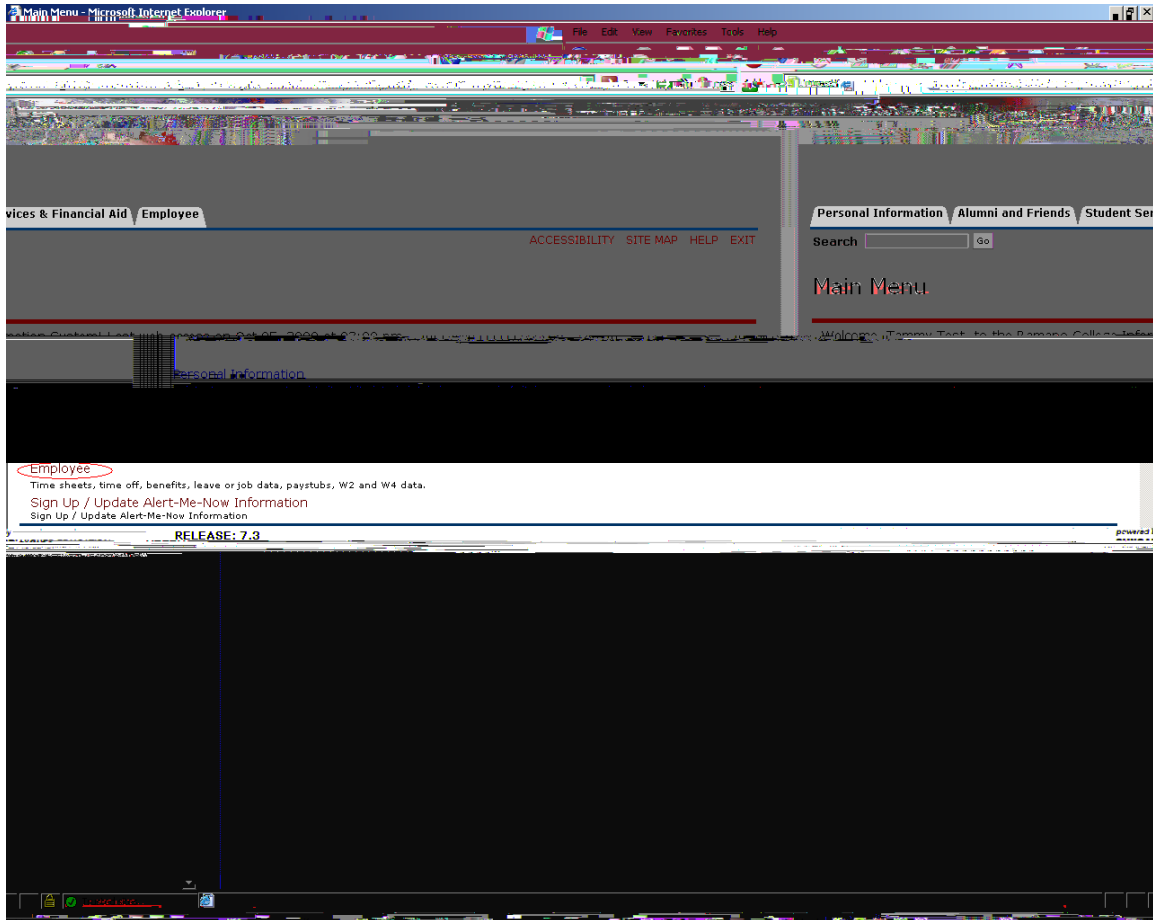
Logging In - To log in you must have:

Log in using your Email User Name and Password.



