# 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: http://banweb7.nmt.edu

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

Payroll http://www.nmt.edu/nmt-payroll

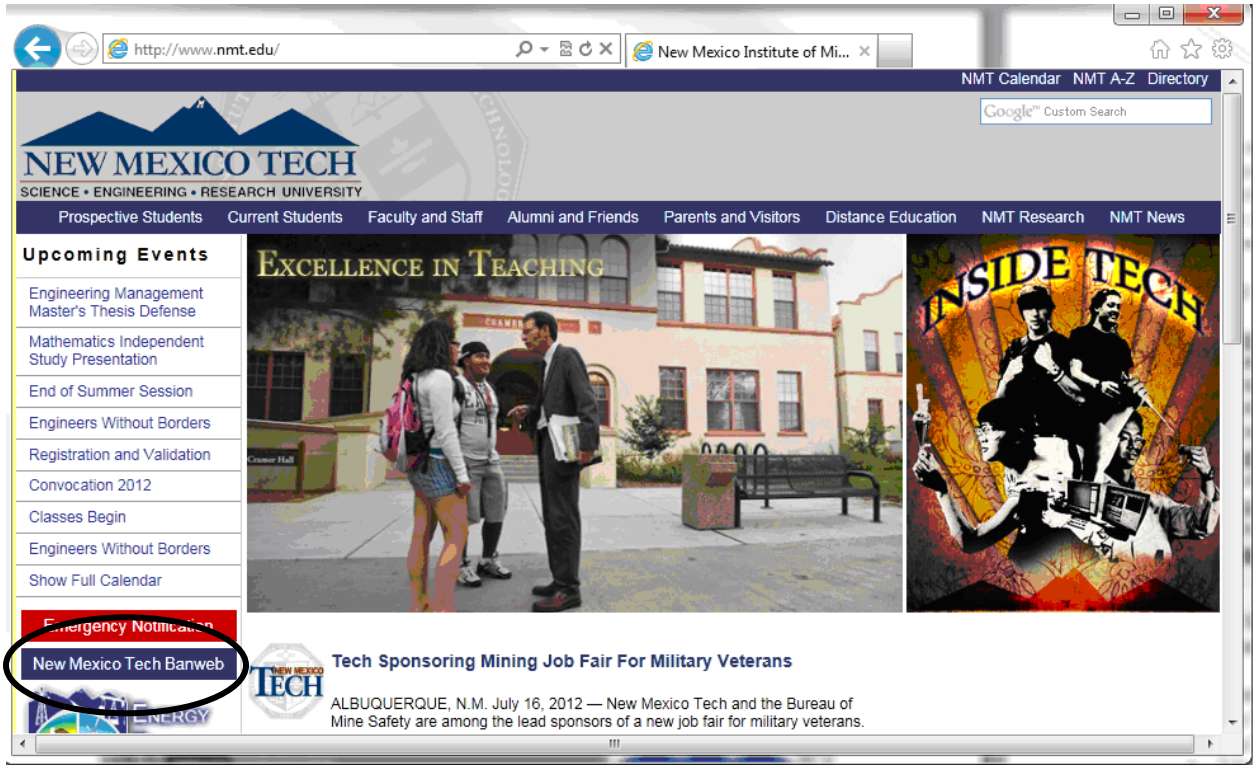
Sponsored Project Administration http://www.nmt.edu/sponsored-project-administration

