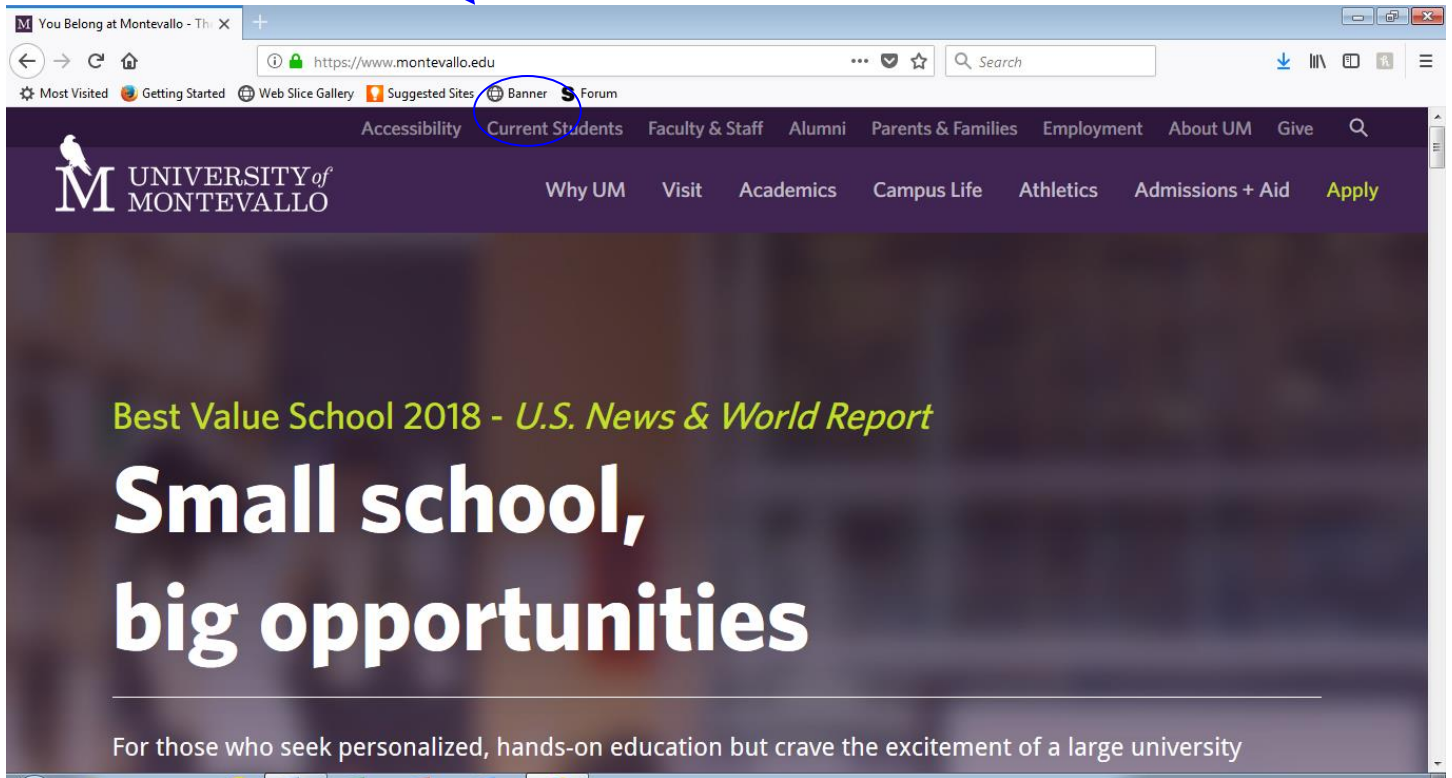


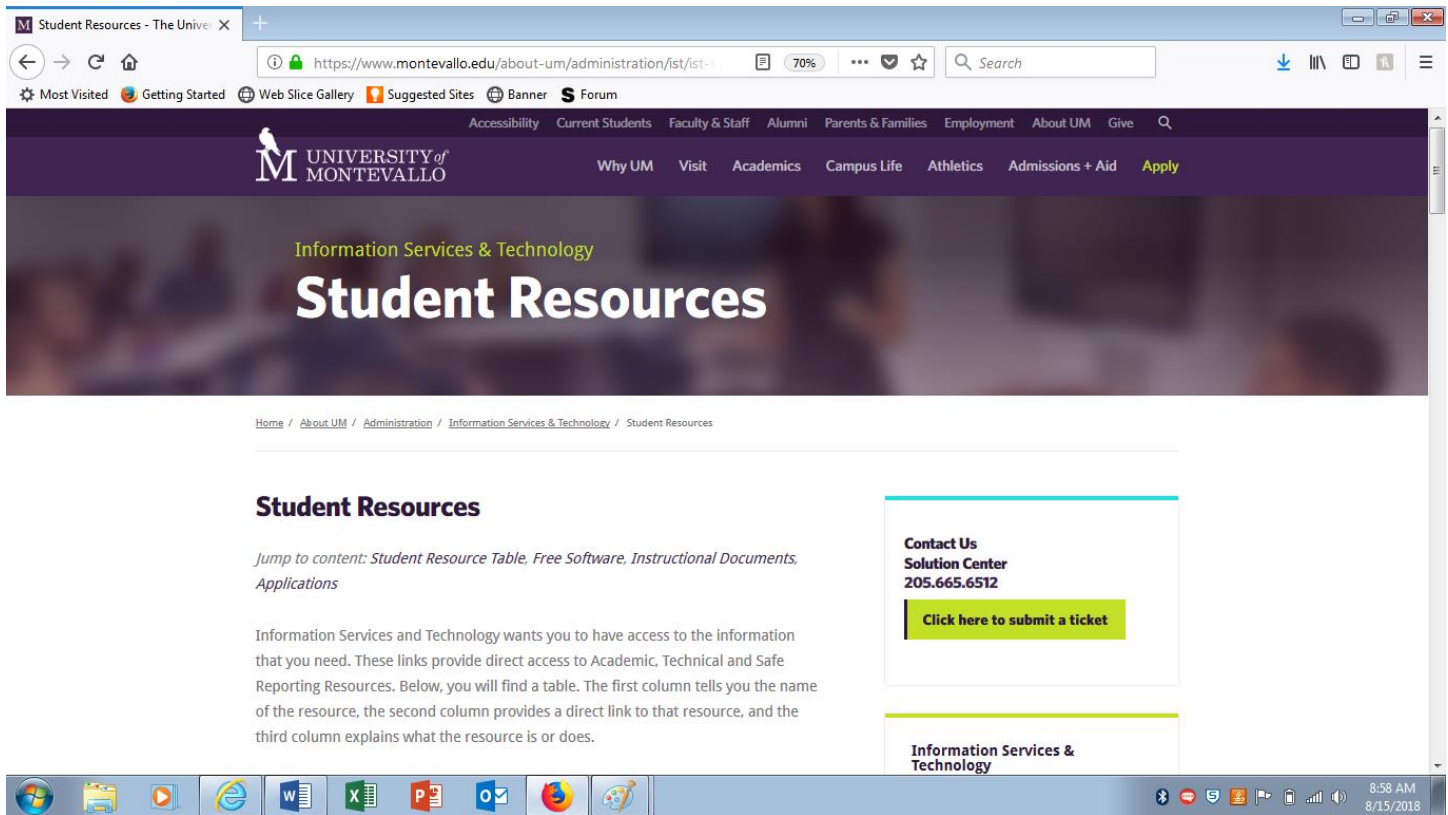
UNIVERSITY OF MONTEVALLO WEB TIME ENTRY FOR STUDENTS

Follow this path to log in:

- ❖ Open your internet browser
 - Go to www.montevallo.edu
 - Click on **Current Students**



❖ Once you've clicked Current Students, it will take you to the Student Resources page



❖ Scroll down and click **Banner Self- Service**

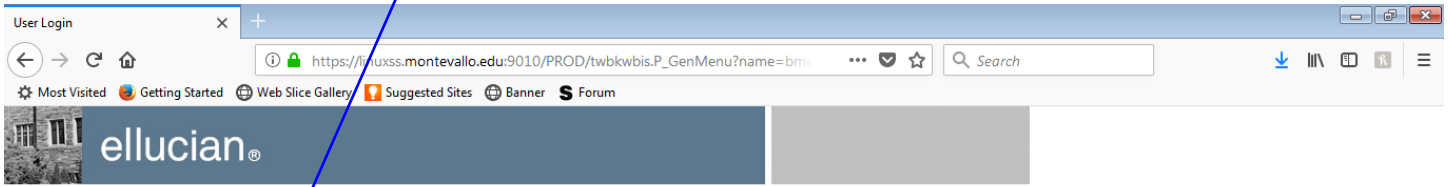
The screenshot shows a web browser window with the URL <https://www.montevallo.edu/about-um/administration/ist/ist-ress>. The page displays a list of student resources in a table format. The 'Banner Self Service' link is circled in blue, and a blue arrow points from the instruction above to it.

Canvas	Canvas	This link is for class-related materials that are posted on Canvas.
Student Email	UM Email	This link is used to access student email.
Colleges at UM	Colleges at UM	This link takes you to a page in the academics section with direct links to all four UM Colleges.
Registrar's Office	Registrar's Office	This link takes you the landing page for the Registrar's Office.
Banner Self Service	Banner Self Service	This link connects you to student information from the Registrar, Advising and Student Life.
Cashier's Office	Cashier's Office	This link takes you to the Cashier's Office webpage.

