Web Time Entry

Lamar University

Non-exempt, Student, Hourly employees

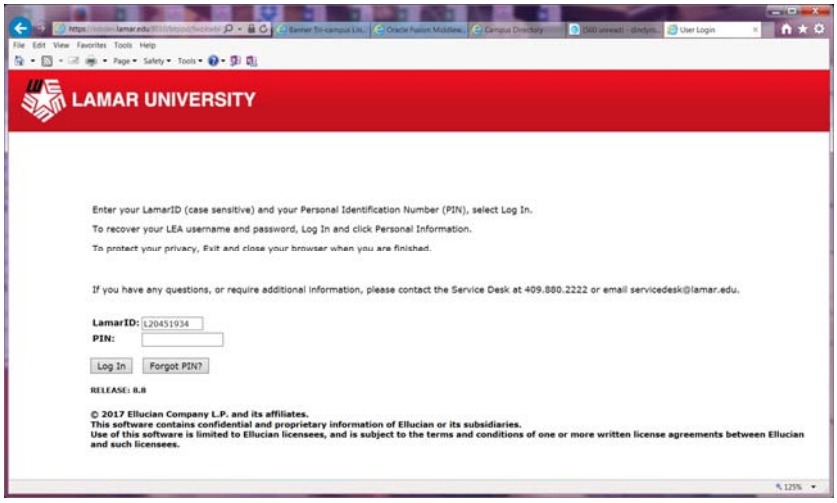
1

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.

