

# Web Time Entry

Lamar University

Non-exempt, student, hourly employees

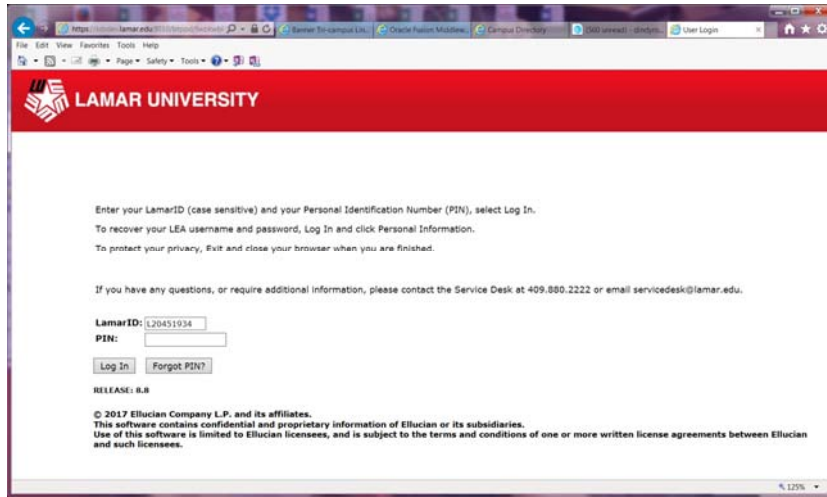
1

## Things to Know

- Time sheets must be submitted by 11:59 PM (Time Sheet Submission Deadline). You will NOT be able to enter hours after then.
- If you do not enter and submit hours, you will not get paid. You will have to enter your hours as retro hours on the time sheet for the next pay period.
- To enter partial hours, round up or down to the closest quarter hour and record using decimal points. EX: 1.25, 1.50, 1.75
- Once you submit, and your time sheet is approved, you cannot enter any more hours.

