

Web Time Entry

Lamar University
Non-exempt, Student, Hourly employees

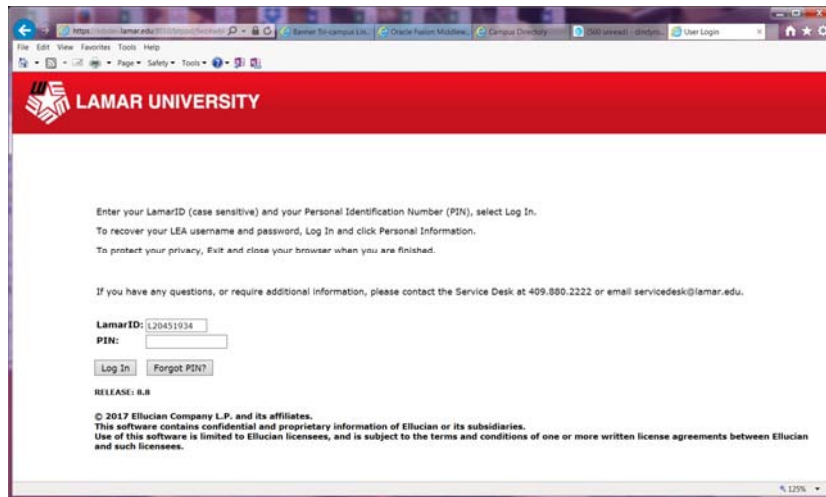
1

Things to Know

- Time sheets must be submitted by 11:59 pm (Time Sheet Submission Sunday's). 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



Enter your LamarID (case sensitive) and your Personal Identification Number (PIN), select Log In.
To recover your LEA username and password, Log In and click Personal Information.
To protect your privacy, Exit and close your browser when you are finished.

If you have any questions, or require additional information, please contact the Service Desk at 409.880.2222 or email servicedesk@lamar.edu.

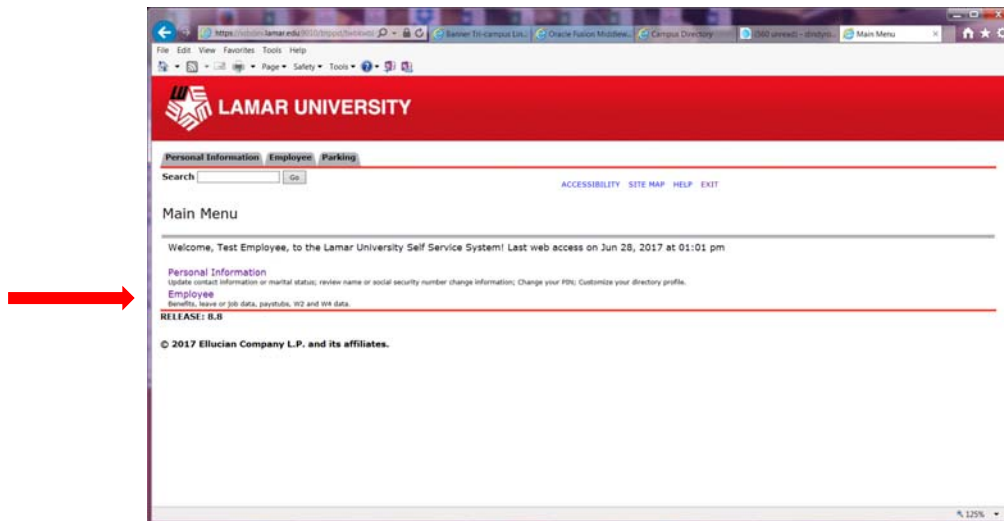
LamarID: L20451934
PIN:

RELEASE: B.B

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Click on Employee



Lamar University

Personal Information **Employee** **Parking**

Search

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Main Menu

Welcome, Test Employee, to the Lamar University Self Service System! Last web access on Jun 28, 2017 at 01:01 pm

Personal Information
Update contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