## 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.

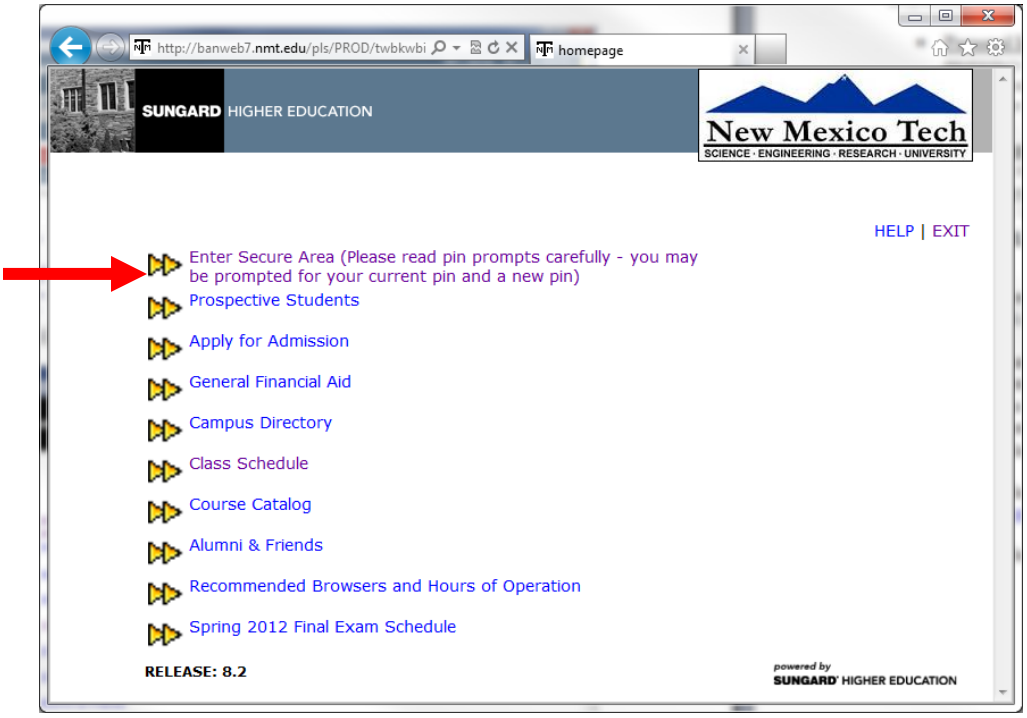
### A. Locating Banweb

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 http://banweb7.nmt.edu.



## B. Logging In

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



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

Enter the PIN. The Personal Identification Number (PIN) can be obtained through the Registrars Office by emailing registrar@admin.nmt.edu.

**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

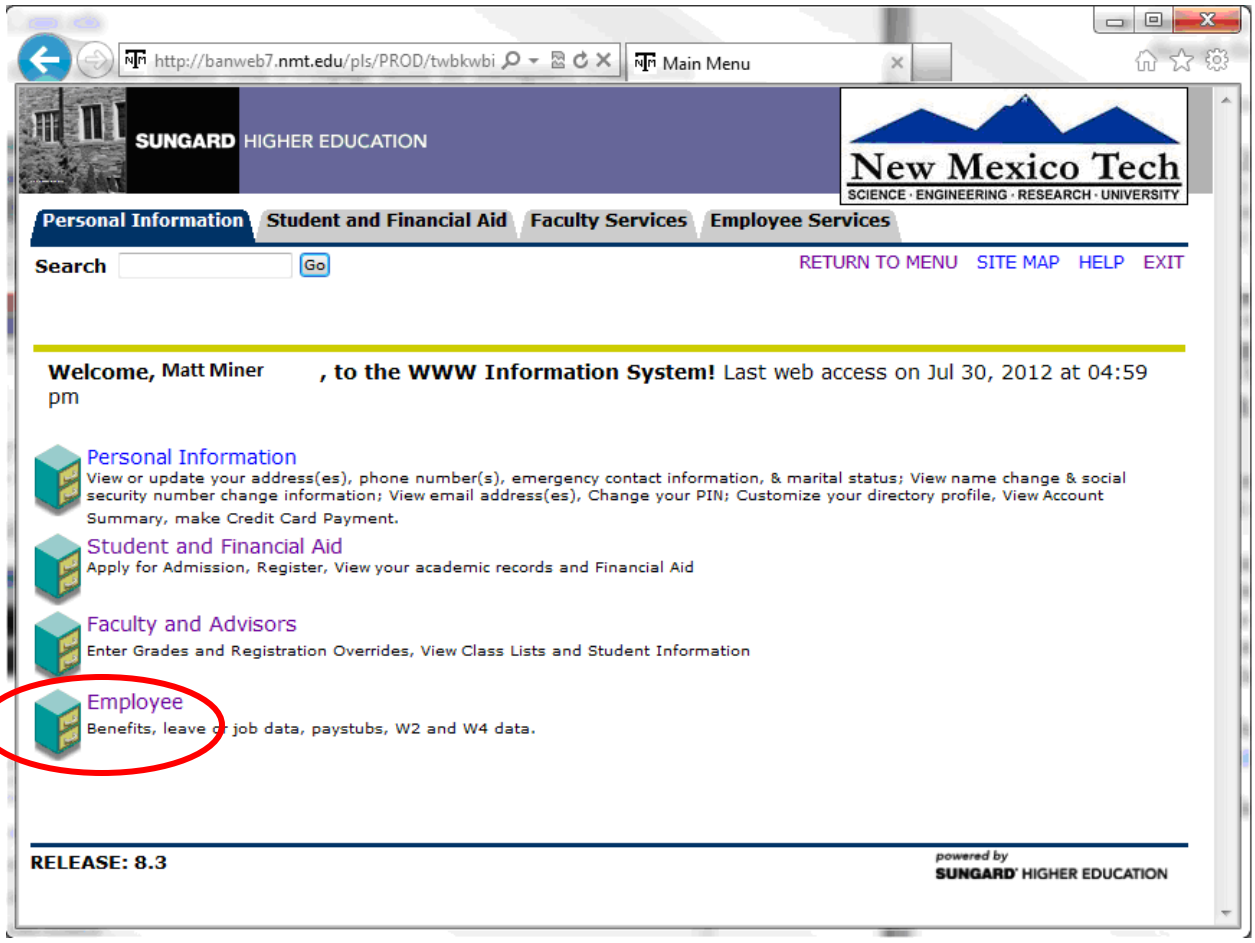
### D. Login Verification Security Question and Answer