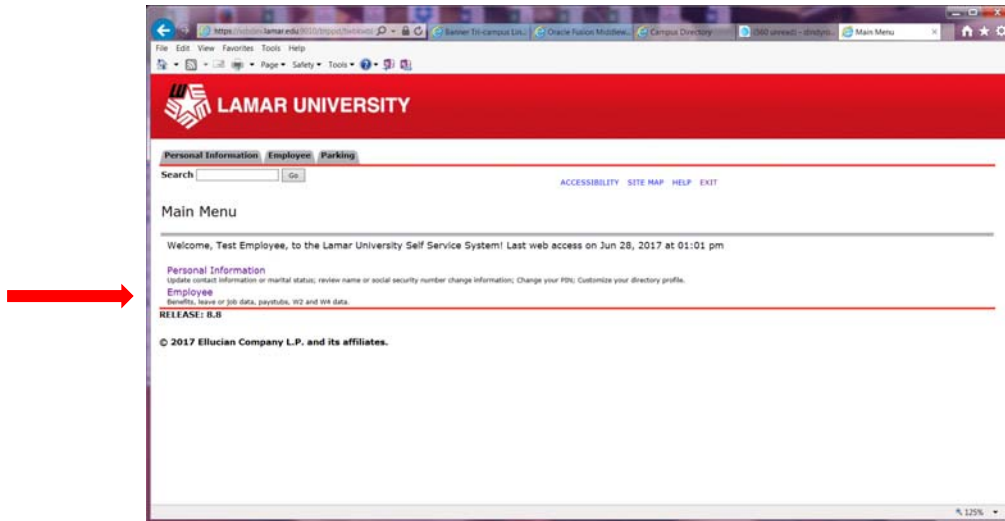
2

# Log into Self-Service Banner



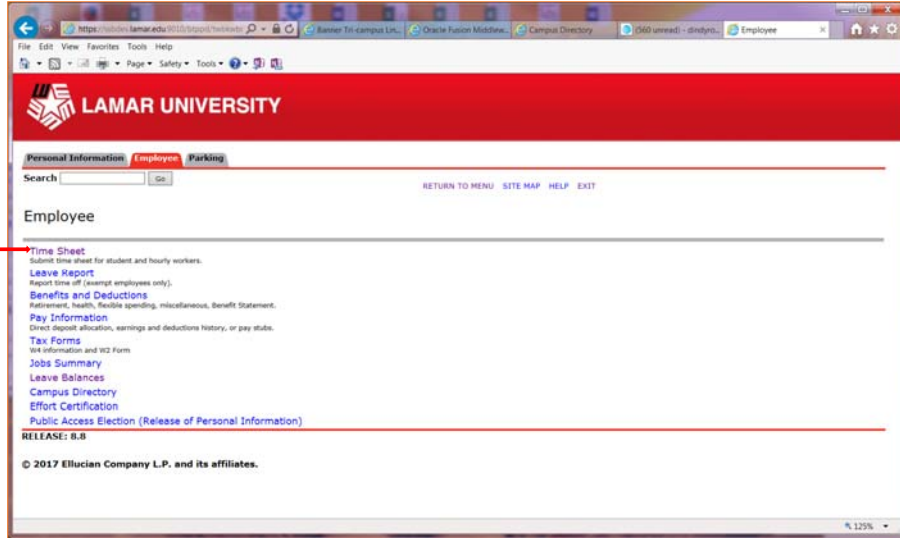
3

# Click on Employee



4

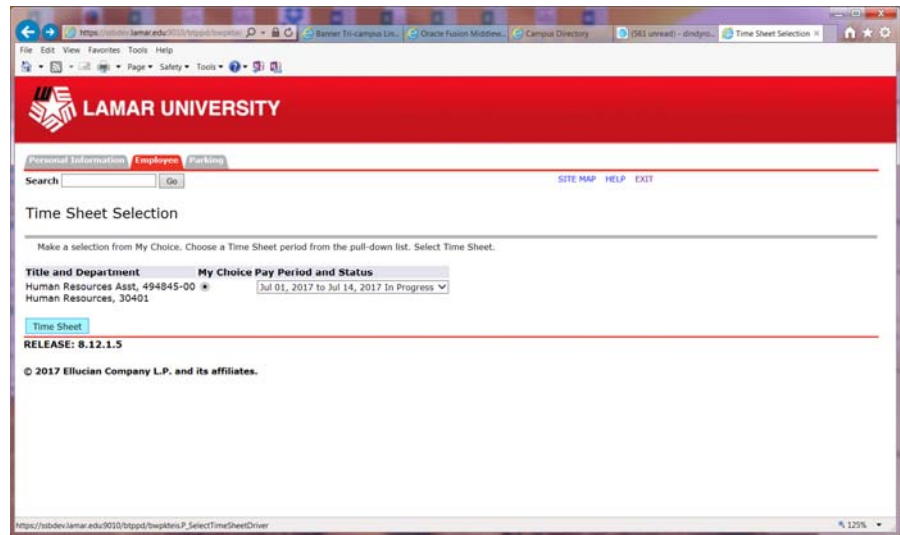
# Click on Time Sheet



5

# Click on Time Sheet

(The only time you will have more than one choice will be at Christmas)



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Click on "Enter Hours" for the day and Undergrad Student BW Payroll. Click on "Save" or hit Enter.

To enter Retro pay, choose a day on which you have no time entered. On the sheet below, try Sunday, Aug 13 for the retro. Click on Enter hours in the Retroactive Pay Hourly line and enter the total number of your retro hours. In the comment section, list the dates and the number of hours worked each day.

**Time Sheet**  
**Name:**  
**Title and Number:**  
**Department and Number:**  
**Time Sheet Period:** Aug 12, 2017 to Aug 25, 2017  
**Submit By Date:** Aug 28, 2017 by 10:00 AM

| Earning                      | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Aug 12, 2017 | Sunday Aug 13, 2017 | Monday Aug 14, 2017 | Tuesday Aug 15, 2017 | Wednesday Aug 16, 2017 | Thursday Aug 17, 2017 | Friday Aug 18, 2017 |
|------------------------------|-------|------------------------|-------------|-------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Undergrad Student BW Payroll | 1     | 0                      | 5           |             | 5                     | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Retroactive Pay-Hourly       | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| <b>Total Hours:</b>          |       |                        | 5           |             | 5                     | 0                   | 0                   | 0                    | 0                      | 0                     | 0                   |
| <b>Total Units:</b>          |       |                        | 0           |             | 0                     | 0                   | 0                   | 0                    | 0                      | 0                     | 0                   |

Previous Menu Preview Comments Approve Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
**RELEASE: 8.12.1.5**

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Click "Next" to go to the next week.