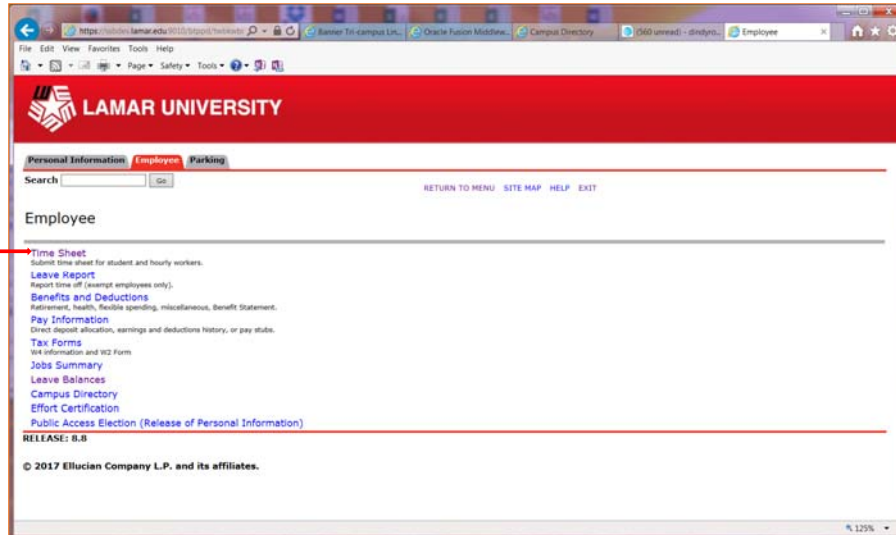
Employee
Benefits, leave or job data, paystubs, 912 and 104 data.

RELEASE: B.B

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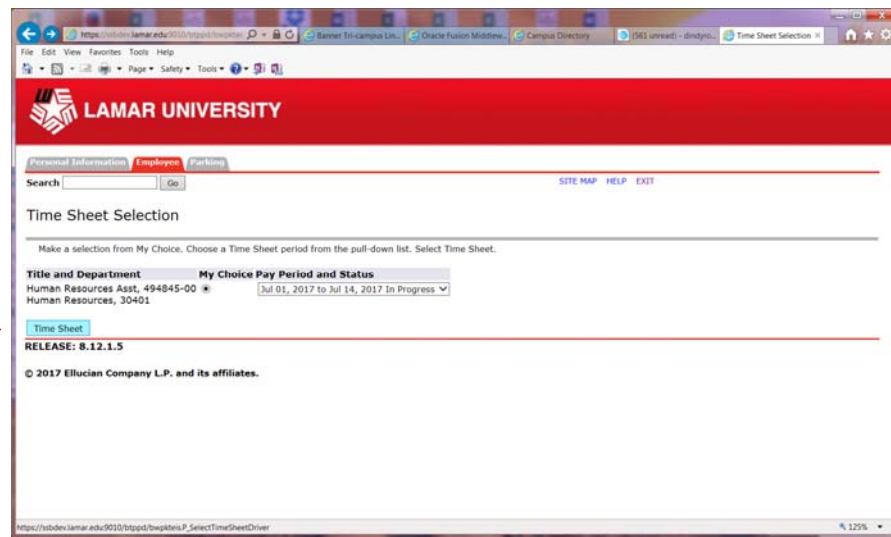
Click on Time Sheet



5

Click on Time Sheet

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



6

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:
Submit By Date:

Aug 12, 2017 to Aug 25, 2017
 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
Total Hours:			5								
Total Units:				0							

Previous Menu Preview Comments Approve Next

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Click “Next” to go to the next week.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Human Resources Asst -- 494845-00
 Human Resources -- 39401
 Jul 01, 2017 to Jul 14, 2017
 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	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	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
Admrs Vacation (Hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Admrs Sick (Hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40								
Total Units:				0							

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

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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															
Comp Time Taken (State & Fed)	1	2															
Vacation Taken	1	2															
State Comp Earned (1.0)	1	2															
Holiday	1	8															
Total Hours:		82															
Total Units:			0														

Comments

Date: Jul 01, 2017 02:11 am. Made by: Comments

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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

Working: Vacation Taken: Jul 11, 2017

Shift: 1

Hours: 2

Save Copy Account Distribution

Earning	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	68		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	2		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	2		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	Enter Hours	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
Reemployment	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
Retro Sick (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82								
Total Units:				0							

Position Selection Comments Preview Submit for Approval Restart Previous

Submitted for Approval By:

Approved By:

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Type your comment and click on “Previous Menu”

LAMAR UNIVERSITY

Search: [] [Go] SITE MAP HELP EXIT

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Jul 03, 2017
Enter or Edit Comment: You said I could work extra hours on Thursday to make up for some of my time on Wednesday.

