

WEB TIME ENTRY

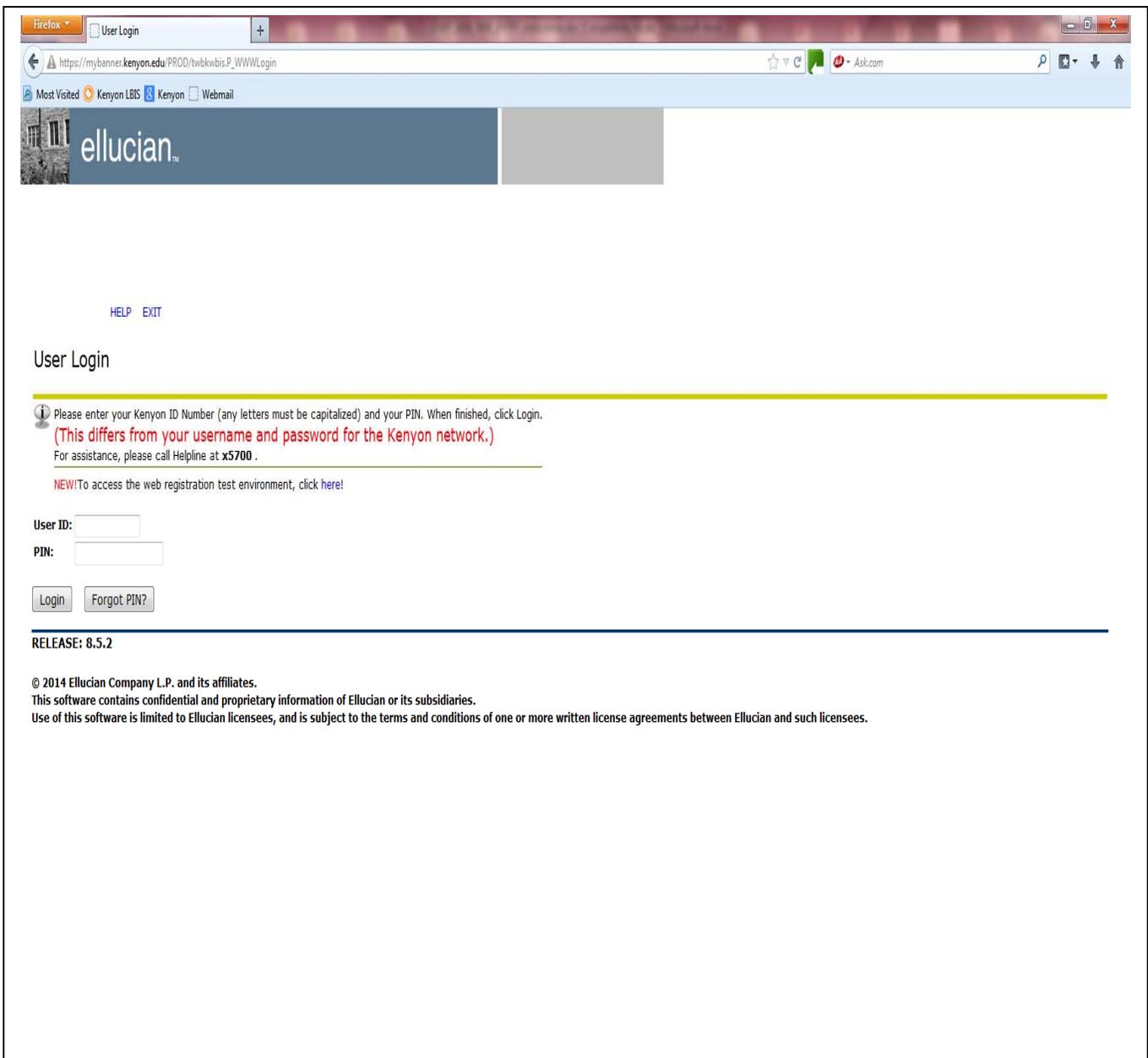
INSTRUCTIONS

On Campus access to Employee Self Service: Type <https://mybanner.kenyon.edu> at any web browser.