Technology

- Computer Refresh
- Meet the Staff of IS&T
- Secure FalconNet
- Solution Center
- Technology Advisory Council
- Web Oversight Committee
- Service Level Agreements
- IS&T Policies and Procedures
- IS&T Projects
- Student Resources
- IS&T Systems
- Faculty and Staff Resources

- ❖ Enter your User ID (M#) and Password
 - If you are a new student worker, your pin number will be provided to you when you turn in your new-hire paperwork to Human Resources.
 - Click Login



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

Please Note: ID is Case Sensitive

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

User ID:

PIN:

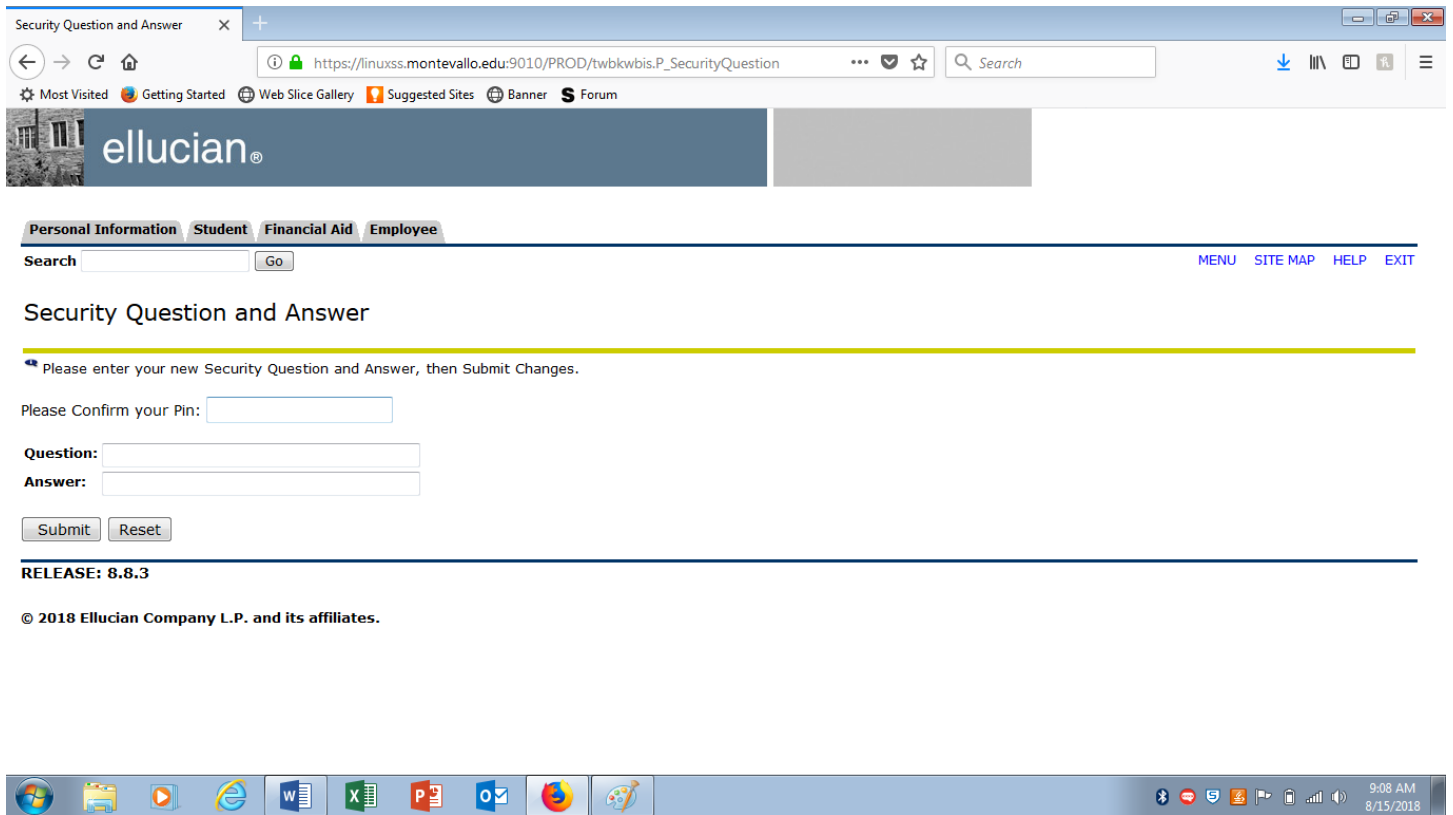
RELEASE: 8.8.3

© 2018 Ellucian Company L.P. and its affiliates.