**Title and Number:** Human Resources Asst -- 494845-00  
**Department and Number:** Human Resources -- 39401  
**Time Sheet Period:** Jul 01, 2017 to Jul 14, 2017  
**Submit By Date:** Jul 15, 2017 by 11:59 AM

**Earning:** Regular  
**Date:** Jul 01, 2017  
**Shift:** 1  
**Hours:** 8

| Earning                       | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Jul 01, 2017 | Sunday Jul 02, 2017 | Monday Jul 03, 2017 | Tuesday Jul 04, 2017 | Wednesday Jul 05, 2017 | Thursday Jul 06, 2017 | Friday Jul 07, 2017 |
|-------------------------------|-------|------------------------|-------------|-------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Regular                       | 1     | 0                      | 32          |             | Enter Hours           | Enter Hours         | 8                   | Enter Hours          | Enter Hours            | 8                     | 8                   |
| Camp Time Taken (State & Fed) | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Vacation Taken                | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Sick Leave Taken              | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| State Comp Earned (1.0)       | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Federal Comp Earned (1.5)     | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Holiday                       | 1     | 0                      | 8           |             | Enter Hours           | Enter Hours         | Enter Hours         | 8                    | Enter Hours            | Enter Hours           | Enter Hours         |
| Jury Duty                     | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Reassignment                  | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Military                      | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Administrative Leave          | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Retro Vacation (Hourly only)  | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| Bedro Sick (Hourly only)      | 1     | 0                      | 0           |             | Enter Hours           | Enter Hours         | Enter Hours         | Enter Hours          | Enter Hours            | Enter Hours           | Enter Hours         |
| <b>Total Hours:</b>           |       |                        | 40          |             | 8                     | 0                   | 8                   | 8                    | 8                      | 8                     | 8                   |
| <b>Total Units:</b>           |       |                        | 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: 8.12.1.5**

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Make sure it is correct. Click on “Previous Menu” (at bottom left, not shown).

**LAMAR UNIVERSITY**

Personal Information | **Employee** | Parking

Search [ ] Go SITE MAP HELP EXIT

Summary of Reported Time

Set your printer layout to Landscape before printing.

Test Employee Human Resources Asst, 494845-00 Human Resources, 30401

**Time Sheet**

| Earning Code                  | Shift | Total Hours | Total Units | Saturday, Jul 01, 2017 | Sunday, Jul 02, 2017 | Monday, Jul 03, 2017 | Tuesday, Jul 04, 2017 | Wednesday, Jul 05, 2017 | Thursday, Jul 06, 2017 | Friday, Jul 07, 2017 | Saturday, Jul 08, 2017 | Sunday, Jul 09, 2017 | Monday, Jul 10, 2017 | Tuesday, Jul 11, 2017 | Wednesday, Jul 12, 2017 | Thursday, Jul 13, 2017 | Friday, Jul 14, 2017 |
|-------------------------------|-------|-------------|-------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|
| Regular                       | 1     | 68          | 0           |                        |                      |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |
| Comp Time Taken (State & Fed) | 1     | 2           | 0           |                        |                      |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |
| Vacation Taken                | 1     | 2           | 0           |                        |                      |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |
| State Comp Earned (1.0)       | 1     | 2           | 0           |                        |                      |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |
| Holiday                       | 1     | 4           | 0           |                        |                      |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |
| <b>Total Hours:</b>           |       | <b>82</b>   | <b>0</b>    |                        |                      |                      |                       |                         |                        |                      |                        |                      |                      |                       |                         |                        |                      |

**Comments**

Date: Jul 03, 2017 02:11 am Made by: You Comments: Time Sheet Returned

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Click on “Comments” to provide additional Info.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Possible Insufficient Leave Balance.

