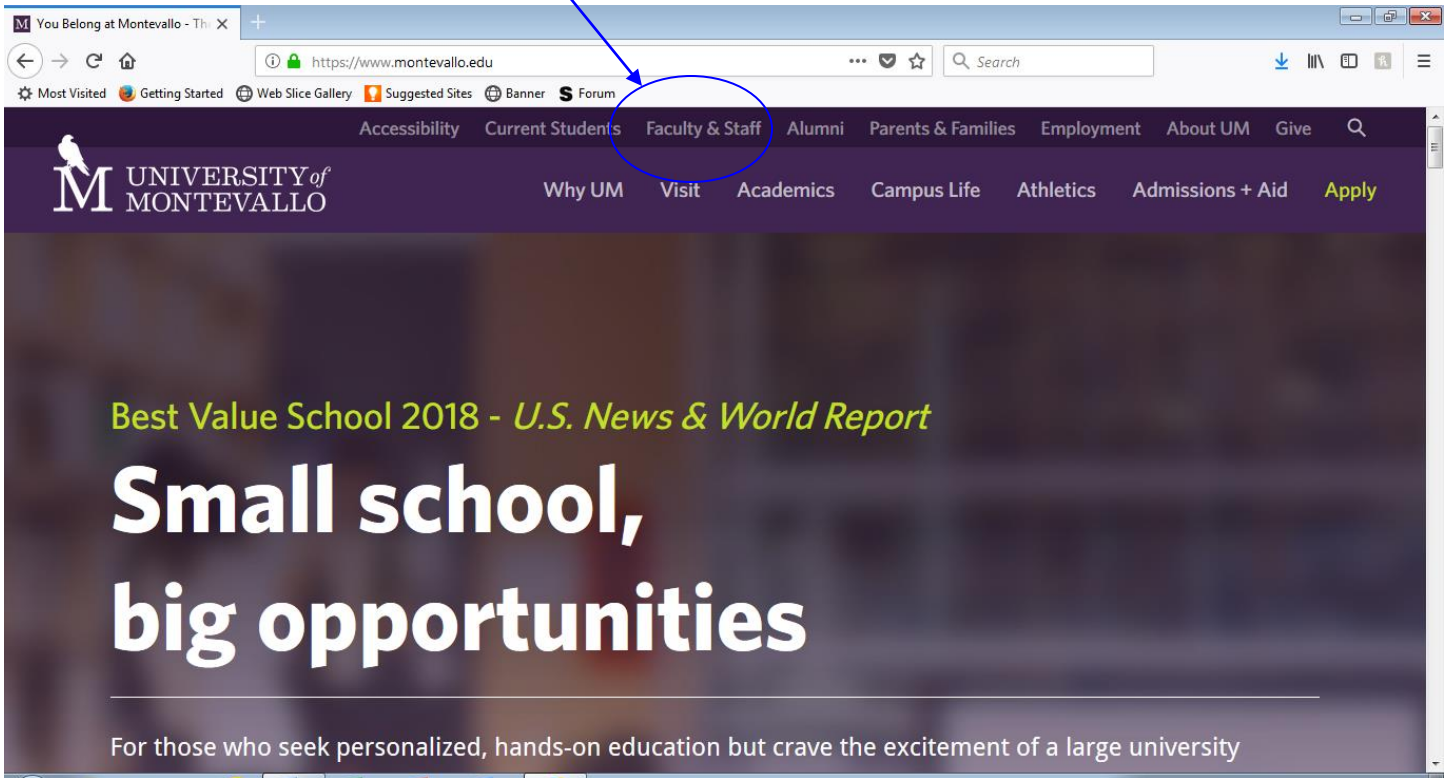


UNIVERSITY OF MONTEVALLO

WEB TIME ENTRY FOR STAFF

Follow this path to log in:

- ❖ Open your internet browser
 - Go to www.montevallo.edu
 - Click on **Faculty & Staff**



❖ Once you've clicked Faculty & Staff, it will take you to the Faculty & Staff Resources page



[Home](#) / [About UM](#) / [Administration](#) / [Information Services & Technology](#) / [Faculty and Staff Resources](#)