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 registrar@admin.nmt.edu 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:

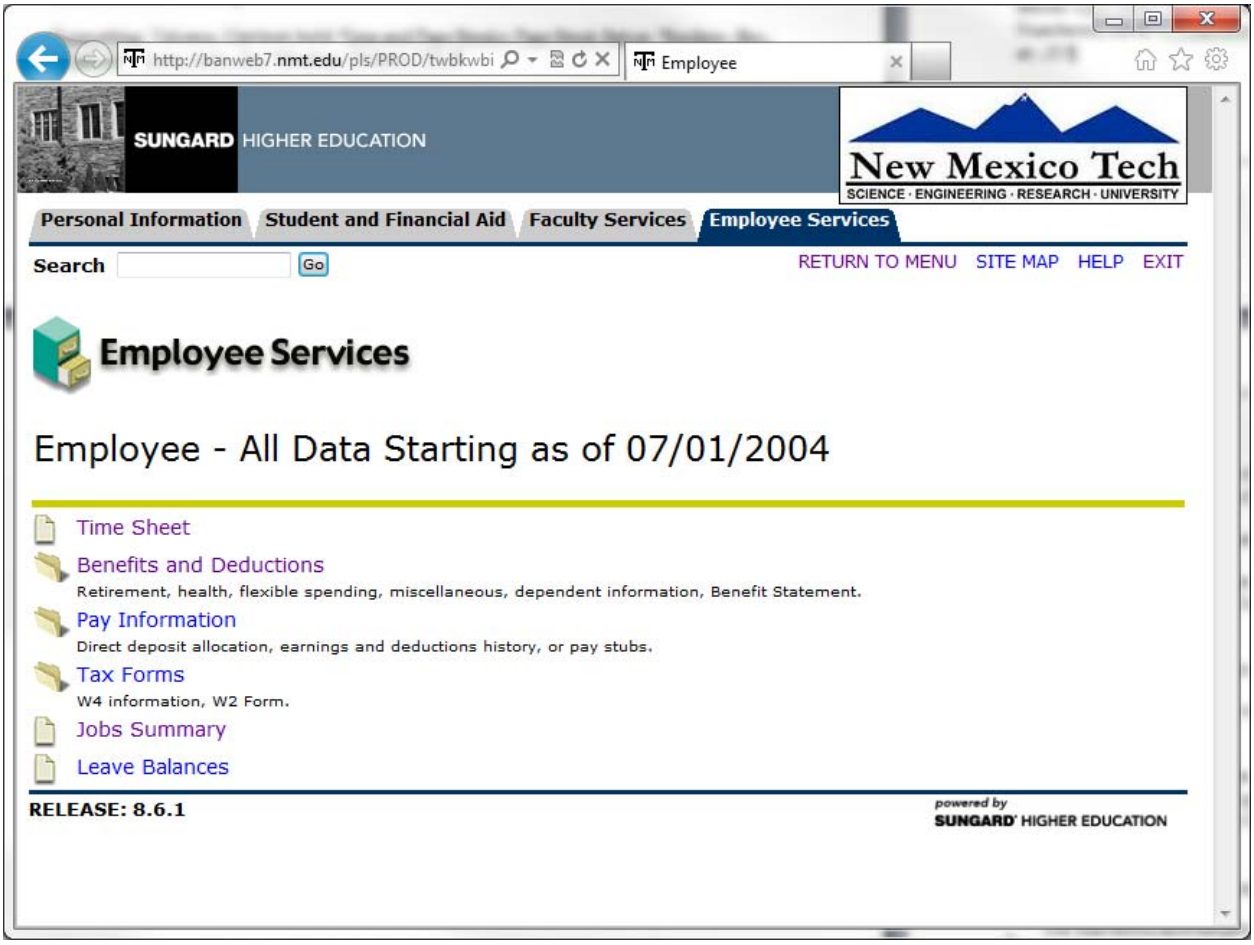
- **Personal Information** - View or update your address(es), phone number(s), emergency contact information, & marital status; View name change & social security number change information; View email address(es), Change your PIN; Customize your directory profile, View Account Summary, make Credit Card 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.