**Time Sheet**

Title and Number: Human Resources Asst -- 494845-00

Department and Number: Human Resources -- 30401

Time Sheet Period: Jul 01, 2017 to Jul 14, 2017

Submit By Date: Jul 15, 2017 by 11:59 AM

Earning Code: Vacation Taken

Shift: Jul 11, 2017

Hours: 1

Shift: 2

Save Copy Account Distribution

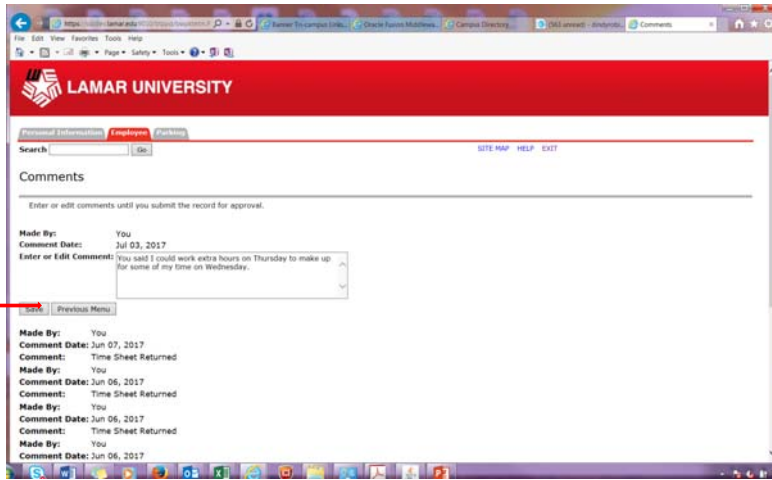
| Earning Code                  | Shift | Default Hours or Units | Total Hours | Total Units | Saturday, Jul 08, 2017 | Sunday, Jul 09, 2017 | Monday, Jul 10, 2017 | Tuesday, Jul 11, 2017 | Wednesday, Jul 12, 2017 | Thursday, Jul 13, 2017 | Friday, Jul 14, 2017 |
|-------------------------------|-------|------------------------|-------------|-------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|
| Regular                       | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Comp Time Taken (State & Fed) | 1     | 0                      | 2           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Vacation Taken                | 1     | 0                      | 2           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Sick Leave Taken              | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| State Comp Earned (1.0)       | 1     | 0                      | 2           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Federal Comp Earned (1.5)     | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Holiday                       | 1     | 0                      | 8           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Day Study                     | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Reassignment                  | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Military                      | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Administrative Leave          | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Retro Vacation (hourly only)  | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| Retro Sick (hourly only)      | 1     | 0                      | 0           | 0           | Enter Hours            | Enter Hours          | Enter Hours          | Enter Hours           | Enter Hours             | Enter Hours            | Enter Hours          |
| <b>Total Hours:</b>           |       |                        | <b>82</b>   | <b>0</b>    |                        |                      |                      |                       |                         |                        |                      |
| <b>Total Units:</b>           |       |                        |             | <b>0</b>    |                        |                      |                      |                       |                         |                        |                      |

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

Submitted for Approval By: Approved By:

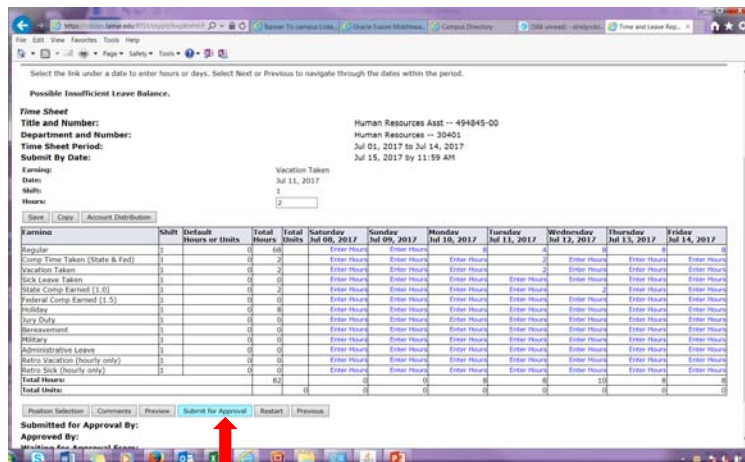
10

Type your comment and click on "Previous Menu"



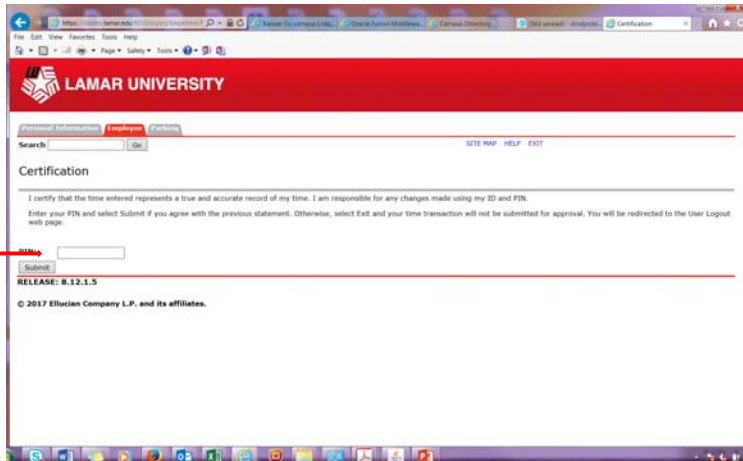
11

Click on "Submit for Approval."



