

# Web for Employees

# For Employees

New Mexico Tech Business Office Last modified June 6, 2013

The purpose of this document is to establish guidelines for Employees using the Web for Employees.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop stronger procedures for NMIMT.

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#### I. Introduction

This guide provides procedures on using the NMIMT Web for Employee on Banweb. All NMIMT Policies and Procedures apply.

#### A. Useful Links

Banweb: <u>http://banweb7.nmt.edu</u>

Human Resources http://www.nmt.edu/human-resources

Payroll <u>http://www.nmt.edu/nmt-payroll</u>

Sponsored Project Administration http://www.nmt.edu/sponsored-project-administration

#### II. Logging into Banweb

The NMIMT Banweb system is a secure way to use Banner Web for Employees. This allows employees to see personal information. This is where employees access their time sheets and enter hours worked and/or exception time taken.

#### A. Locating Banweb

Banweb can be found by going to the NMIMT webpage just below the Emergency Notification link and following the New Mexico Tech Banweb link. The website for Banweb is <u>http://banweb7.nmt.edu</u>.



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# B. Logging In

To enter Banweb click on Enter Secure Area, which goes to the User Login screen.

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Enter User ID. The Tech ID starts with a "9." This number can also be found on your check stub.

NMIMT Administration and Finance || Business Office Page 5 of 15 Enter the PIN. The Personal Identification Number (PIN) can be obtained through the Registrars Office by emailing <u>registrar@admin.nmt.edu</u>.

**DO NOT** give anyone your PIN. As with any other secure site your log on information is for your use only.

# C. Changing Your Pin

There are many reasons to change your PIN. One possibility is you are required to reset it.

- 1. Re-enter old PIN
- 2. New PIN
- 3. Re-enter new PIN

# D. Login Verification Security Question and Answer

Once you have successfully gone through the login, for the first time you may be asked to set up a "Forgot PIN" security question. This only happens once during your initial sign-in to Banweb. This may also be used if you need to reset your PIN. If for some reason the PIN does not work contact the Registrars Office by emailing <u>registrar@admin.nmt.edu</u> to request that they reset your PIN.

#### E. Banweb Menu

Once you have successfully logged into Banweb your main menu will appear. Depending on your access, you may see the following tabs or links:

- **Personal Information** View or update your address(es), phone number(s), emergency contact information, & marital status; View name change & social security number change information; View email address(es), Change your PIN; Customize your directory profile, View Account Summary, make Credit Card Payment.
- **Student and Financial Aid** Apply for Admission, Register, View your academic records and Financial Aid.
- **Faculty and Advisors** Enter Grades and Registration Overrides, View Class Lists and Student Information.
- **Employee** Benefits, leave or job data, paystubs, W2 and W4 data.

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#### F. Employee

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Select the Employee link to access Employee Services, to report time worked and/or exception time taken. The following links are available:

- Time Sheet
- **Benefits and Deductions** Retirement, health, flexible spending, miscellaneous, dependent information, Benefit Statement.
- **Pay Information** Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms W4 information, W2 Form.
- Job Summary
- Leave Balances

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Retirement, health, flexible spending, miscellaneous, dependent information,	, Benefit Statement.
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#### III. Timesheet

Select the Timesheet link to access the Web Time Entry, to report time worked and/or exception time taken.

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Supervisors will approve employee payroll using this link. The following links are available:

- Access my Time Sheet
- Access my Leave Report: Not currently being used.
- Access my Leave Request: Not currently being used.
- Approve or Acknowledge Time: For approvers only.
- Approve All Departments: Payroll Use only.
- Act as Proxy
- Act as a Superuser

Note: Not all options may be visible to all users.

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Please note paper time cards are still mandatory. Departments will be brought up on web time entry in 2013.

# IV. Benefits and Deductions

Benefits and Deductions provide the employee retirement, health, flexible spending, miscellaneous, and dependent information. This is summarized on the Benefit Statement.

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# V. Pay Information

Pay Information provides the direct deposit allocation, earnings and deductions history, or pay stubs.

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# VI. Tax Forms

Provides employees with the ability to view W4 and W2 information.

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Tax Forms W4 Tax Exemptions or Allowances Electronic W-2 Consent W-2 Wage and Tax Statement W-2c Corrected Wage and Tax Statement	
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#### VII. Jobs Summary

Employees are able to view positions held at New Mexico Tech. **Note:** Positions held prior to Banner implementation will have a begin date of April 10, 2012 when the information was loaded into Banner. The department name is the location where the time entry is performed.

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#### VIII. Leave Balances

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List of Leave Personal Pay Sick Pay Vacation Pay	Hours or Days Hours Hours Hours Hours	Banked Date Available .00 Jan 01, 1990 .00 Jan 01, 1990 .00 Jan 01, 1990	Available Beginning Balance .00 410.20 231.38	Earned as of Nov 26, 2012 8.00 110.88 155.04	Taken as of Nov 26, 2012 8.00 166.00 154.50	Available Balaı Nov 26, 2012

Provides a list of hours available for leave and taken during a period.

The link for each type of leave available lists how much leave is accrued and when the leave was taken.

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BI-Weekly	Oct 12, 2012 Sep 24, 2012	Oct 07, 2012	Hours	4.62 28.	.00	
Bi-Weekly	Sep 28, 2012 Sep 10, 2012	Sep 23, 2012	Hours	4.62	.00	
Bi-Weekly	Sep 14, 2012 Aug 27, 2012	Sep 09, 2012	Hours	4.62	.00	
Bi-Weekly	Aug 31, 2012 Aug 13, 2012	Aug 26, 2012	Hours	4.62	.00	
Bi-Weekly	Aug 17, 2012 Jul 30, 2012	Aug 12, 2012	Hours	4.62	.00	
Bi-Weekly	Aug 03, 2012 Jul 16, 2012	Jul 29, 2012	Hours	4.62	.00	
Bi-Weekly	Jul 20, 2012 Jul 02, 2012	Jul 15, 2012	Hours	4.62	.00	
Bi-Weekly	Jul 06, 2012 Jun 18, 2012	Jul 01, 2012	Hours	4.62	.00	
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