Faculty and Staff Resources

Jump to content: [Faculty/Staff Resource Table](#), [Free Software](#), [Instructional Documents](#), [Applications](#)

Contact Us
Solution Center
205.665.6512

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

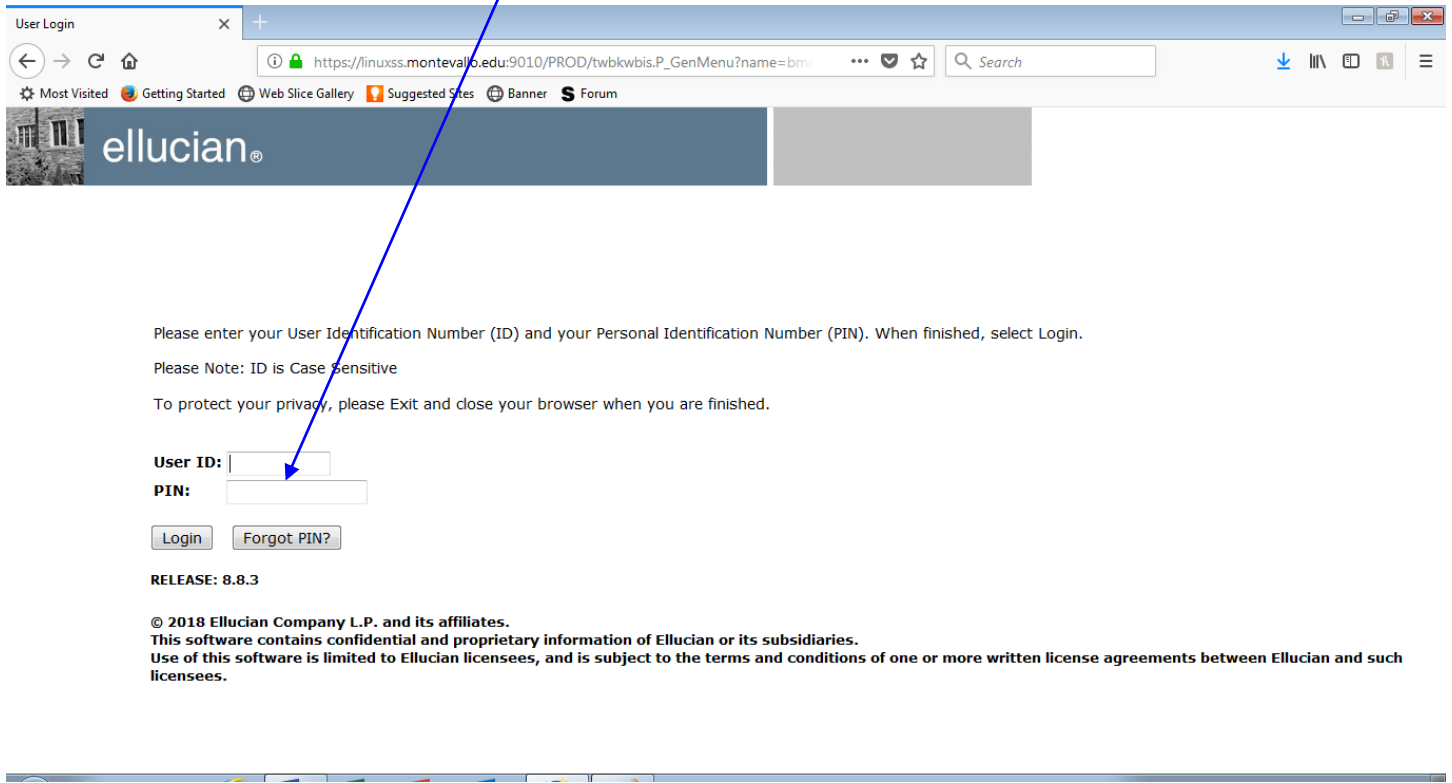
Reporting Resources. Below, you will find a list of commonly used pages on the UM Website.