## F. Employee

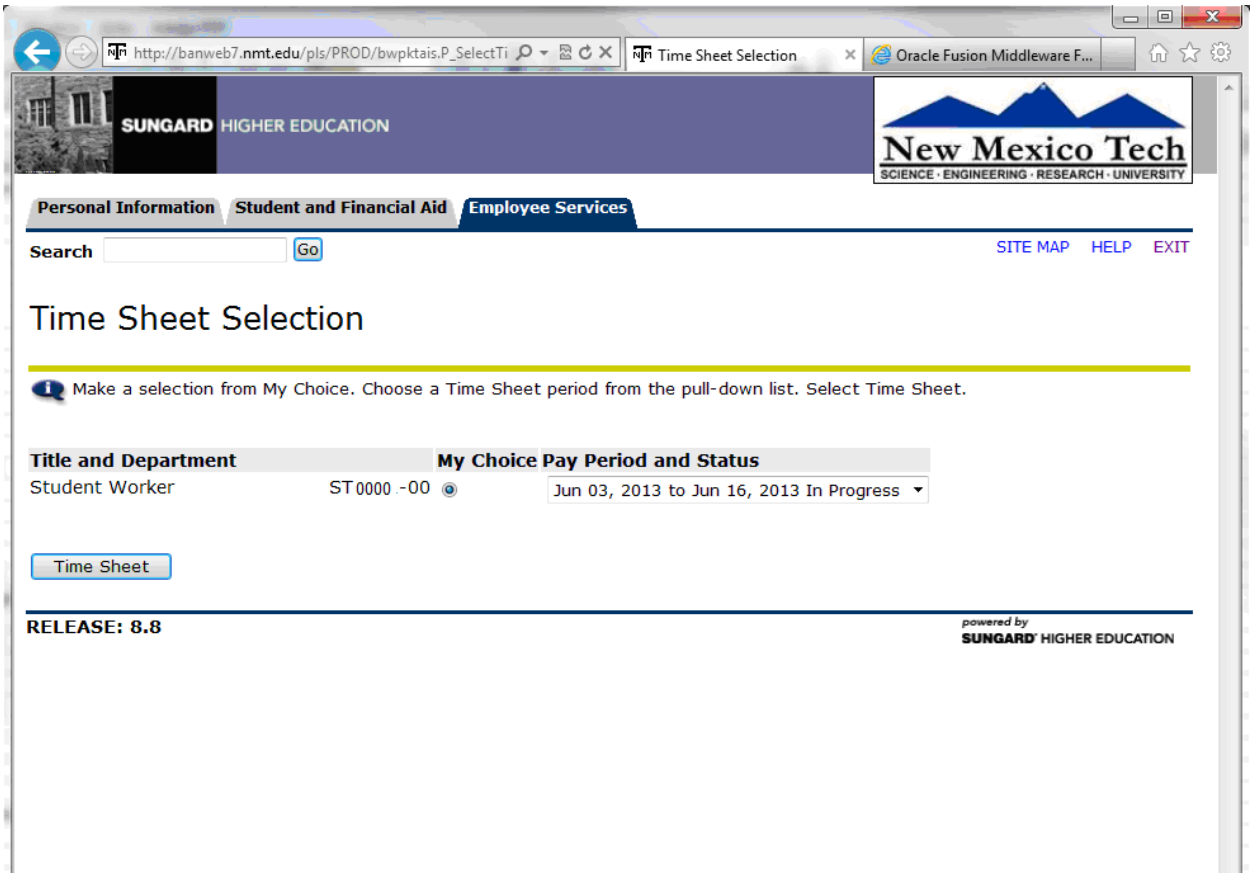
Select the Employee link to access Employee Services, to report time worked and/or exception time taken. The following links are available:

- **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**


http://banweb7.nmt.edu/pls/PROD/twbkwbi
Employee
SUNGARD HIGHER EDUCATION
New Mexico Tech
SCIENCE · ENGINEERING · RESEARCH · UNIVERSITY
Personal Information
Student and Financial Aid
Faculty Services
Employee Services
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Employee Services
Employee - All Data Starting as of 07/01/2004
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.
Jobs Summary
Leave Balances
RELEASE: 8.6.1
powered by
SUNGARD HIGHER EDUCATION