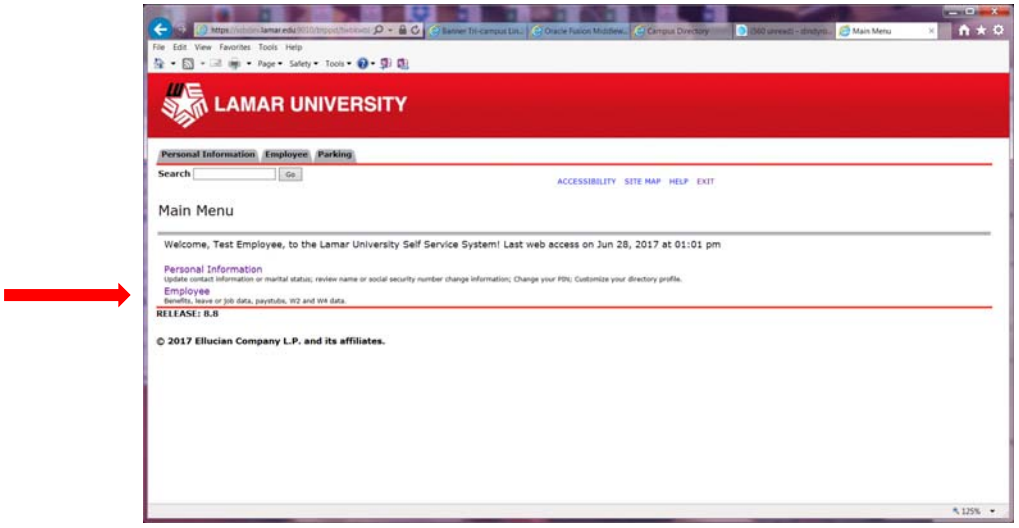
2

Log into Self-Service Banner



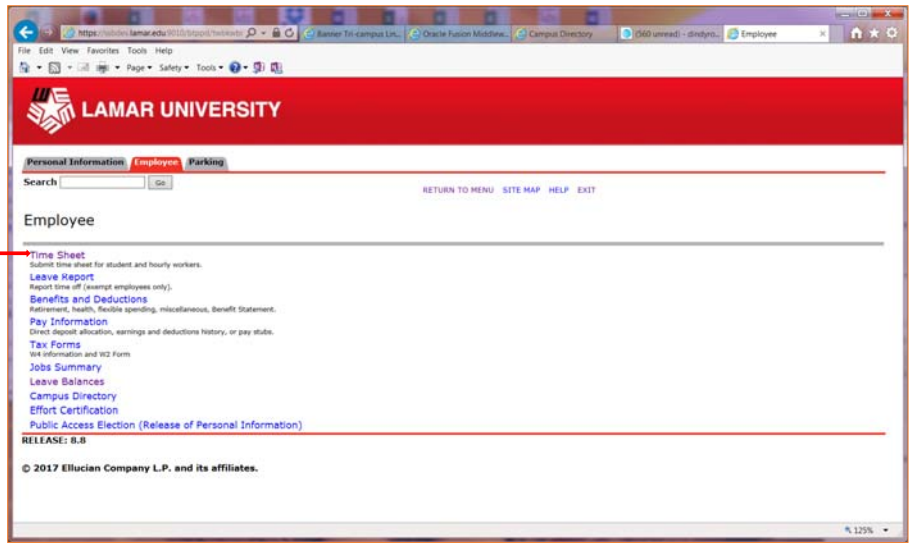
3

Click on Employee



4

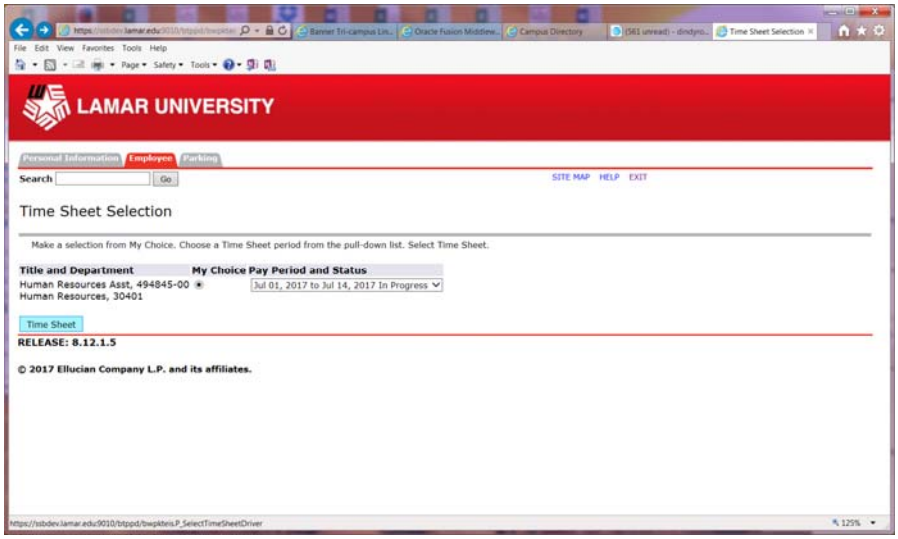
Click on Time Sheet



5

Click on Time Sheet

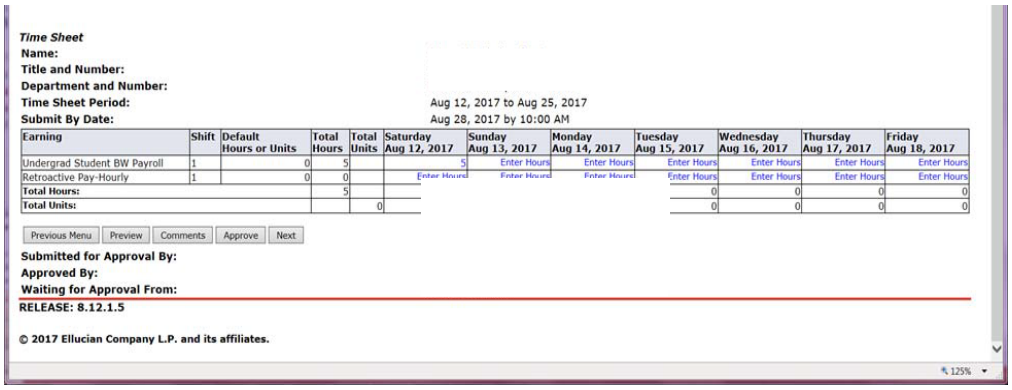
(The only time you will have more than one choice will be at Christimas)