Canvas	>
UM Email	>
Colleges at UM	>
Registrar's Office	>
Banner Self Service	>
Payroll Office	>
Dining and Falcon Foods	>
Reset Password	>
Solution Center	>
Carmichael Library	>

Information Services & Technology

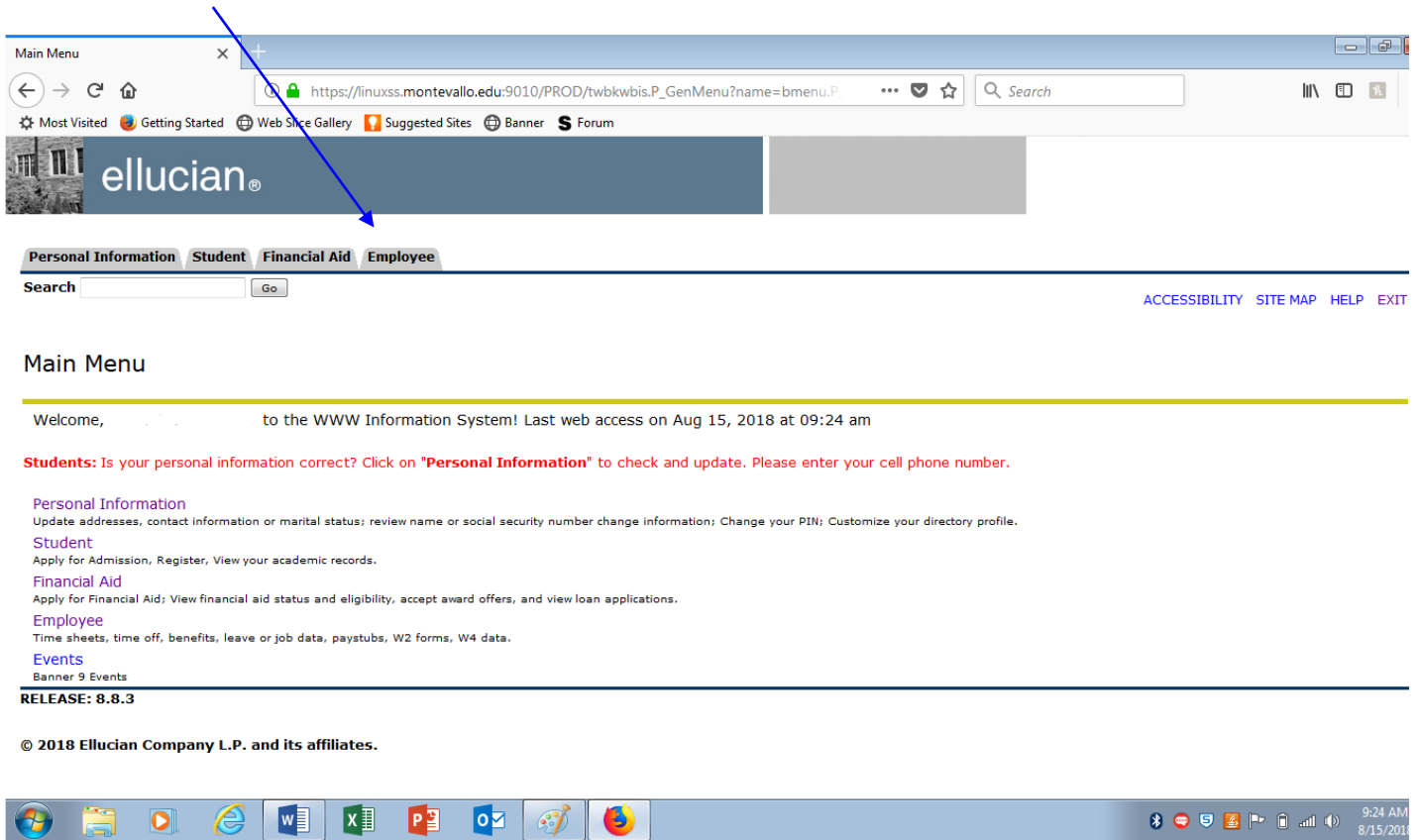
- [Annual Computer Refresh/Deployment](#)
- [Digital Communications Committee](#)
- [Faculty and Staff Resources](#)
- [IS&T Policies and Procedures](#)
- [IS&T Projects](#)
- [IS&T Systems](#)
- [Meet the Staff of IS&T](#)
- [Secure FalconNet](#)
- [Service Level Agreements](#)
- [Solution Center](#)
- [Student Resources](#)
- [Technology Advisory Council](#)

