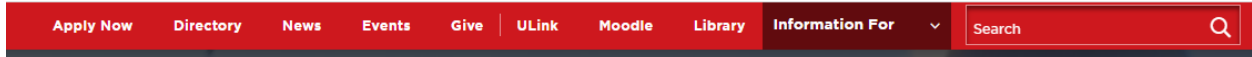# CLASSIFIED TIMESHEET INSTRUCTIONS

NOTE: Banner has a field titled hours per day, which is indicated as a regular 8 hours per day to give a 40 hour work week. Due to this, any hours beyond 8 hours will indicate a warning showing more hours than field for hours per day. Disregard the message.
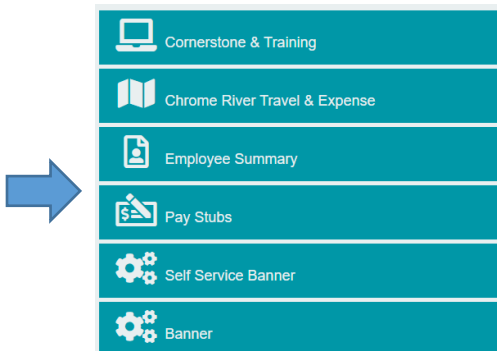
Go to the university website (www.louisiana.edu) and click the ULink link.
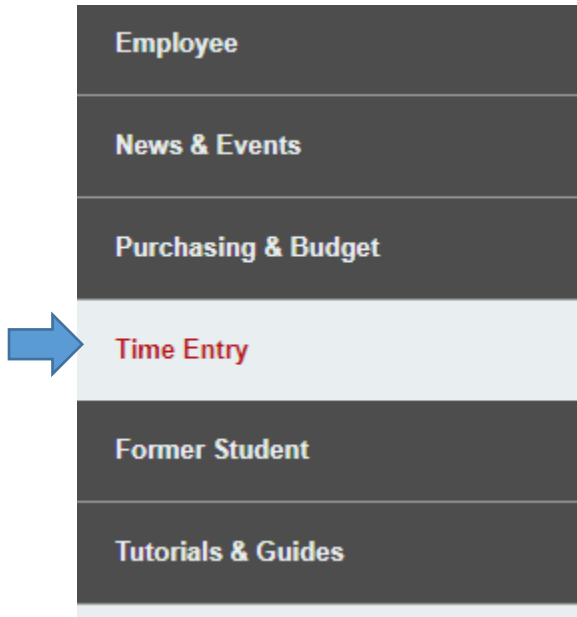

Enter username and password:

Click employee summary

Or

Click the time entry tab on the left

Click access your timesheet in Banner

WebAid

WebAid Time Entry

Complete your timesheet in WebAid/Approve WebAid transactions(I.E. only)

How to access your timesheet in WebAid

Web Time Entry in Banner
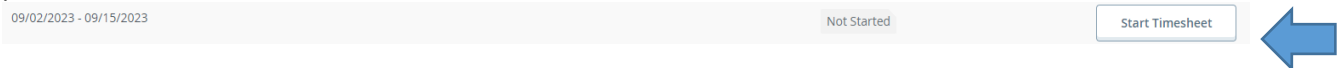
Access your timesheet in Banner

Approve time for student workers in Banner

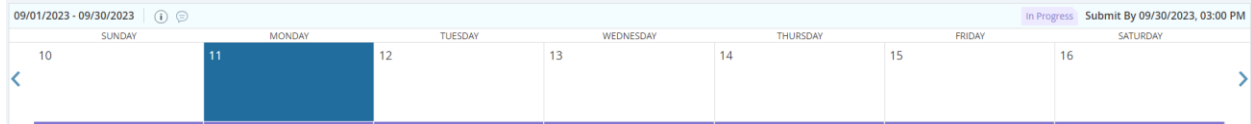Banner FAQs for supervisors of student workers

Click enter time on the right side of the page:

Each employee should see their main job indicated. There should only be one time period, the current period indicated. Click start timesheet.