Enter and Submit Time

Click on the **Employee** link:



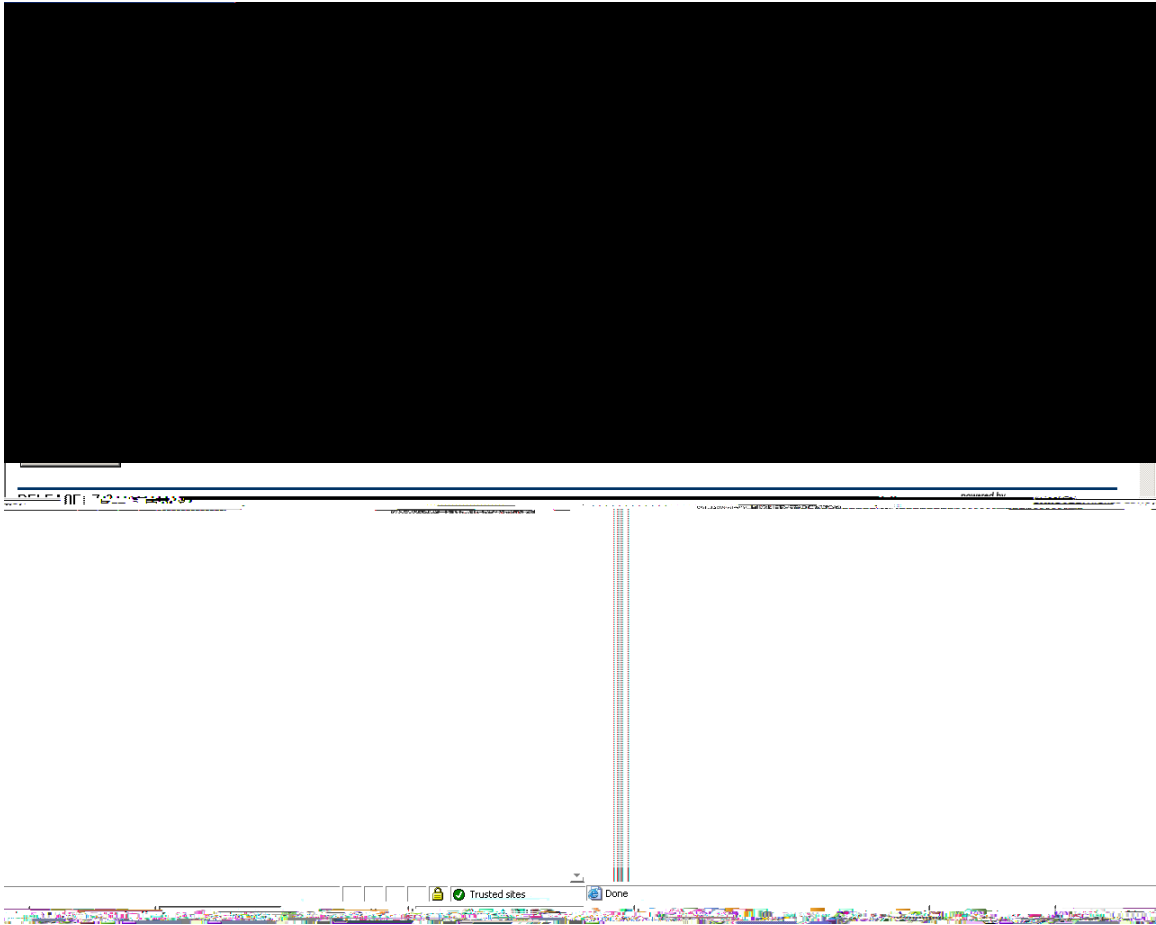
Note: Your **Main Menu** might have different options depending on the roles you have on campus.

Click on the ~~Web Site~~ [Instructions Full 1 TfEmployees.doc](#)