- ❖ Enter your User ID (M#) and 6 digit PIN – You MUST use a capital M with your ID number.
 - If you are a new employee, pin information is given at the orientation appointment.
 - Click Login



- ❖ If you do not have a Security question set up, you will be prompted to do so and you should also be prompted to change your pin to a different 6 digit number.
 - Click Submit

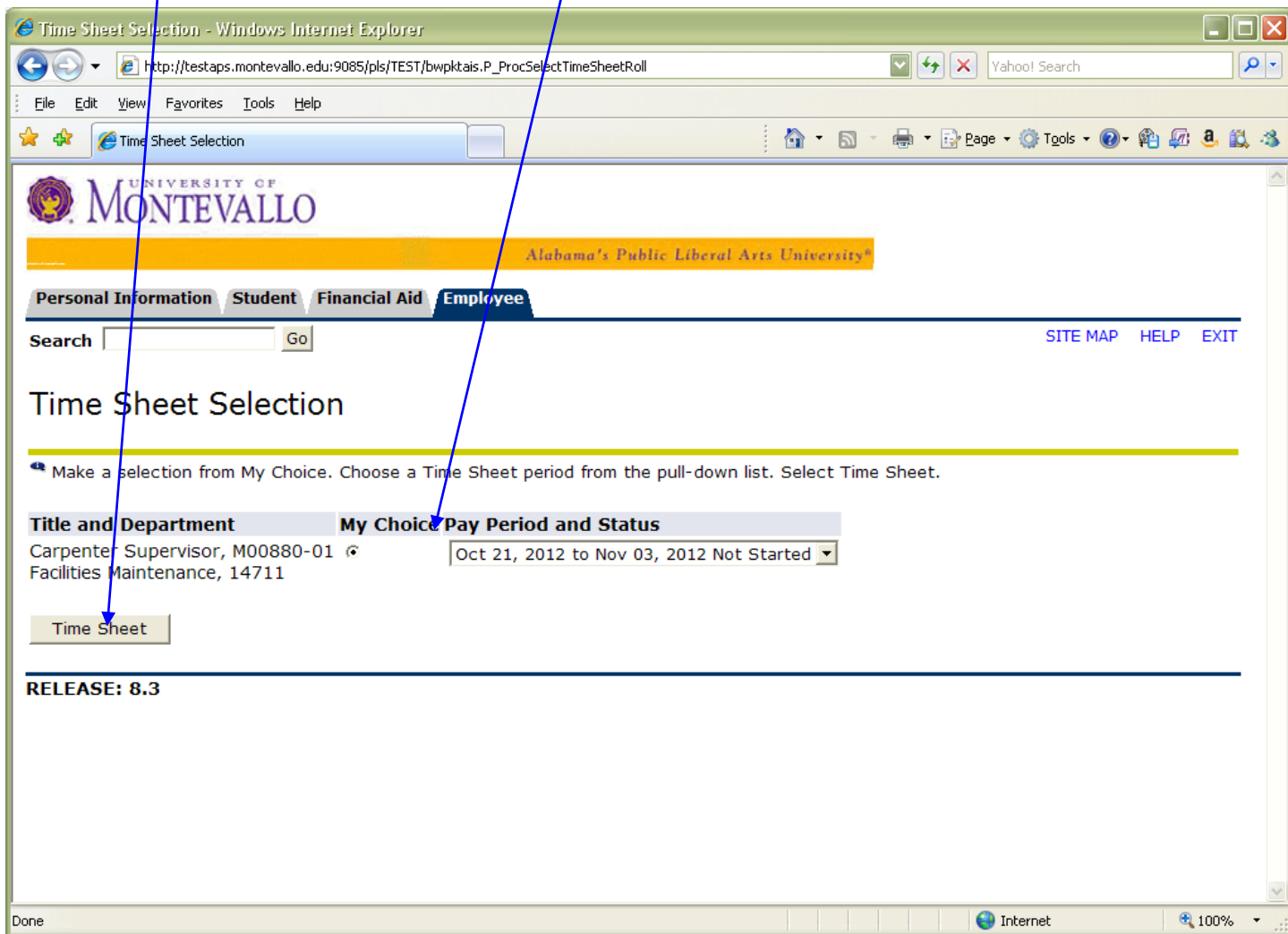
- ❖ Select the **Employee Tab**



❖ 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 navigation tabs for Personal Information, Student, Financial Aid, and Employee. A search bar is present with a 'Go' button. The Employee section is highlighted with a yellow bar, and the 'Time Sheet' link is circled in blue. Other links include Leave Report, Request Time Off, Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, and Bosscars. The page footer includes the text 'RELEASE: 8.8.3' and '© 2018 Ellucian Company L.P. and its affiliates.'

- ❖ Choose the pay period you wish to view and click the **Time Sheet** button. 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.



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.

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: Carpenter Supervisor -- M00880-01
Department and Number: Facilities Maintenance -- 14711
Time Sheet Period: Oct 21, 2012 to Nov 03, 2012
Submit By Date: Nov 05, 2012 by 03:00 PM

Earning	Shift Default Hours or Units	Total Hours	Total Units	Sunday Oct 21, 2012	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012
Regular Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On the Job Injury Hours	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:

RELEASE: 8.5

Regular Hours: the number of regular hours worked for a particular day

Sick Leave Hours: the number of sick leave hours; these will deduct from the number of sick leave hours you have accrued; these can viewed at any time by clicking on the **Employee** tab and then click on **Leave Balances**