## III. Timesheet

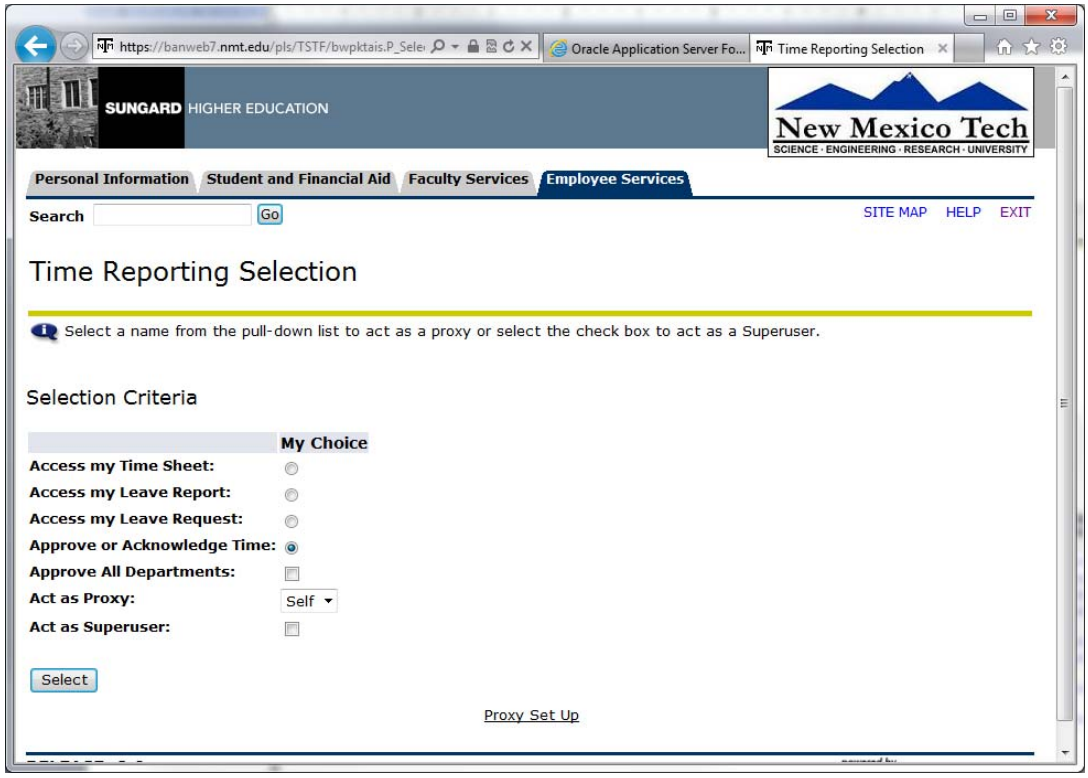
Select the Timesheet link to access the Web Time Entry, to report time worked and/or exception time taken.