Select the correct pay period and then the **Time Sheet** button



The Time Sheet Status will be **Not Started**



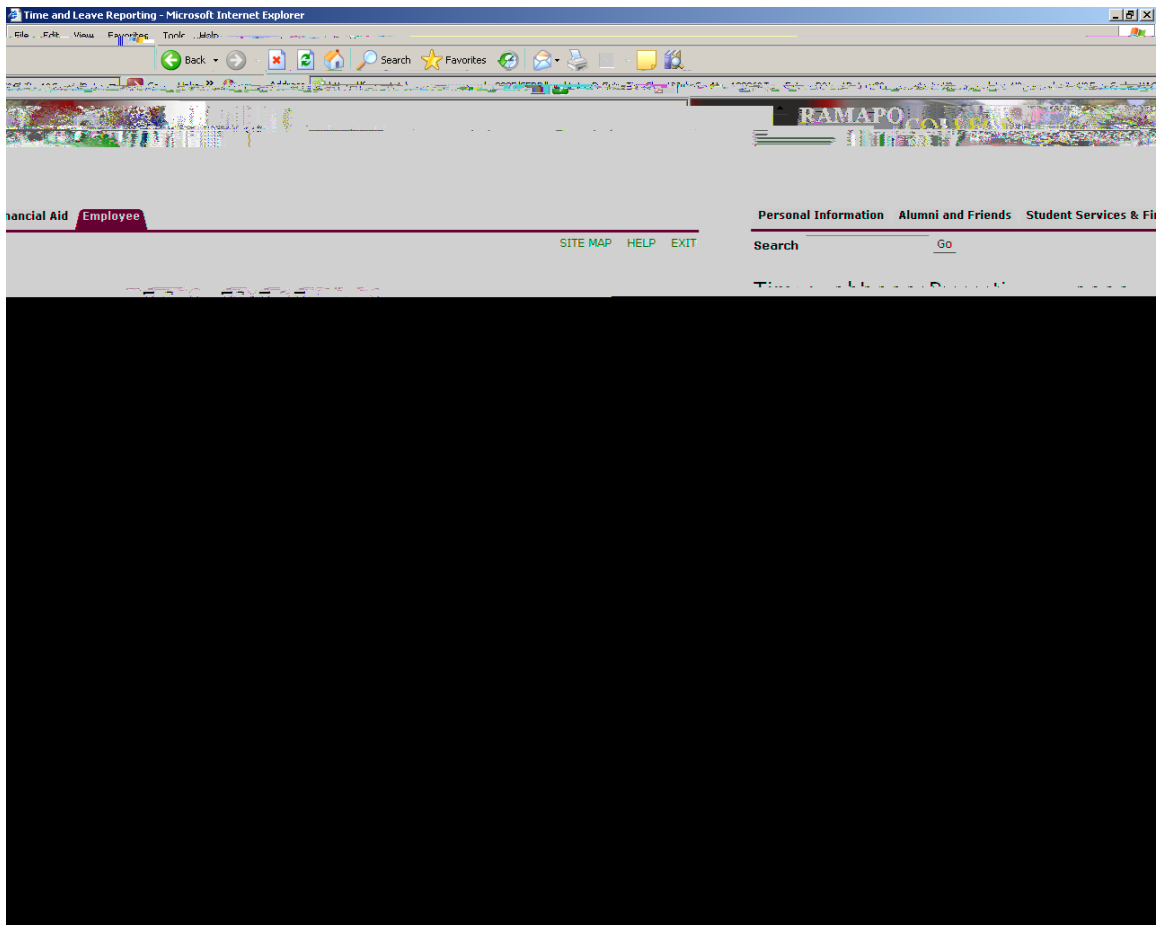
Note: Though you can see past pay periods you may not update any past payroll information.

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 button.

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



If you are taking multiple days of the same time you may use the feature to duplicate the entry over additional days.

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

You will see we have entered additional time off.

Time and Leave Reporting - Microsoft Internet Explorer

Department and Number: Human Resources -- 72101
 Time Sheet Period: Sep 26, 2009 to Oct 09, 2009
 Submit By Date: Oct 10, 2009 by 11:59 P.M.
 Earning: Sick Time
 Date: Oct 02, 2009
 Shift: 1
 Hours: 4.5