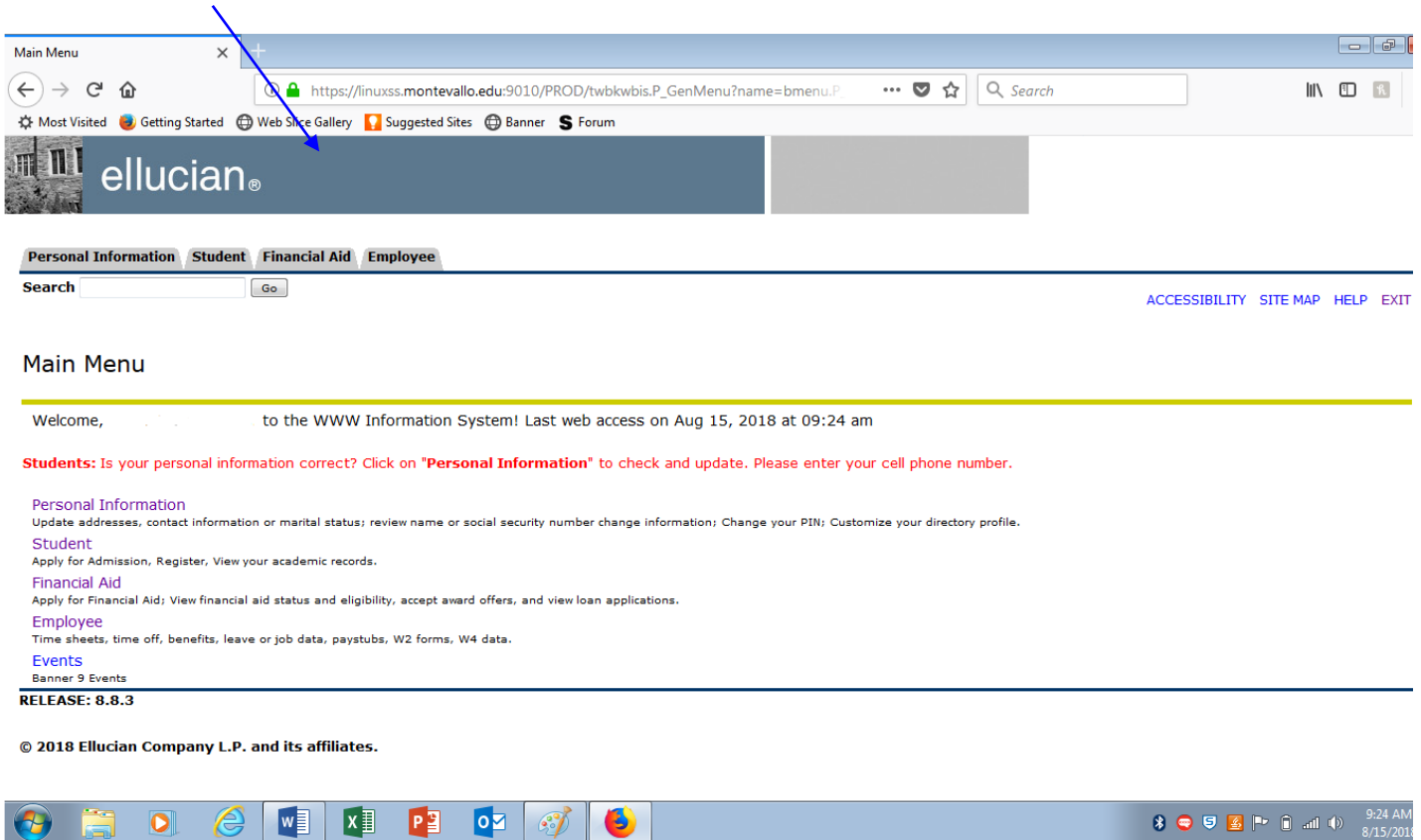
This software contains confidential and proprietary information of Ellucian or its subsidiaries.

Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

- ❖ If you do not have a Security question set up, you will be prompted to do so.
 - Click Submit



❖ Select the **Employee Tab**



❖ Select Time Sheet

The screenshot shows a web browser window with the URL https://linuxss.montevallo.edu:9010/PROD/twbkwbis.P_GenMenu?name=pmenu.P. The page features the Ellucian logo and a navigation menu with tabs for **Personal Information**, **Student**, **Financial Aid**, and **Employee**. Below the menu is a search bar and a "Go" button. On the right side, there are links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#).

Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [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](#)
- [Leave Balances](#)
- [BossCars](#)
Enter Parking Permit Request

RELEASE: 8.8.3

© 2018 Ellucian Company L.P. and its affiliates.

- ❖ Choose the pay period you wish to view and click the **Time Sheet** button. If you have more than one job, please make sure the radio button is clicked for the job you wish to enter time. Click the Time Sheet button to enter your time worked. You may view previous time sheets that have been entered through self services by choosing a different pay period then clicking the Time Sheet button.