Off Campus access to Employee Self Service: Type <https://remote.kenyon.edu> at any web browser.

Enter your User ID and PIN.

If you do not know your PIN or have any trouble with this login, please contact the Helpline at 740-427-5700.



firefox User Login

https://mybanner.kenyon.edu/PROD/twbkwbis.P_WWWLogin

Most Visited Kenyon LBIS Kenyon Webmail

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HELP EXIT

User Login

Please enter your Kenyon ID Number (any letters must be capitalized) and your PIN. When finished, click Login.
(This differs from your username and password for the Kenyon network.)
For assistance, please call Helpline at x5700.

NEW! To access the web registration test environment, click [here!](#)

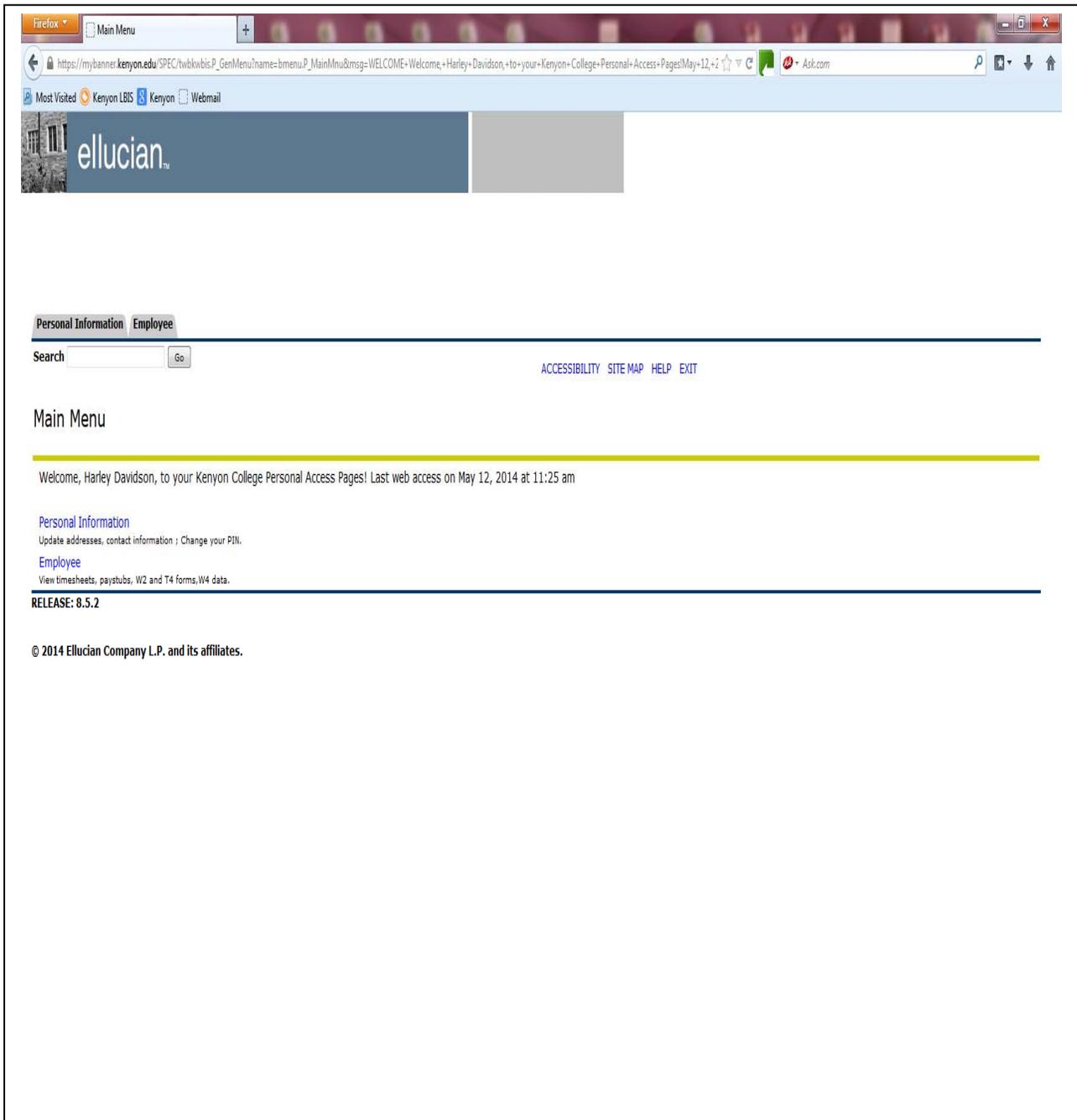
User ID:

PIN:

Login Forgot PIN?

RELEASE: 8.5.2

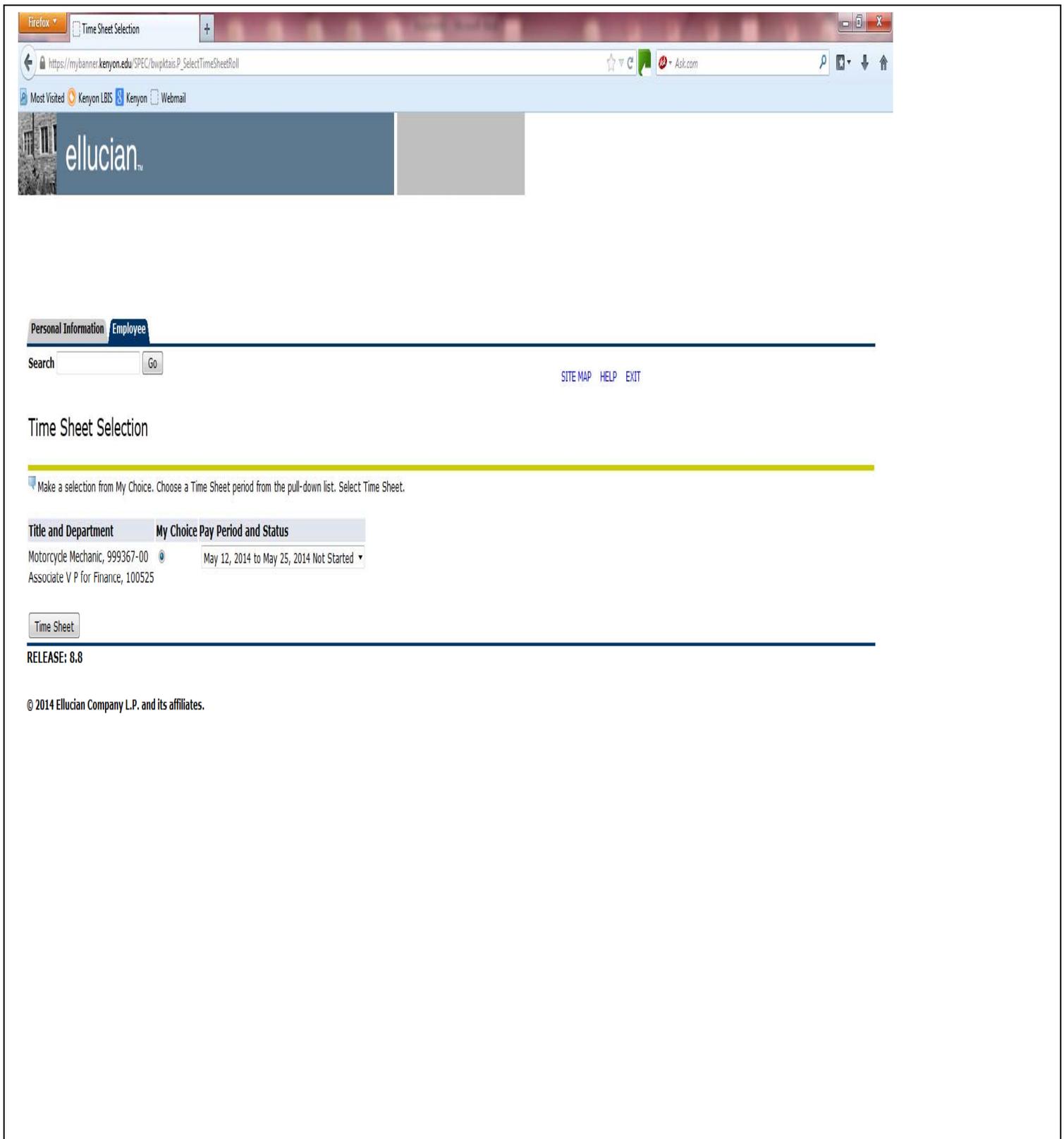
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- **At the Main Menu click on “Employee”.**