[Previous Menu](#)

Made By: You
Comment Date: Jun 07, 2017
Comment: Time Sheet Returned

Made By: You
Comment Date: Jun 06, 2017
Comment: Time Sheet Returned

Made By: You
Comment Date: Jun 06, 2017
Comment: Time Sheet Returned

Made By: You
Comment Date: Jun 06, 2017

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Click on “Submit for Approval.”

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 -- 35401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM

Earnings: Vacation Taken
Date: Jul 11, 2017
Shift: 1
Hours: 2

View | Copy | Account Distribution

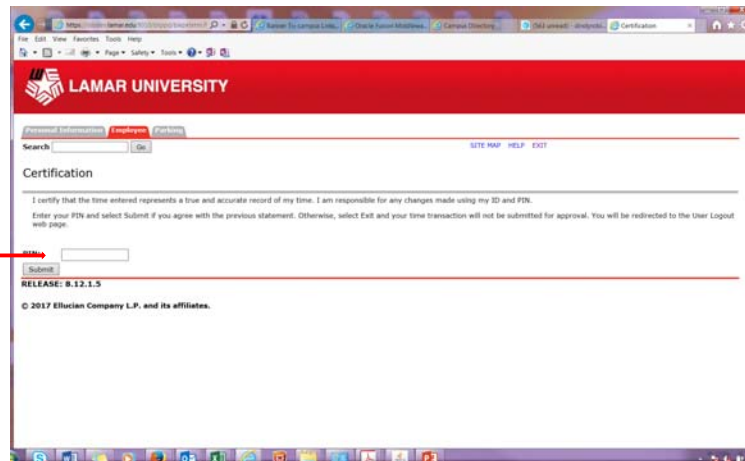
Karnimo	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 08, 2017	Sunday Jul 09, 2017	Monday Jul 10, 2017	Tuesday Jul 11, 2017	Wednesday Jul 12, 2017	Thursday Jul 13, 2017	Friday Jul 14, 2017
Regular	1	0	08	08	Enter Hours	Enter Hours	Enter Hours	8	8	8	8
Comp Time Taken (State & Fed)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	2	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	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	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
Insider	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Job Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Reimbursement	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	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
Total Hours:			82	0	0	0	0	8	8	10	8
Total Units:				0	0	0	0	0	0	0	0

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

Submitted for Approval By:
Approved By:

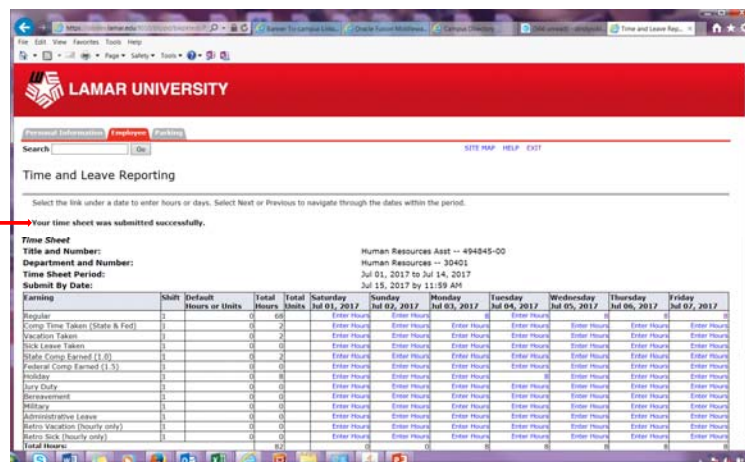
12

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



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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”

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.

Your time sheet was submitted successfully.

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	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	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	2	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	2	2	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	2	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	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	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
Total Hours			82	82	0	0	0	0	0	0	0
Total Units				82	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Return Time** | Next

Submitted for Approval By: You on Jul 03, 2017
 Approved By: Catherine Blanchard
 Waiting for Approval From: Catherine Blanchard
 RELEASE: 8.12.1.5

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This will bring it back to you for correction.

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 transaction successfully returned.

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	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	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	2	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	2	2	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	2	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	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	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
Total Hours			82	82	0	0	0	0	0	0	0
Total Units				82	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | **Return Time** | Next

Submitted for Approval By: Catherine Blanchard
 Approved By: Catherine Blanchard
 Waiting for Approval From: Catherine Blanchard
 RELEASE: 8.12.1.5

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Questions?

Contact:

Payroll Office - payroll@lamar.edu or 409-880-8000