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	My Choice	Pay Period and Status
<input type="radio"/> CWS - Institutional Support, CWS183-00 Human Resources, 13635		Jun 24, 2018 to Jul 07, 2018 Completed
<input checked="" type="radio"/> CWS - Institutional Support, CWS193-00 Human Resources, 13635		Aug 05, 2018 to Aug 18, 2018 Not Started
<input type="radio"/> Maven, GJ2510-00 Admissions, 12510		Aug 05, 2018 to Aug 18, 2018 Not Started

Time Sheet

RELEASE: 8.12.1.5

© 2018 Ellucian Company L.P. and its affiliates.

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: Jobship -- GJ3631-00
Department and Number: Business Office -- 13631
Time Sheet Period: Jan 29, 2012 to Feb 11, 2012
Submit By Date: Feb 13, 2012 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 29, 2012	Monday Jan 30, 2012	Tuesday Jan 31, 2012	Wednesday Feb 01, 2012	Thursday Feb 02, 2012	Friday Feb 03, 2012	Saturday Feb 04, 2012	
Regular Hours	1	0	24.5		Enter Hours	Enter Hours	Enter Hours	6.5	Enter Hours	6	Enter Hours	
Total Hours:			24.5			0	0	0	6.5	0	6	0
Total Units:				0	0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

You should see the earnings code that you are eligible to earn for this particular job. Click on "Enter Hours" for the day you wish to enter time. Click Next to scroll through the pay period and enter time for a date not shown.

Notice the Submit By Date. This is the last date that your **supervisor** can approve your time sheet. Your due date will be before this time. Please communicate with your supervisor to determine when that deadline will be.

NOTE: IF YOU ARE COLLEGE WORK STUDY OR EARN A FLAT RATE YOU WILL SEE THE APPROPRIATE EARN CODES AND REGULAR PAY. DO NOT ENTER TIME FOR THE REGULAR PAY. ENTER TIME FOR THE COLLEGE WORK STUDY OR STUDENT FLAT RATE EARN CODE.

SunGard Higher Education - Windows Internet Explorer

http://forum.montevallo.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fs

File Edit View Favorites Tools Help

University of Montevallo Free Hotmail Web Slice Gallery

SunGard Higher Education

forUM

Back to Banner Tab

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: Jobship -- GJ3631-00
Department and Number: Business Office -- 13631
Time Sheet Period: Jan 29, 2012 to Feb 11, 2012
Submit By Date: Feb 13, 2012 by 11:59 AM

Earning: Regular Hours
Date: Jan 29, 2012
Shift: 1
Hours:

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 29, 2012	Monday Jan 30, 2012	Tuesday Jan 31, 2012	Wednesday Feb 01, 2012	Thursday Feb 02, 2012	Friday Feb 03, 2012	Saturday Feb 04, 2012
Regular Hours	1	0	24.5		Enter Hours	Enter Hours	Enter Hours	6.5	Enter Hours		6
Total Hours:			24.5			0	0	0	6.5	0	6
Total Units:				0		0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Local intranet 100%

start Search Desktop Inbox Oracle Oracle WEB TI SunGar 4:34 PM

Verify that you have the correct day selected. If you are Regular earnings or College Work Study, enter the amount of hours worked for each day worked. You are not required to enter a zero for days not worked. If you are Student Flat Rate, enter the number 1 on any day during the month. Click the save button. **(Note: All jobs are shift 1 – DO NOT change this from 1)**

SunGard Higher Education - Windows Internet Explorer

http://forum.montevallo.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fs

File Edit View Favorites Tools Help

University of Montevallo Free Hotmail Web Slice Gallery

SunGard Higher Education

forUM

Back to Banner Tab

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: Jobship -- GJ3631-00
Department and Number: Business Office -- 13631
Time Sheet Period: Jan 29, 2012 to Feb 11, 2012
Submit By Date: Feb 13, 2012 by 11:59 AM

Earning: Regular Hours
Date: Jan 29, 2012
Shift: 1
Hours:

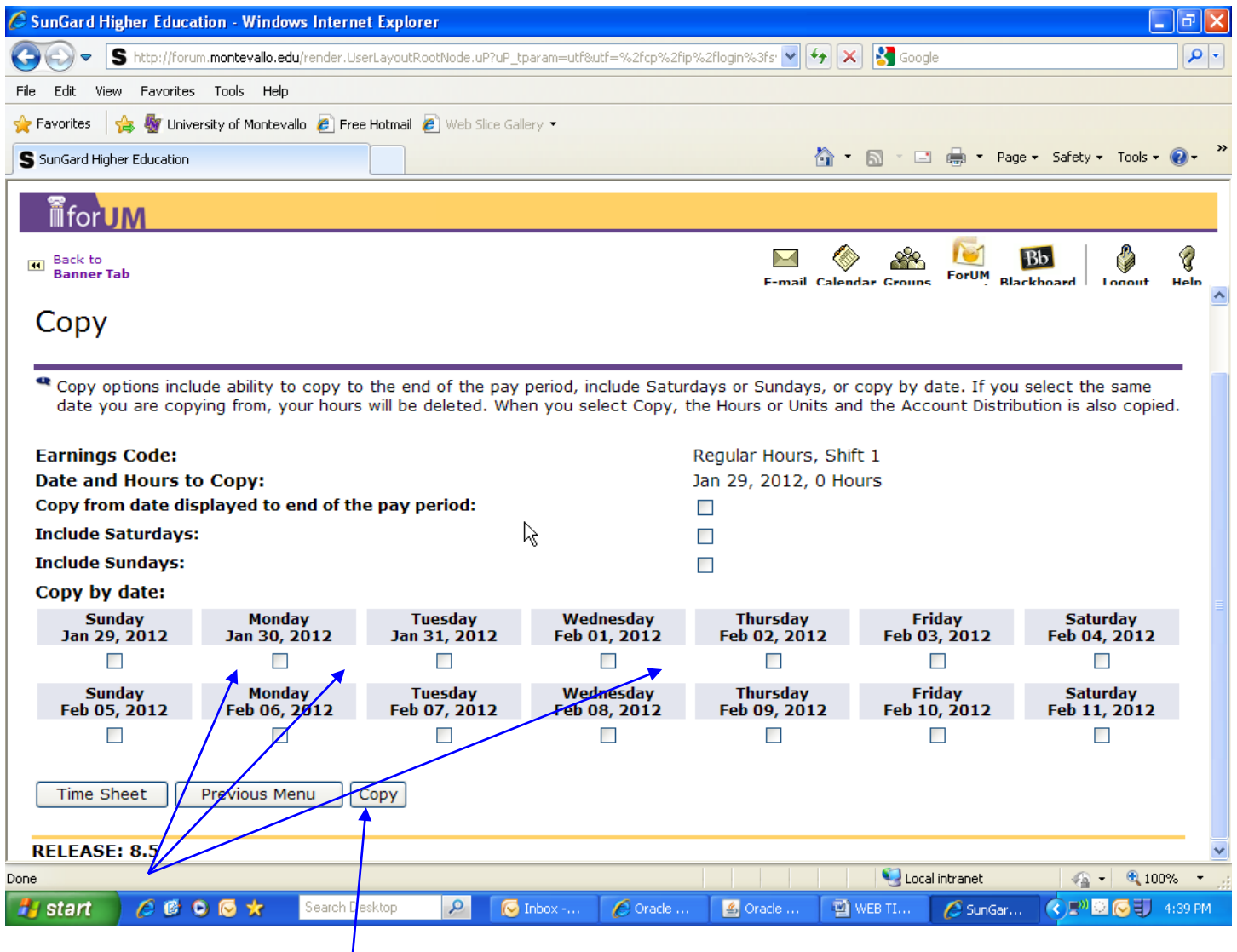
Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 29, 2012	Monday Jan 30, 2012	Tuesday Jan 31, 2012	Wednesday Feb 01, 2012	Thursday Feb 02, 2012	Friday Feb 03, 2012	Saturday Feb 04, 2012
Regular Hours	1	0	24.5		Enter Hours	Enter Hours	Enter Hours	6.5	Enter Hours		6
Total Hours:			24.5		0	0	0	6.5	0	0	6
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Error on page. Local intranet

You may wish to enter the same amount of time for several days during the pay period. You may do this at one time by clicking the copy button. Make sure that the day and amount of hours you wish to copy have already been selected before you click copy.



Click the box underneath the day that you wish to copy the time to. You may do several days at once. Click the copy button.

SunGard Higher Education - Windows Internet Explorer

http://forum.montevallo.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fs

File Edit View Favorites Tools Help

University of Montevallo Free Hotmail Web Slice Gallery

SunGard Higher Education

forUM

Back to Banner Tab

Department and Number:

Time Sheet Period: Jan 29, 2012 to Feb 11, 2012
Submit By Date: Feb 13, 2012 by 11:59 AM

Earning: Regular Hours
Date: Jan 29, 2012
Shift: 1
Hours:

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 29, 2012	Monday Jan 30, 2012	Tuesday Jan 31, 2012	Wednesday Feb 01, 2012	Thursday Feb 02, 2012	Friday Feb 03, 2012	Saturday Feb 04, 2012
Regular Hours	1	0	24.5		Enter Hours	Enter Hours	Enter Hours	6.5	Enter Hours		6
Total Hours:			24.5			0	0	0	6.5	0	6
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