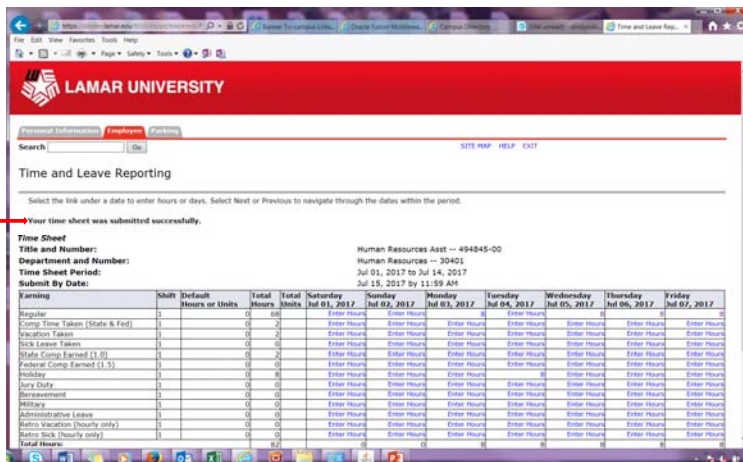
12

Type in your PIN. This certifies that to the best of your knowledge, your time sheet is correct.



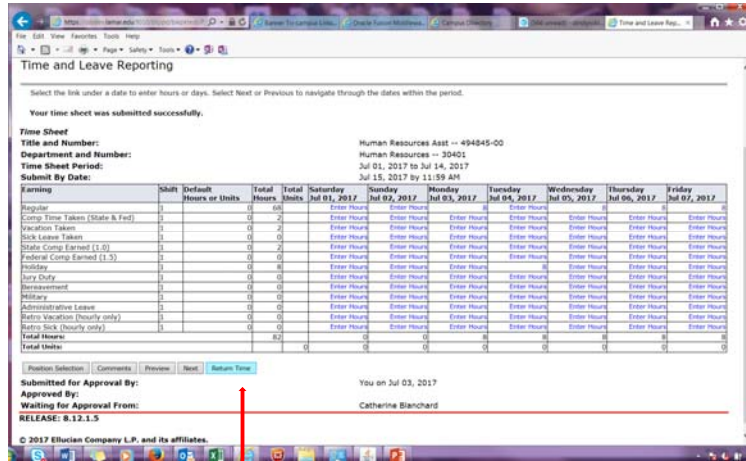
13

At the top it will say "Your time sheet was submitted successfully."



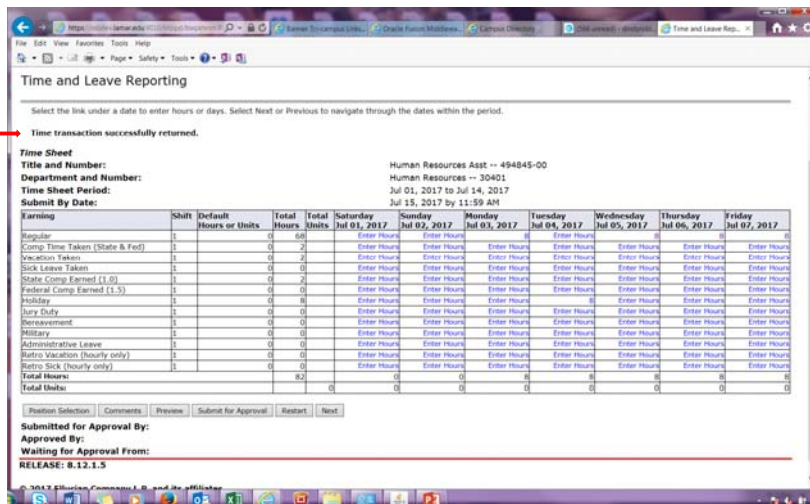
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If you want to change something and your supervisor has not approved it yet, click on "Return Time"



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This will bring it back to you for correction.



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## Questions?

Contact:

Payroll Office - [payroll@lamar.edu](mailto:payroll@lamar.edu) or 409-880-8000