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**

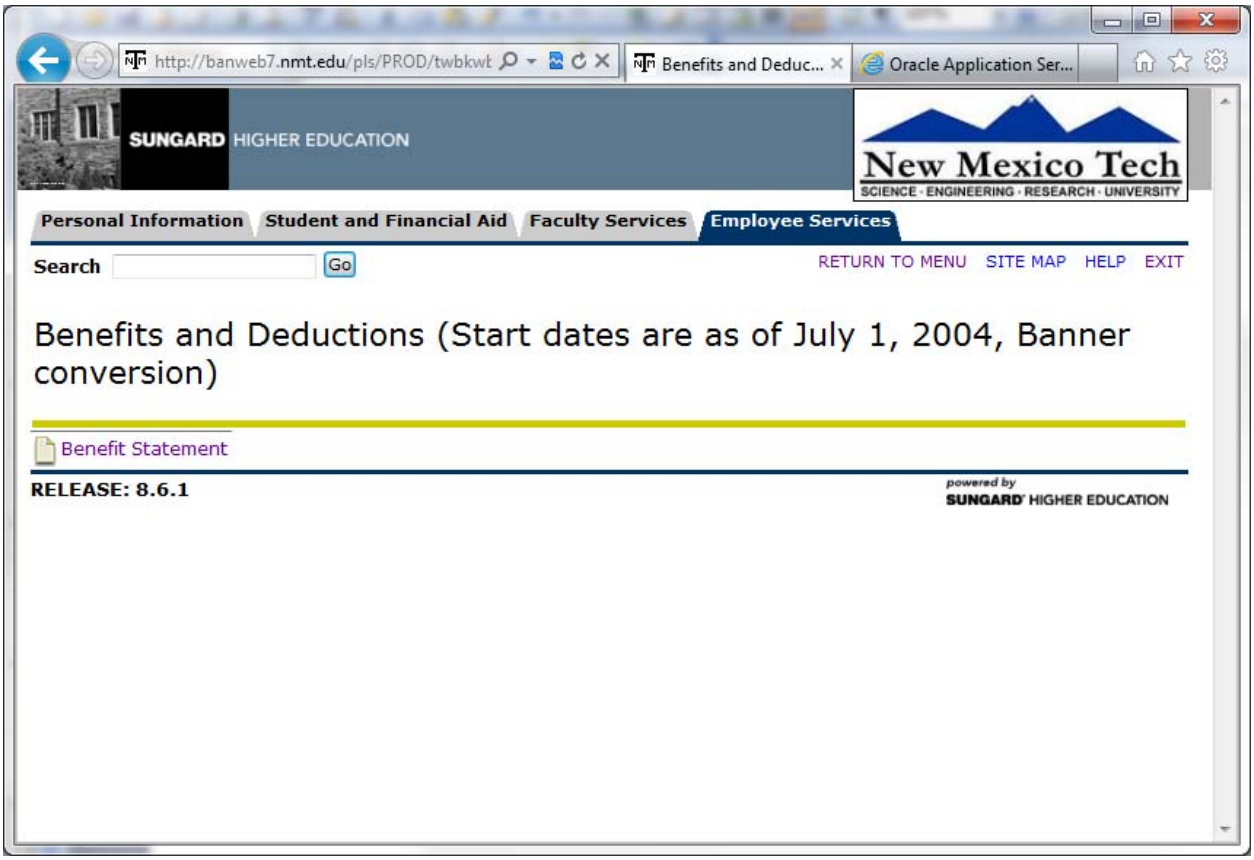
**Note:** Not all options may be visible to all users.