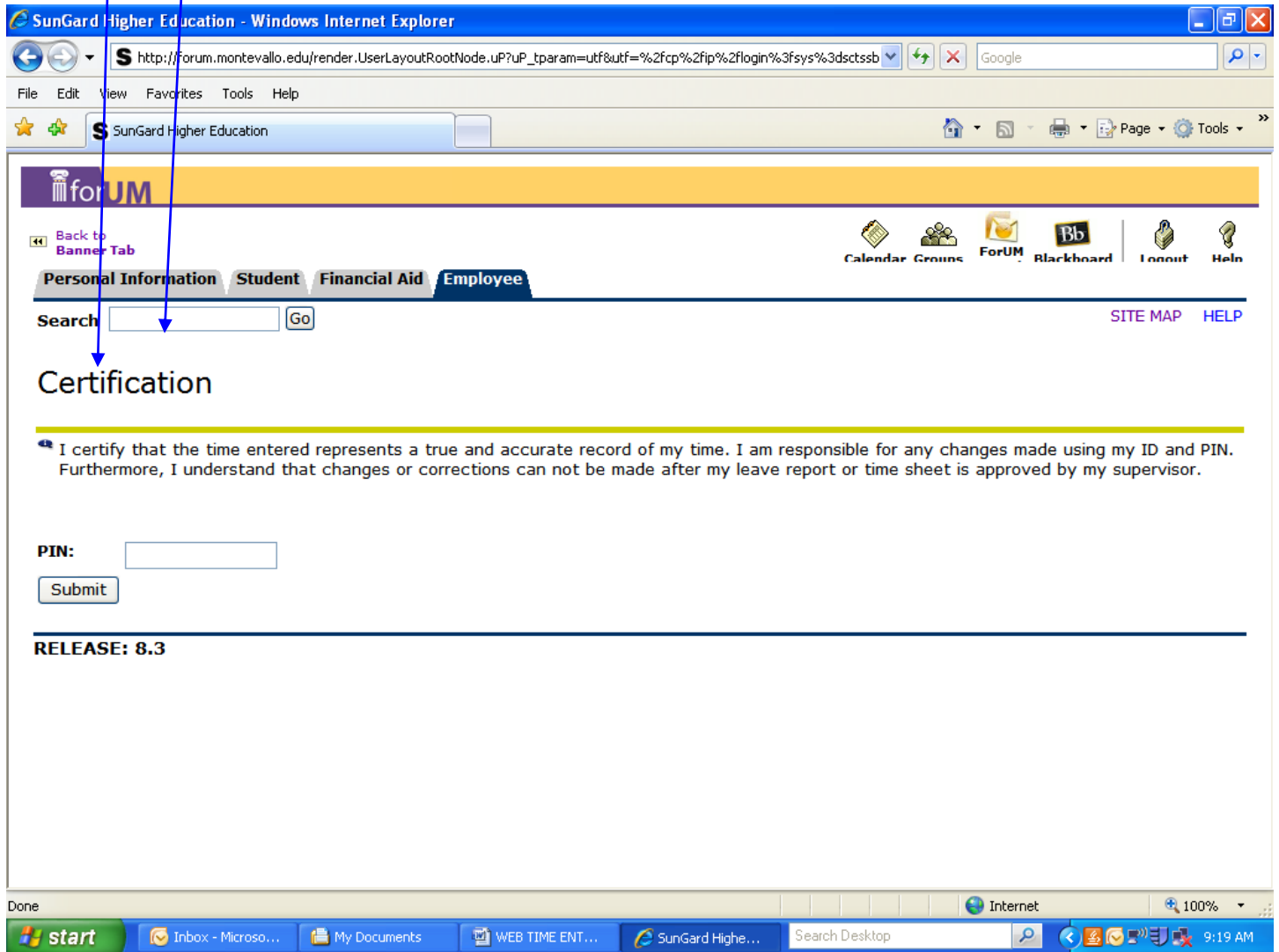
Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.5

You will see your hours that you copied are filled in on your time sheet. Continue entering time for the rest of the pay period by clicking next to scroll to more days & clicking enter hours for the days worked (except if you are Student Flat Rate). You may do this as often as you like during the pay period as soon as you can access your time sheet. Clicking the save button when finished entering the hours will save it so your time entered will be there when you access your time sheet later.

You will then be asked to verify you are the one submitting this information and that everything entered is correct. To certify the time and submit the information for approval:

- >Enter your PIN and
- >Click **Submit**



Once it is submitted the employee can not access the report to make changes. The supervisor will need to return it for correction in order for the employee to correct an error.

When your time sheet has been submitted successfully, it will indicate the date it was submitted for approval and the status of that approval. Your supervisor will go in to review the report. Once it has been approved it is ready for the payroll process.

The screenshot shows a web browser window displaying the SunGard Higher Education portal. The page title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows a URL from forum.montevallo.edu. The page content includes a navigation bar with "forUM" and various utility icons. The main content area is titled "Time Sheet Period:" and "Submit By Date:". Below this, there are fields for "Earning:", "Date:", "Shift:", and "Hours:". A "Regular Hours" section shows "Jan 29, 2012" and a shift of "1". There are buttons for "Save", "Copy", and "Account Distribution".