Vacation Hours: the number of vacation hours; these will deduct from the number of vacation hours you have accrued; these can be viewed at any time by clicking on the **Employee** tab and then click on **Leave Balances**

University Closing Hours: the number of hours that the University is officially closed other than Holidays; i.e. Christmas break (other than Christmas day), Spring Break, inclement weather

Holiday Hours: the number of hours that the University recognizes as holidays as stated in Policy 04:100; if you work a holiday, record the regular hours you worked in addition to the holiday hours

Bereavement Hours: the number of hours that you use for bereavement in accordance with Policy 04:100

Jury Duty Hours: the number of hours that you missed work due to serving on a jury

On the Job Injury Hours: the number of hours that you missed work due to an on the job injury, not including sick leave or vacation

Confirm the type of hours you chose, the date, and enter the number of hours. Then click **Save**.

Time and Leave Reporting - Windows Internet Explorer

http://testaps.montevallo.edu:9085/pls/TEST/bwpktem_P_EnterTimeSheet?JobsSeqNo=35455&TypeEntry=D&LastDate=

File Edit View Favorites Tools Help

Time and Leave Reporting

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: _____

Department and Number: _____

Time Sheet Period: Oct 21, 2012 to Nov 03, 2012

Submit By Date: Nov 05, 2012 by 03:00 PM

Earning: Regular Hours

Date: Oct 22, 2012

Shift: 1

Hours:

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 21, 2012	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012
Regular Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Done Internet 100%

Continue to enter hours this way, choosing the other options as necessary. You may also use the copy function to quickly enter hours for the rest of the time period. After entering and saving the time you wish to copy (regular hours in this example), click **Copy**.