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

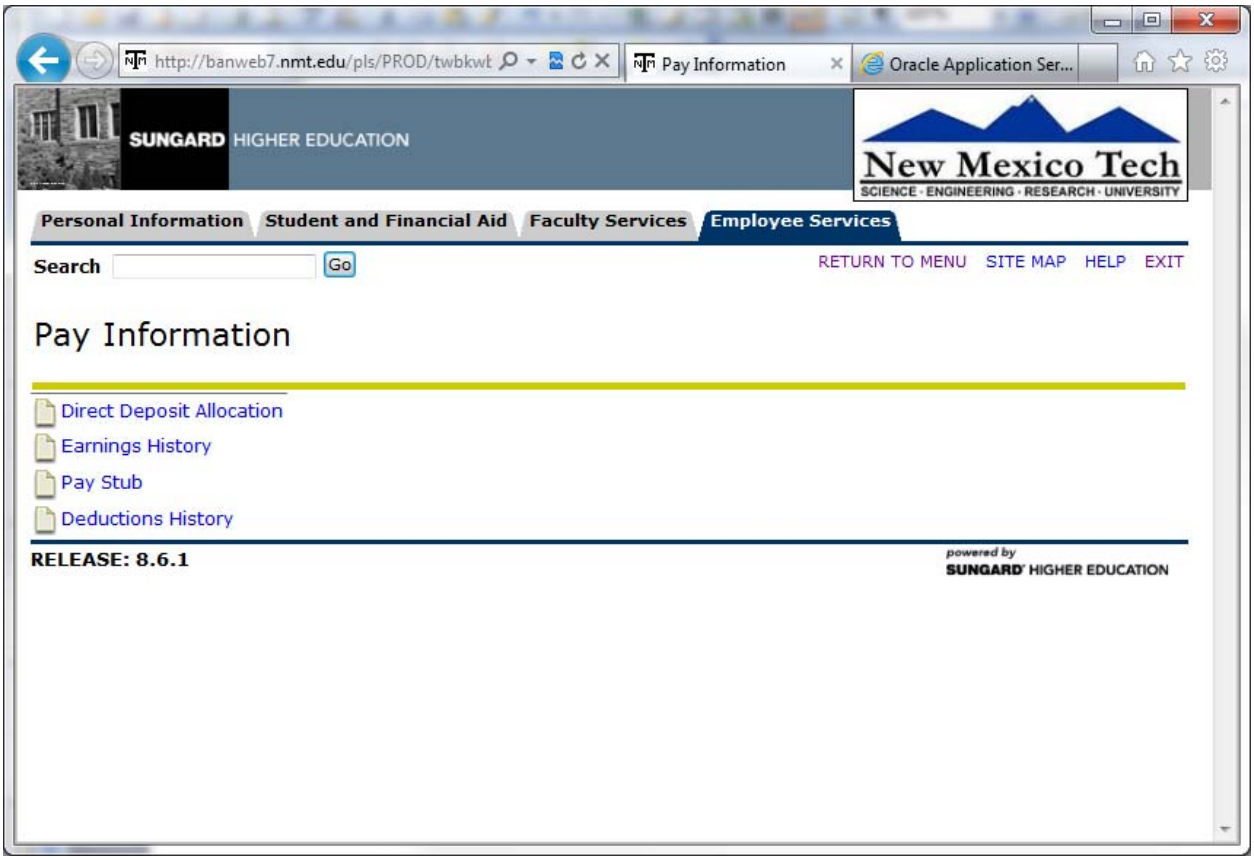
## IV. Benefits and Deductions

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



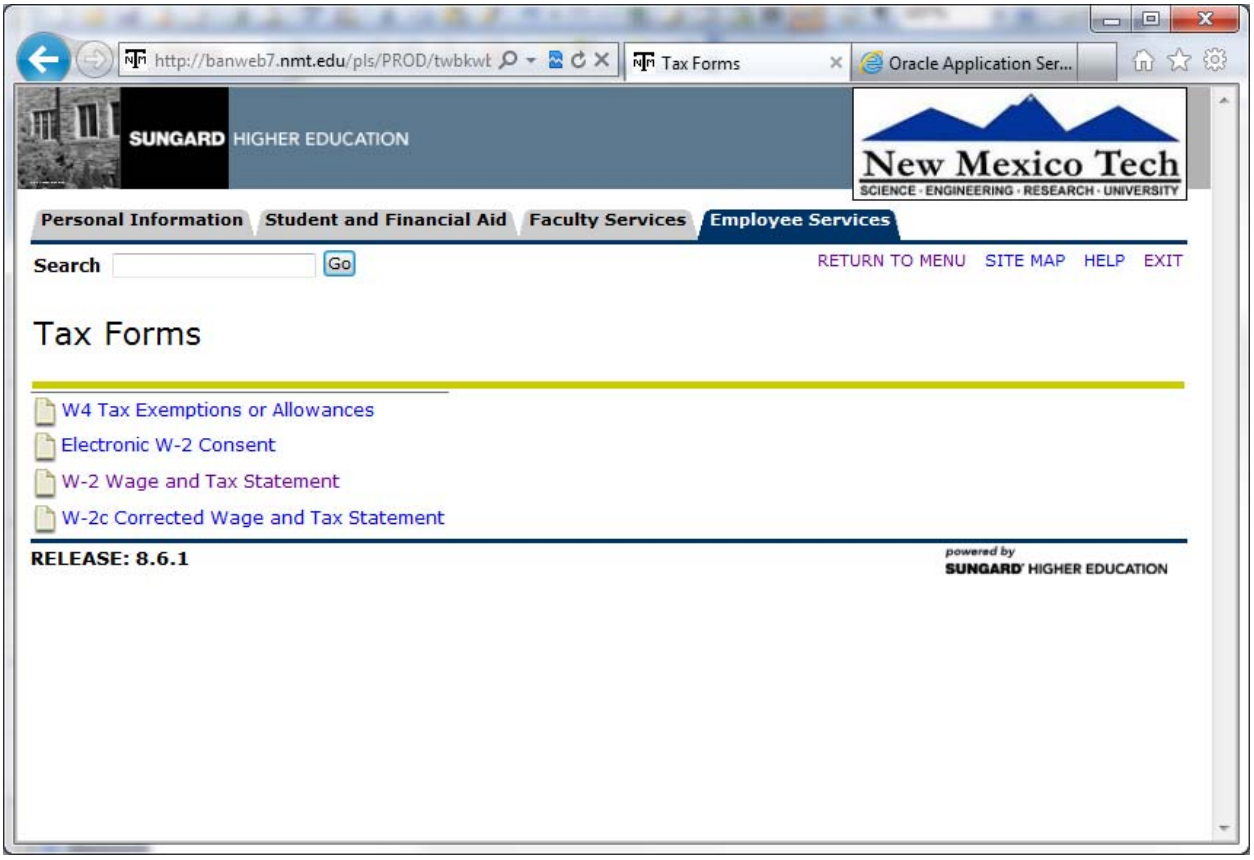
## V. Pay Information

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