The screenshot shows a Firefox browser window with the address bar displaying https://mybanner.kenyon.edu/SPEC/twbkwbis.P_GenMenu?name=pmenu_P_MainMnu. The browser's Most Visited list includes Kenyon LBS, Kenyon, and Webmail. The page header features the 'ellucian' logo. Below the header, there are two tabs: 'Personal Information' and 'Employee', with 'Employee' being the active tab. A search bar is present with a 'Go' button. Navigation links include 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee' and contains a list of links: 'Time Sheet' (with a sub-description: 'Fill out your time sheet, approve a time sheet or assign a proxy for your time sheet approvals.'), 'Student Time Sheet Instructions' (with a sub-description: 'Instructions on how to submit your time sheet.'), 'Supervisor Time Sheet Instructions' (with a sub-description: 'Instructions on how to approve your student worker's time sheet.'), 'Conversion Chart' (with a sub-description: 'Use this conversion guide to report time in hours, tenths and quarters.'), 'Pay Information' (with a sub-description: 'Direct deposit allocation, deductions history, or pay stubs.'), 'Tax Forms' (with a sub-description: 'W4 information, W2 Form or T4 Form.'), and 'Jobs Summary'. A horizontal line separates this content from the footer, which includes the text 'RELEASE: 8.9' and '© 2014 Ellucian Company L.P. and its affiliates.'

- **In the Employee menu click on “Time Sheet”**



- In the “Time Sheet Selection” screen, choose the correct pay period from the drop down box. Click the “Time Sheet” button.

Firefox Time and Leave Reporting
 https://mybanner.kenyon.edu/SPEC/bwpkteis_P_SelectTimeSheetDriver

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Personal Information Employee

Search Go

SITE MAP HELP EXIT

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: Motorcycle Mechanic -- 999367-00
 Department and Number: Associate V P for Finance -- 100525
 Time Sheet Period: Apr 28, 2014 to May 11, 2014
 Submit By Date: May 11, 2014 by 04:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014	Thursday May 01, 2014	Friday May 02, 2014	Saturday May 03, 2014	Sunday May 04, 2014
Regular Pay	1	0	8		1	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (1.5 x reg rate)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	7		Enter Hours	Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours
Family Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Off	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			22		1	7		7	7	0	0
Total Units:					0	0	0	0	0	0	0

- **In the time sheet, enter hours worked each day by clicking on “Enter Hours” for each relevant day. Enter total hours worked for each day in the blank box. Be sure to click the “Save” button after entering hours.**

Please **do not** to change the “SHIFT” number that appears in the box above the “HOURS” box. This must be left as the number one (1).

Please do not click on the “Submit for Approval” until you are completely finished entering hours worked and it is at the end of the pay period. A message that your timesheet was submitted successfully will appear in the upper left hand corner of the screen. You are now finished with this timesheet. If you have other timesheets for other jobs, you need to submit them separately.

IF YOU FAILED TO SUBMIT YOUR TIME SHEET before the cut-off date:

Please contact your supervisor as soon as possible. Inform them that you missed submitting your time sheet before the cut-off date and ask them kindly to submit it since you have been locked out of the system at this time.