Time Sheet

Title and Number: _____

Department and Number: _____

Time Sheet Period: Oct 21, 2012 to Nov 03, 2012

Submit By Date: Nov 05, 2012 by 03:00 PM

Earning: Regular Hours

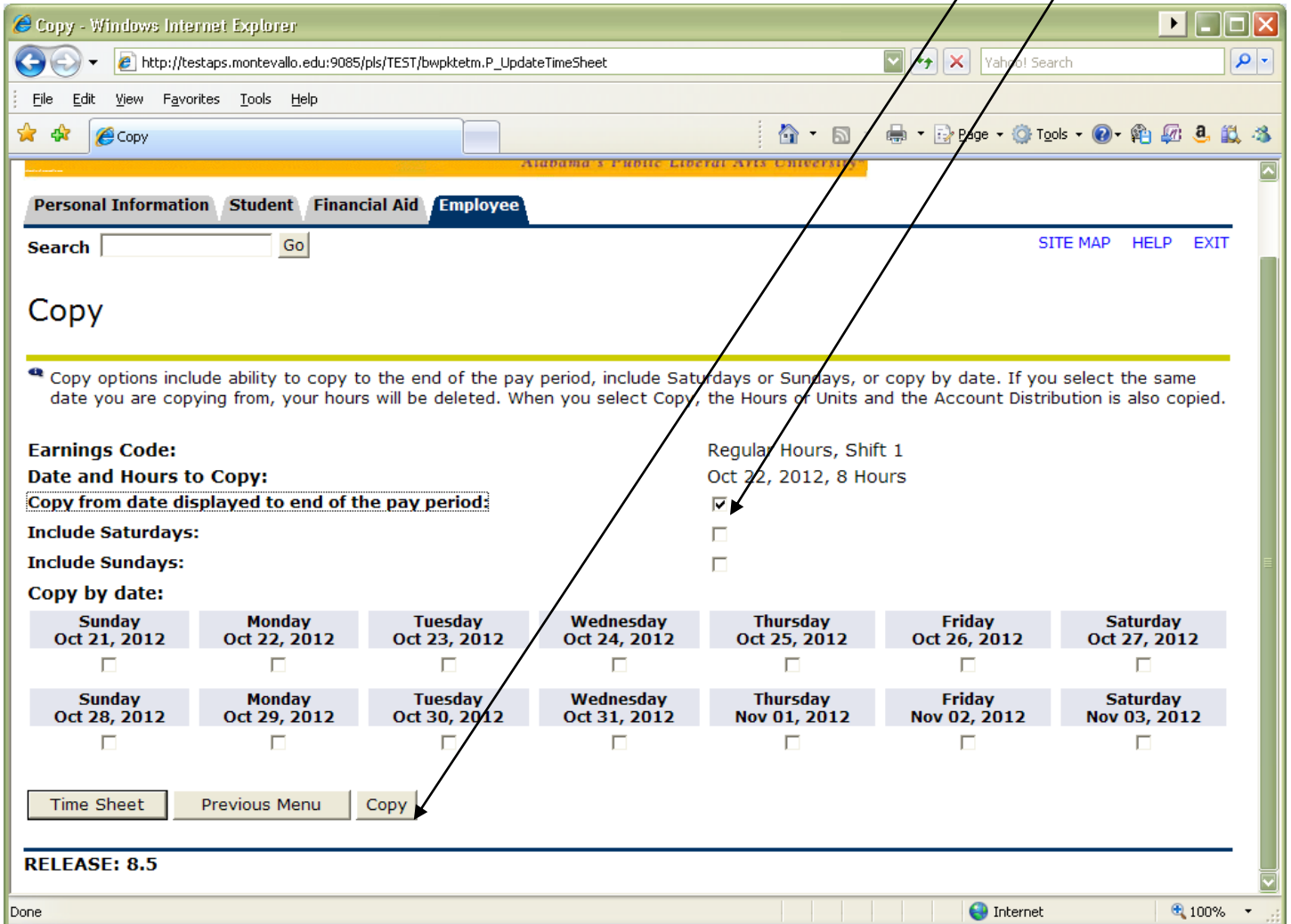
Date: Oct 22, 2012

Shift:

Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 21, 2012	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012
Regular Hours	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On the Job Injury Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8		0	8	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

You will see boxes for each day of the pay period. Verify the earnings code and the number of hours to copy. Check the box for the certain days to copy these specific hours to or copy these hours to every work day that is left in the pay period by checking the box for **Copy from date displayed to end of the pay period**. It will not include weekends unless specified. After the appropriate boxes are checked, click **Copy**.



Your hours that you copied have been saved. Click **Time Sheet** to return to and review your time sheet.