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: 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
Total Hours:			5					0	0	0	0
Total Units:				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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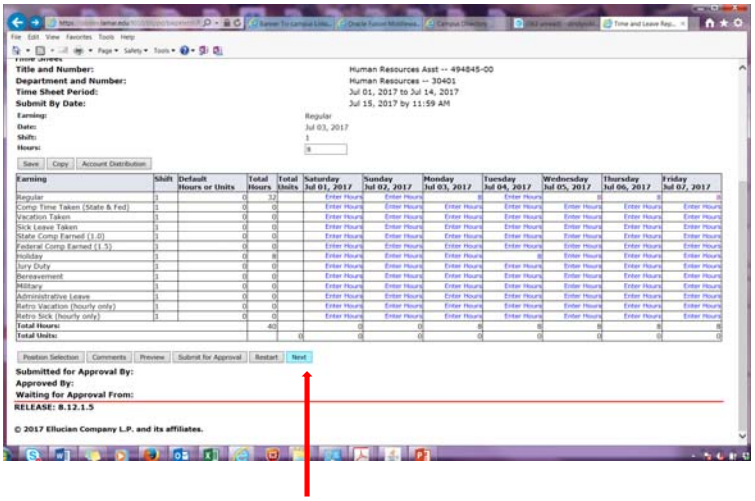
Click “Next” to go to the next week.



Title and Number: Human Resources Asst -- 494845-00
Department and Number: Human Resources -- 30401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM
Earning: Regular
Date: Jul 03, 2017
Shift: 1
Hours: 8

Save | Copy | Account Distribution

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	8	8	8
Comp 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
Bereavement	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:			40		0	0	8	8	8	8	8
Total Units:				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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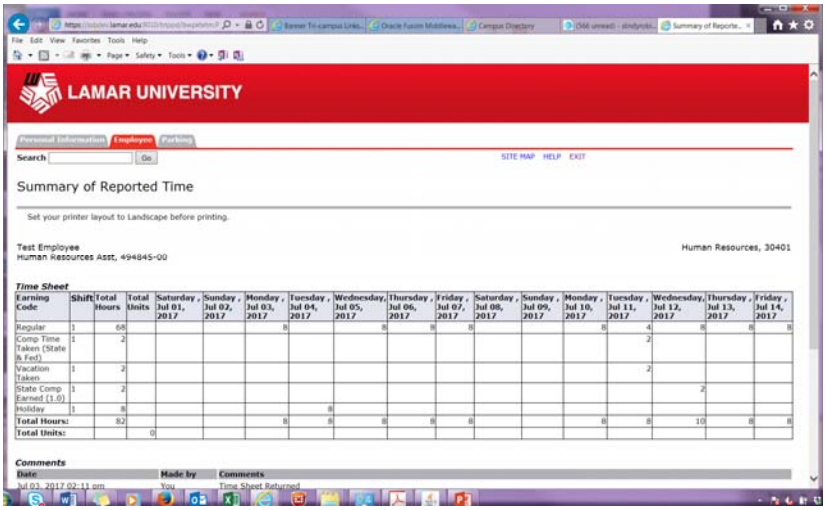
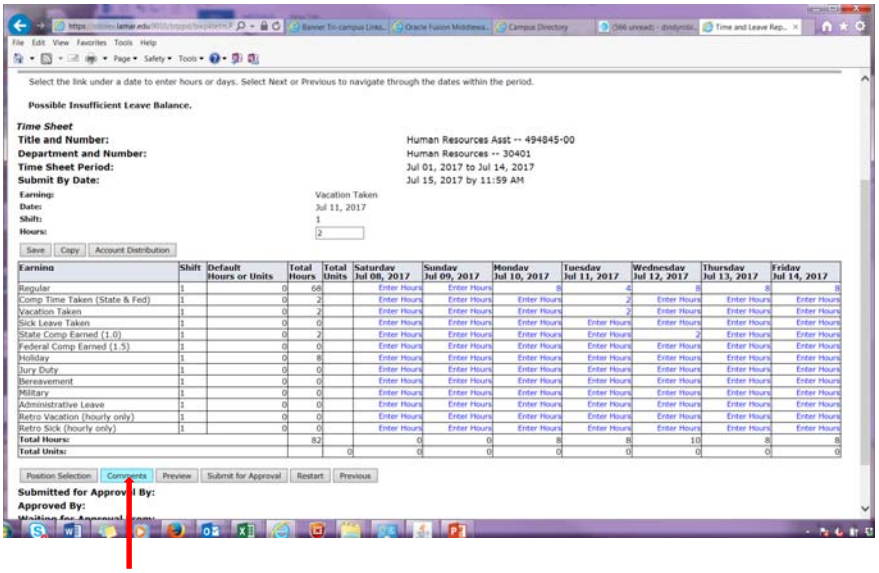
Make sure it is correct. Click on “Previous Menu” (at bottom left, not shown).