Save Copy Account Distribution

Friday 9 Oct 02, 2009	Earning	Shift: Default	Total	Total Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Enter Hours	Hours or Units	Hours Units	Sep 26, 2009	Sep 27, 2009	Sep 28, 2009	Sep 29, 2009	Sep 30, 2009	Oct 01, 2009	
4.5	Vacation Time	1	0	7	Enter Hours	Enter Hours	7	Enter Hours	Enter Hours
	Sick Time	1	0	4.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Compensation Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
1		1	0	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Time
1		1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Leave-Voluntary Furlough
1		1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Union Activity
1		1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Jury Duty
1		1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Sick Leave Injury
1		1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Comp Time Earned NL
0	4.5	Total Hours:		18.5	0	0	7	7	0
0	0	Total Units:		0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

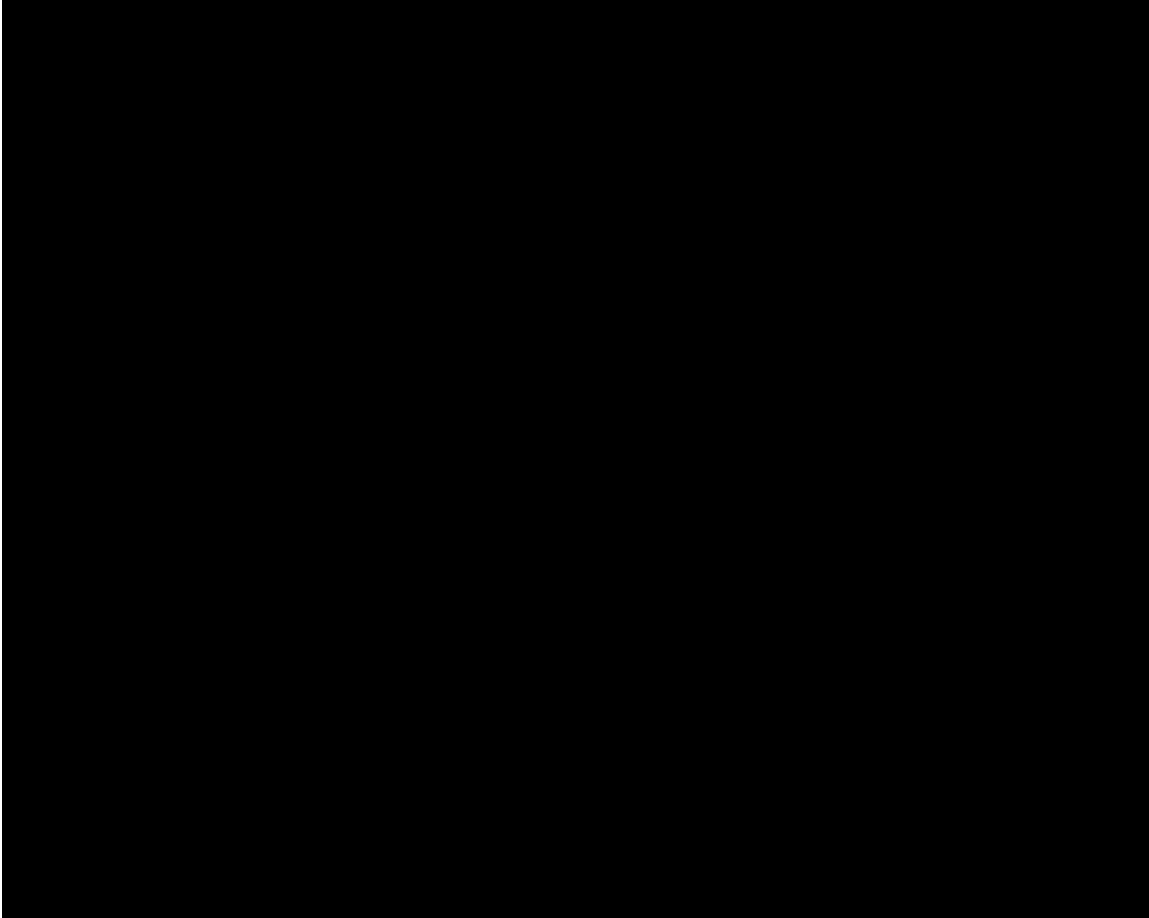
Submitted for Approval By: _____
 Waiting for Approval From: _____
 RELEASE: 7.2.1.1

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

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



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**.