The screenshot shows a web browser window titled 'Copy - Windows Internet Explorer'. The address bar contains the URL 'http://testaps.montevallo.edu:9085/pls/TEST/bwpkteci.P_UpdateCopy'. The page content includes a search bar, a title 'Copy', and a paragraph of instructions: '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.' A yellow warning icon and the message 'Your hours have been copied successfully.' are circled in red. Below this, the 'Earnings Code' is 'Regular Hours, Shift 1' and the 'Date and Hours to Copy' is 'Oct 22, 2012, 8 Hours'. There are checkboxes for 'Copy from date displayed to end of the pay period:', 'Include Saturdays:', and 'Include Sundays:'. A 'Copy by date:' section has two rows of date buttons from Sunday Oct 21, 2012 to Saturday Nov 03, 2012, each with a checkbox. At the bottom, there are buttons for 'Time Sheet', 'Previous Menu', and 'Copy'. The status bar at the bottom shows 'Done' and 'Internet'.

1

Review the hours entered for accuracy and make changes as needed. To change the number of hours, just click on the number you entered, enter the correct number, and click save. To remove hours entered for an earn code, click on the number you entered, click in the box where the number of hours is that you entered, hit backspace on the keyboard, and click save. When the hours are correct and you are ready for them to be approved, click **Submit for Approval**.

Time and Leave Reporting - Window: Internet Explorer

http://testaps.montevallo.edu/9085/pls/TEST/bwpkteci.P_UpdateCopy

Time and Leave Reporting

Date: Oct 22, 2012
 Shift: 1
 Hours: 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 21, 2012	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012
Regular Hours	1	0	80		Enter Hours	8	8	8	8	8	8
Sick Leave Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On the Job Injury Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	8	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

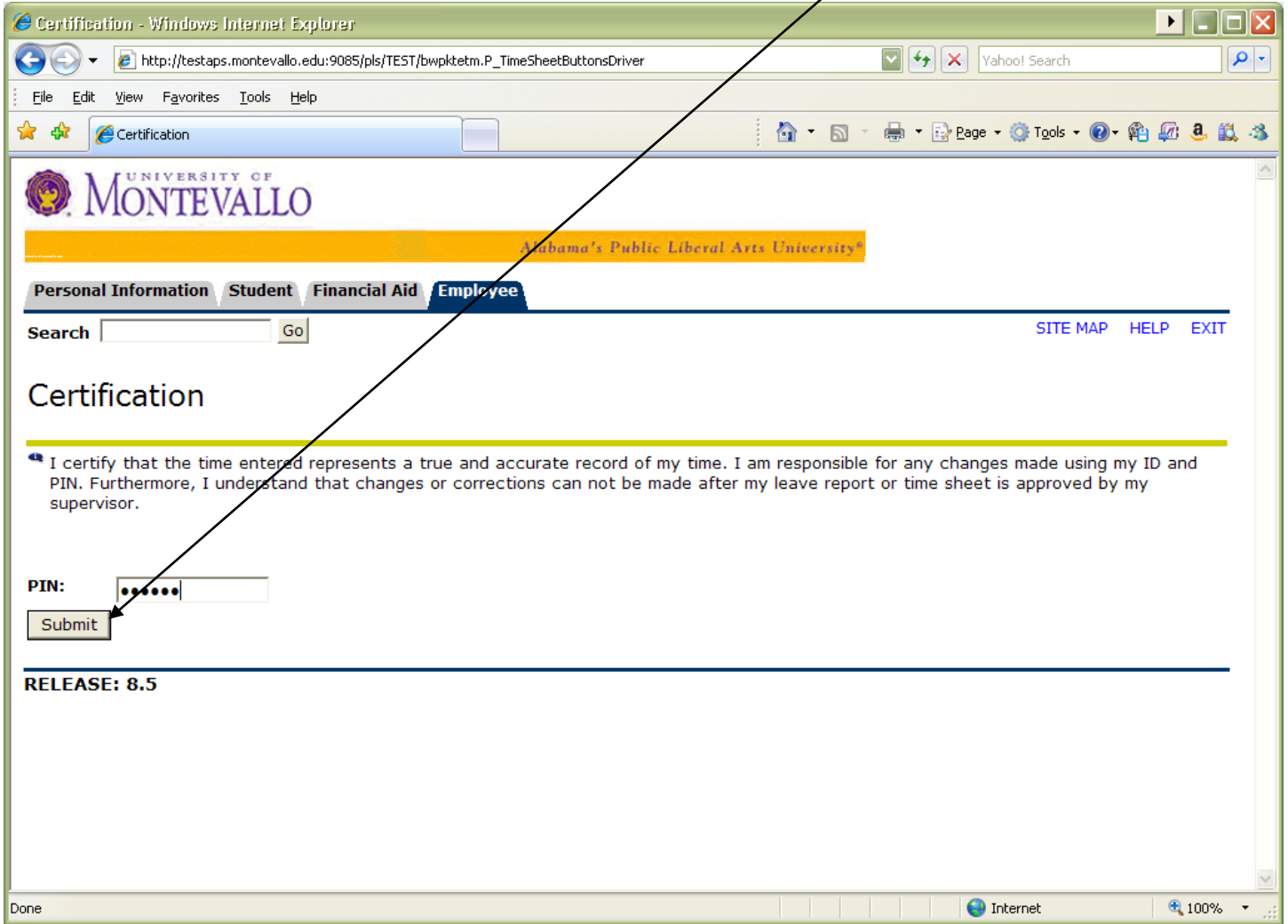
Position Selection Comments Preview **Submit for Approval** Restart Next