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 29, 2012	Monday Jan 30, 2012	Tuesday Jan 31, 2012	Wednesday Feb 01, 2012	Thursday Feb 02, 2012	Friday Feb 03, 2012	Saturday Feb 04, 2012
Regular Hours	1	0	24.5		Enter Hours	Enter Hours	Enter Hours	6.5	Enter Hours	6	Enter Hours
Total Hours:			24.5		0	0	0	6.5	0	6	0
Total Units:				0	0	0	0	0	0	0	0

Below the table are buttons for "Position Selection", "Comments", "Preview", "Submit for Approval", "Restart", and "Next". At the bottom, there are fields for "Submitted for Approval By:", "Approved By:" (containing "Your Supervisor"), and "Waiting for Approval From:". A yellow line is drawn across the "Approved By:" field, and a blue arrow points to it from the text below.

When it is approved, it will indicate who approved it and the date it was approved. If the information is incorrect, the supervisor can disapprove the timesheet which sends it back to the employee to make corrections. The employee will then follow the previous steps to correct the time and submit the report for approval again. **As an employee, it is important to check the status of your timesheet to verify that the report has been approved.** If your supervisor returns it for correction and you do not re-submit it correctly for approval, you will not be paid. **ONLY APPROVED TIMESHEETS RECEIVE A PAYCHECK.**

When you are finished, click one of the other tabs to navigate to another part of Banner Self Services or click on **Exit** in the upper right hand corner to exit.

Example of a timesheet that has not been submitted for approval.

Employee ID and Name: [Redacted] S Jordan
Title: GJ2521-00 Jobship
Department and Description: K 12521 Student Activity Center
Transaction Status: In Progress

Buttons: Previous Menu, Submit, Previous, Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jan 09, 2011	Sunday, Jan 10, 2011	Monday, Jan 11, 2011	Tuesday, Jan 12, 2011	Wednesday, Jan 13, 2011	Thursday, Jan 14, 2011	Friday, Jan 15, 2011	Saturday, Jan 16, 2011	Sunday, Jan 17, 2011	Monday, Jan 18, 2011	Tuesday, Jan 19, 2011
Regular Pay	1		23					2.5		2.5				2.5	
Total Hours:			23					2.5		2.5				2.5	
Total Units:				0											

Routing Queue

Name	Action and Date
Student [Redacted]	Originated Jan 25, 2011 09:37 am In the Queue

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 09, 2011		100.00		110010	12521	6115	51				

Buttons: Previous Menu, Submit, Previous, Next

Timesheet pending approval.

Employee ID and Name: [Redacted] T Barron
Title: GJ3660-00 Jobship
Department and Description: K 13660 Public Relations
Transaction Status: Pending

Buttons: Previous Menu, Approve, Return for Correction, Change Record, Delete, Add Comment, Previous, Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jan 01, 2011	Sunday, Jan 02, 2011	Monday, Jan 03, 2011	Tuesday, Jan 04, 2011	Wednesday, Jan 05, 2011	Thursday, Jan 06, 2011	Friday, Jan 07, 2011	Saturday, Jan 08, 2011	Sunday, Jan 09, 2011	Monday, Jan 10, 2011
Regular Pay	1		45.25								7			
Total Hours:			45.25								7			
Total Units:				0										

Routing Queue

Name	Action and Date
Student [Redacted]	Originated Feb 01, 2011 02:47 pm Submitted Feb 01, 2011 02:50 pm Pending

Account Distribution Default Data

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 01, 2011		100.00		110010	13660	6115	61				

Approved timesheet.

Employee Details - Windows Internet Explorer

https://bansss.montevallo.edu:1444/pls/PROD/bwpktais.P_ProcDeleteApp

Employee ID and Name: [Redacted] Alexander
 Title: GJ0403-00 Jobship
 Department and Description: K 10403 Malone Center
 Transaction Status: Approved

Previous Menu Return Time Previous Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Saturday, Jan 01, 2011	Sunday, Jan 02, 2011	Monday, Jan 03, 2011	Tuesday, Jan 04, 2011	Wednesday, Jan 05, 2011	Thursday, Jan 06, 2011	Friday, Jan 07, 2011	Saturday, Jan 08, 2011	Sunday, Jan 09, 2011	Monday, Jan 10, 2011
Regular	1	32											
Pay													
Total Hours:		32											
Total Units:			0										

Routing Queue

Name	Action and Date
Student	Originated Jan 31, 2011 05:14 pm
Student	Submitted Jan 31, 2011 05:17 pm
LISA W BROWN	Approved Feb 01, 2011 08:10 am

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 01, 2011	100.00		110010	10403	6115	11				

Previous Menu Return Time Previous Next

start | Inboxes - Micro... | 2 Internet Ex... | Oracle Develop... | WEB TIME ENT... | Search Desktop | Internet | 100% | 2:26 PM