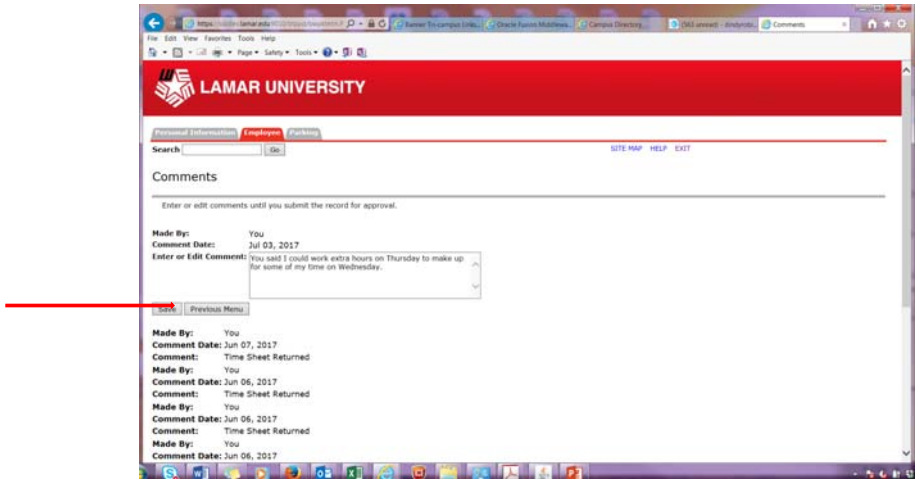
9

Click on “Comments” to provide additional Info.



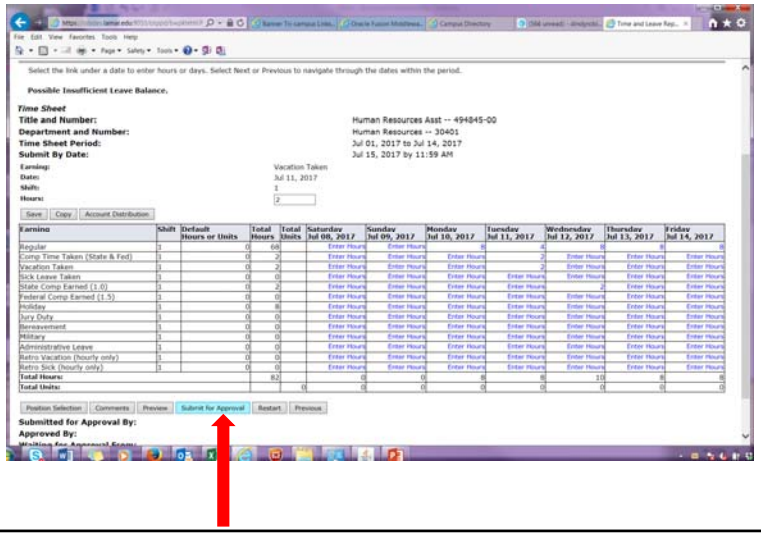
10

Type your comment and click on “Previous Menu”



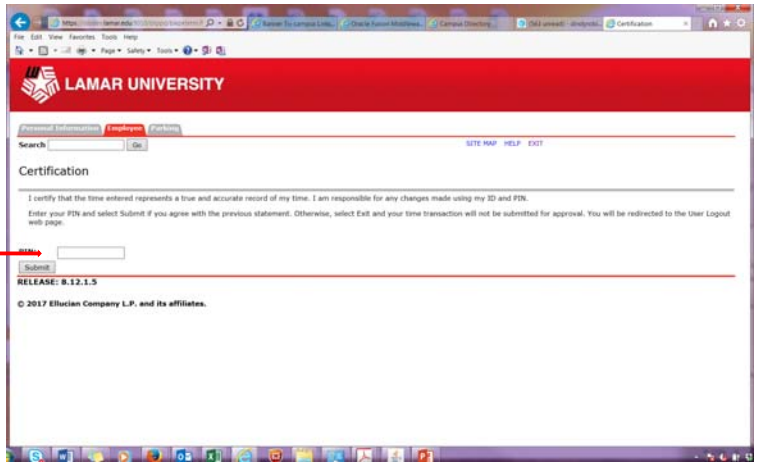
11

Click on “Submit for Approval.”