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

RELEASE: 8.5

Done Internet 100%

After you have read the statement and agree, enter your PIN and click **Submit**.



You can monitor the progress of your time sheet at the bottom of your time sheet. It is imperative that it be approved by the deadline in order for you to be included in the payroll process. Therefore, please watch the status and communicate with your supervisor, if necessary.

Time and Leave Reporting - Windows Internet Explorer

http://testaps.montevallo.edu:9085/pls/TEST/bwpktesb.P_CertificationDriver

File Edit View Favorites Tools Help

Time and Leave Reporting

▲ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period: Oct 21, 2012 to Nov 03, 2012

Submit By Date: Nov 05, 2012 by 03:00 PM

Earning	Shift Default Hours or Units	Total Hours	Total Units	Sunday Oct 21, 2012	Monday Oct 22, 2012	Tuesday Oct 23, 2012	Wednesday Oct 24, 2012	Thursday Oct 25, 2012	Friday Oct 26, 2012	Saturday Oct 27, 2012
Regular Hours	1	0	80	Enter Hours	8	8	8	8	8	8
Sick Leave Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On the Job Injury Hours	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		80		0	8	8	8	8	8	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next | Return Time

Submitted for Approval By: You on Nov 26, 2011

Approved By: Your Supervisor

Waiting for Approval From:

RELEASE: 8.5

Done Internet 100%

TIPS FOR ENTERING TIME

- The payroll calendar will be updated yearly on the Payroll web site through the Business Affairs web page. Be sure to look for it and for the holiday calendar. <https://www.montevallo.edu/about-um/administration/business-affairs/payroll-office/> at the bottom right in Quicklinks.
- Do not wait until the last minute. As soon as the calendar is available, start filling in your time sheet and continue to do so daily. This allows the Payroll Department time to make corrections if you have problems accessing your calendar. If you do have problems, contact them immediately.
- Use the copy function, if possible, to make the process quicker.
- Submit your time sheet as soon as you are finished working for that pay period. This will allow your supervisor the maximum amount of time to ask you questions, if necessary, and approve it before the deadline.
- Do your part in helping to make sure you get paid by monitoring the status of your timesheet. If your time sheet is not approved, you will not be included in the payroll. The submission deadline is by noon the Monday following the end of the pay period. Log in and view your time sheet Monday morning to make sure it has been approved. Gently remind your supervisor if necessary. If you discover that your time sheet has not been approved and the deadline for your supervisor has passed, contact your supervisor immediately. If your supervisor is not available, contact the Payroll Department (665-6060 or payroll@montevallo.edu).
- Protect your personal information: Never give your PIN out! Self-services gives access to view and change student, employee, and finance data. Also, if you are an approver, it gives access to view information about other employees.
- If you have problems with your PIN, contact the Payroll Department.