## VI. Tax Forms

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

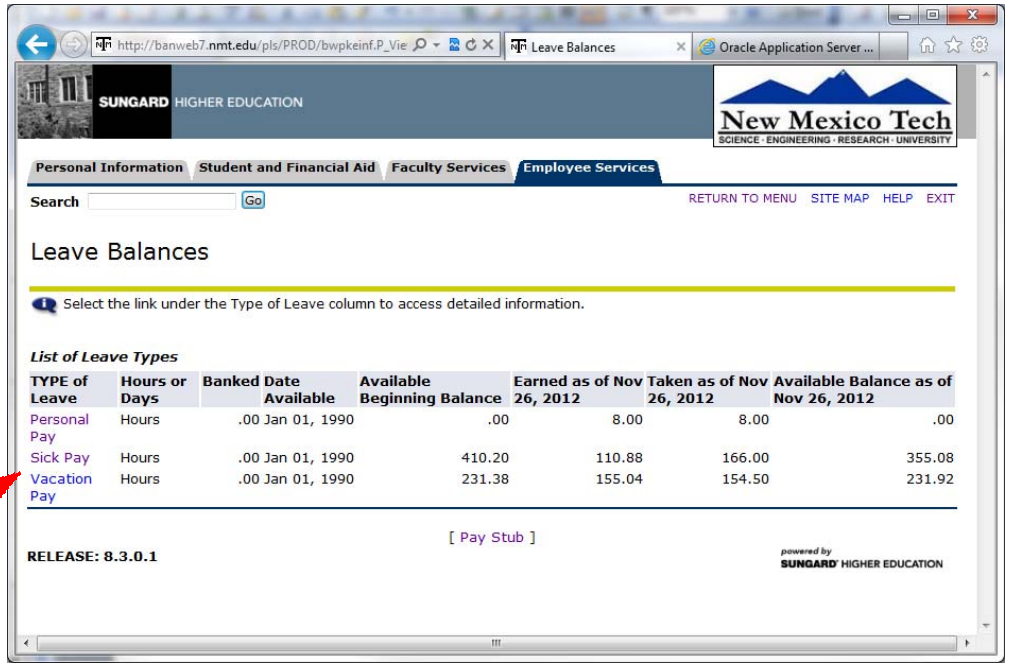


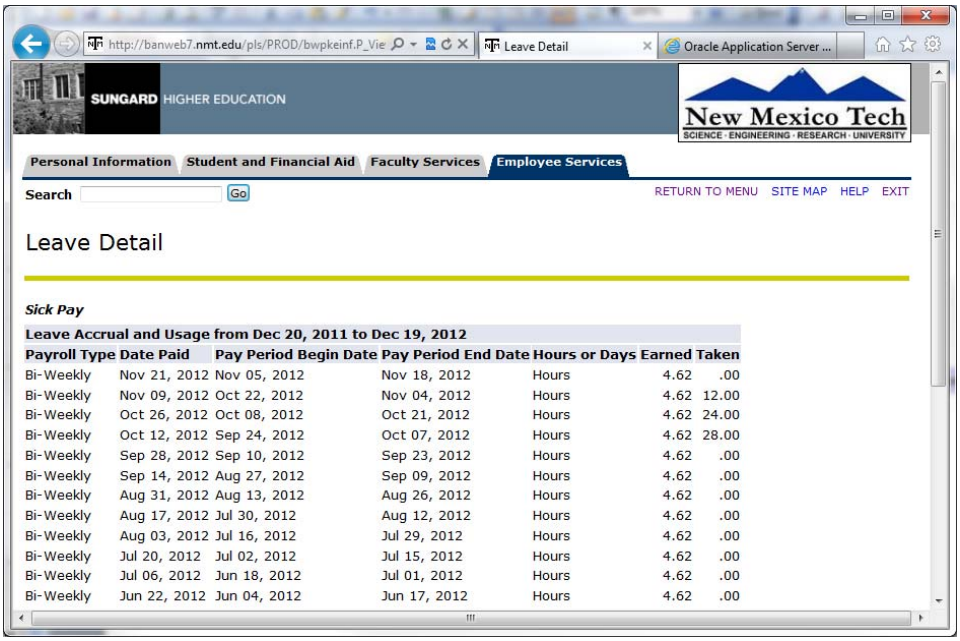
## VII. Jobs Summary

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.

## VIII. Leave Balances

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.