A new screen will populate as a calendar on the date in which you are entering the system.

Any leave applications approved should appear on the timesheet. If eligible to earn compensatory time, follow those instructions to add the hours worked.

Regular Schedule
The employees regular scheduled hours should appear as regular hours on the timesheet. If did not take any leave or did not earn any compensatory time, then do not need to do anything but submit (make sure 80 regular hours include hours worked plus leave taken). If the employee did take leave, will need to adjust the regular hours accordingly.

If the employee does not have a regular schedule to populate, will need to add regular schedule for each day. Each day should have classified regular pay already populated in the first option for earn code, add the hours worked as regular hours in the blank provided.

Holiday or Leave Taken with Regular Schedule
If the employee has a regular schedule that populates and there is a holiday or they took leave, the employee will need to adjust the regular hours on the timesheet accordingly. For holidays, the regular hours will populate and the holiday hours will populate, change the regular hours to 0.

Classified Regular   ⊘ 8.75 Hours
Pay

Holiday Pay   ⊘ 8.75 Hours

To adjust the hours, click the edit button on the right on the line with the regular hours.

This will open the hour field for regular hours, and change to 0.

Earn Code   Hours*

Classified Regular Pay   ⌄   0

Holiday Pay   ⊘ 8.75 Hours

If the employee worked on the holiday, the hours worked will be added as compensatory time earned also. Follow the same instructions then add an earn code as compensatory time earned.

For leave taken, adjust the regular hours according to the leave taken, so if leave all day change regular to 0 as previous example with holiday. If hours are not a full day, adjust accordingly.

Earn Code	Hours*
Classified Regular Pay	4.75

Earn Code	Hours*
Sick Leave Taken	4

Holiday or Leave Taken with No Regular Schedule

If the employee does not have a regular schedule and takes leave, they will need to add regular hours according to leave taken (so if schedule that day was to work 8 hours and took 2 hours of leave, put 6 hours for regular pay).

For holidays, if the holiday is the employees regular scheduled day, they will need to add the code of holiday pay and the amount of hours scheduled for that day.

Earn Code	Hours*
Holiday Pay	8

If they worked that day, add the hours worked as compensatory time earned. There should not be regular hours added on a holiday.

Earn Code	Hours*
Holiday Pay	8

Earn Code	Hours*
Compensatory Time Earned	8

Submit
To submit the timesheet for a given pay period, click the preview button at the bottom.

Cancel	Save	Preview

A new screen will populate with the information of the timesheet, the routing, and a comment section. Add comments for any further information for your supverisor.

Comment (Optional):

Add Comment

If the employee realizes that there is an issue with the leave, click the return button to go back and make the correction.

Once finished, click submit.

Return	Submit

Once finished, click submit to send to supervisor for approval.

Return	Submit

Recall Timesheet
If a correction needs to be made after the employee has submitted the timesheet, it can be recalled by the employee even if approved. When the employee enters the section to enter time at the beginning of the process, the status will have changed from not started to in progress, pending, or approved. Click that status.

09/01/2023 - 09/30/2023	26.25 Hours	09/11/2023	Pending

It will take the employee back to the calendar for the timesheet. Click the recall timesheet button at the bottom of the page.

Recall Timesheet

Now the employee can adjust the timesheet as needed. Save and submit once completed.

If the employee needs to adjust their leave application, they will need to correct the leave application first. Once the leave application is adjusted and approved, they will then need to restart the timesheet.

NOTE: The restart timesheet will put the timesheet back to original timesheet, so this will add any adjustments made adding leave however it will remove anything added directly on the timesheet. So any compensatory time earned added to the timesheet will need to be added back after restarting the timesheet.

At the top right of the timesheet, click the restart timesheet button.
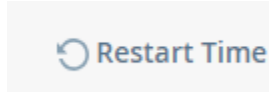
↺ Restart Time

Click restart time.

⚠ You have requested a restart of your timesheet. Please note that all previously entered time and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your timesheet, select the Cancel button.

Cancel   Restart Time