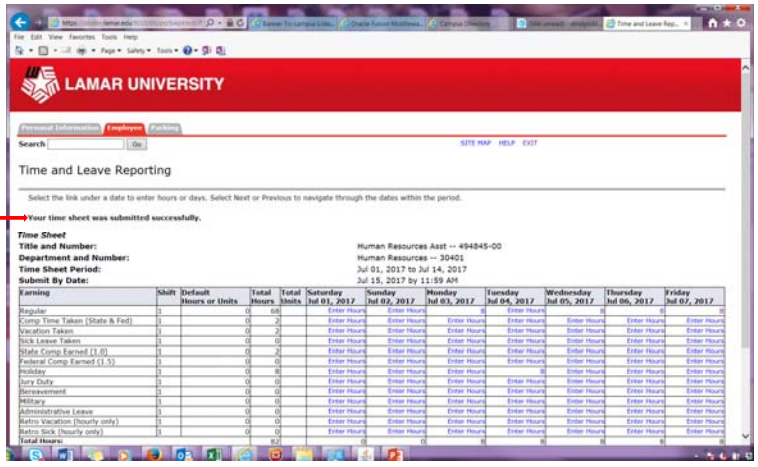
12

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



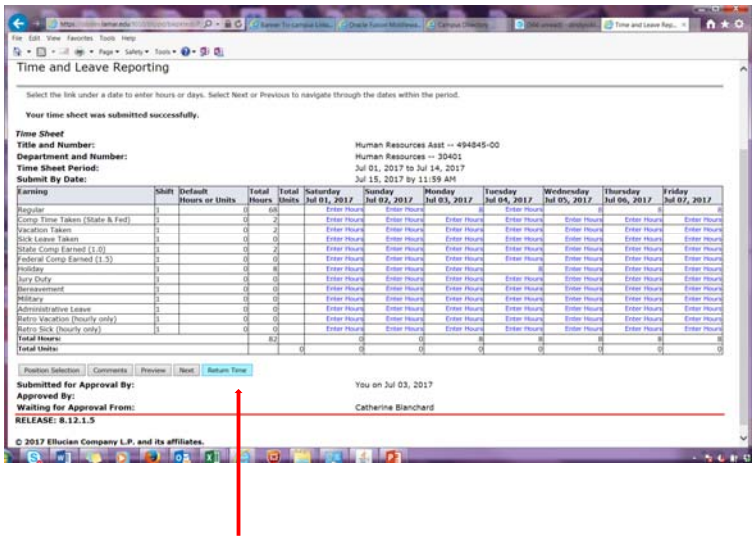
13

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

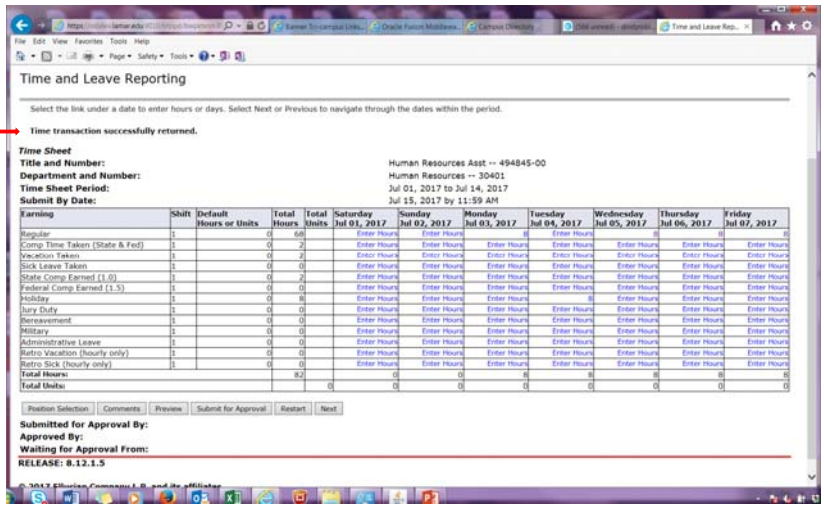


14

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



This will bring it back to you for correction.



Questions?

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

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