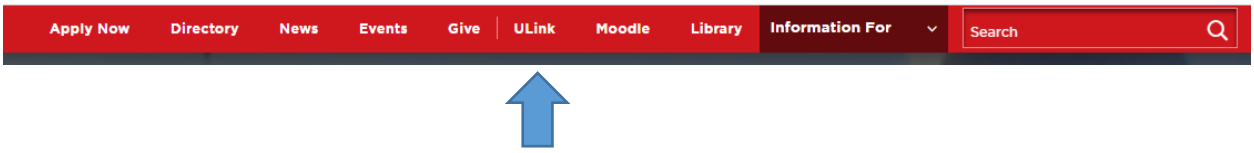
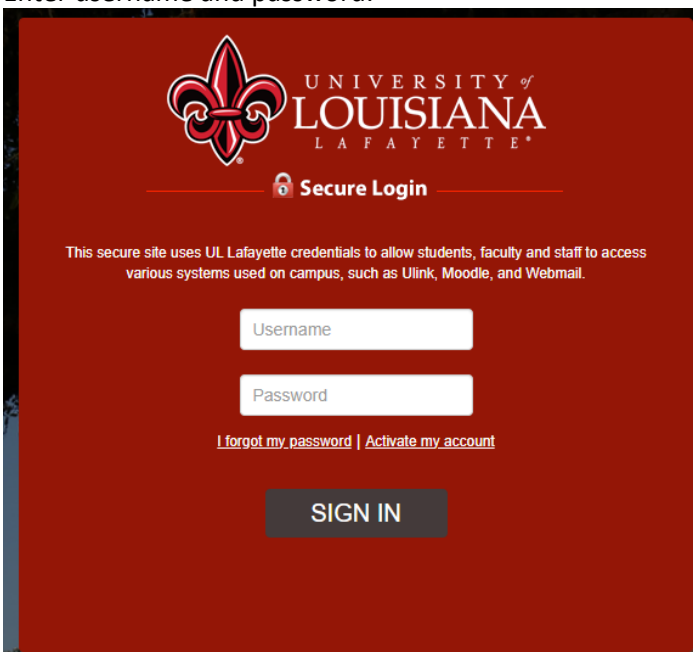
CLASSIFIED TIMESHEET INSTRUCTIONS

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.

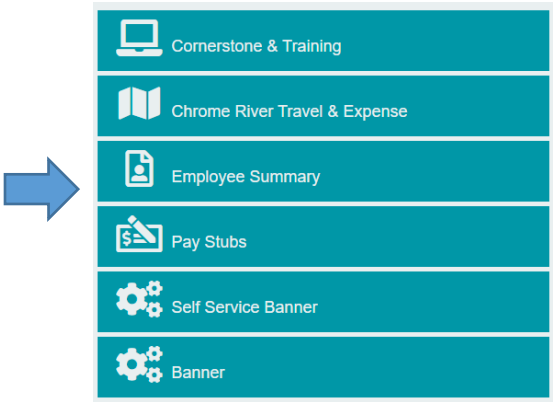
Go to the university website (www.louisiana.edu) and click the ULink link.



Enter username and password:

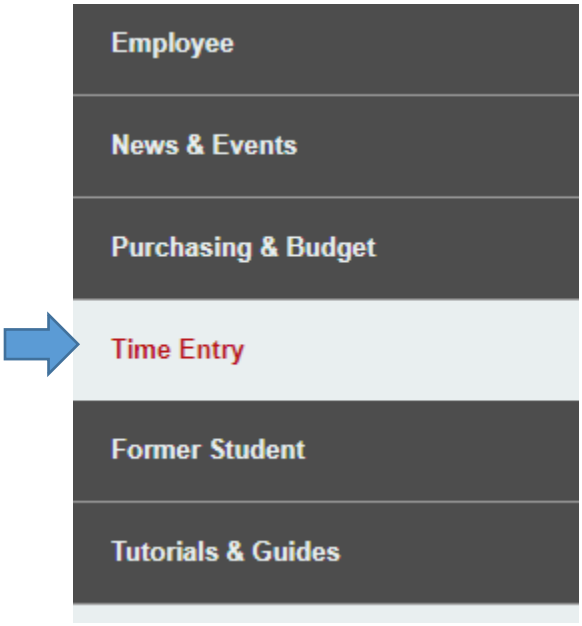


Click employee summary

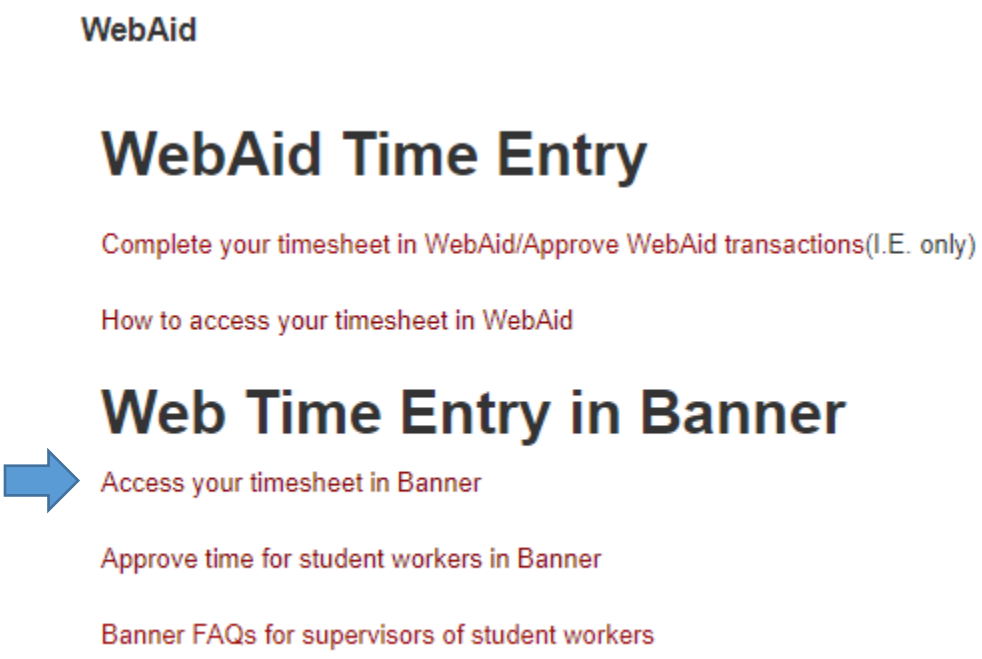


Or

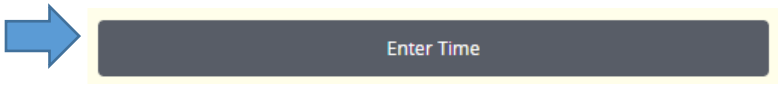
Click the time entry tab on the left



Click access your timesheet in Banner

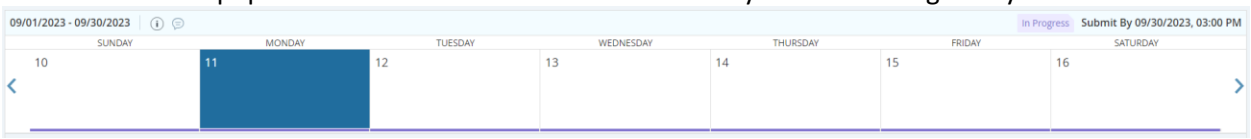


Click enter time on the right side of the page:



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.

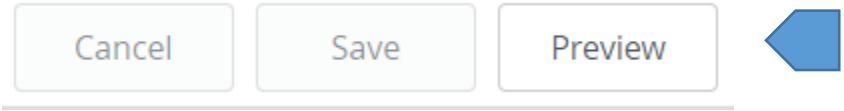


There will be no hours pre-populated on any day. The employee will need to add the hours worked for each day. Each day should have classified regular pay already populated in the first option for earn code, add the hours worked as regular hours in the blank provided.

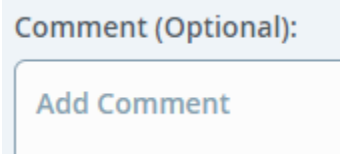
Once finished adding the first day, click the next day needed to add hours. Once finished adding all hours worked in the pay period, click save at the bottom.

Submit

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



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.



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

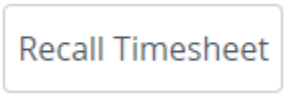
Once finished, click submit.

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

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.

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



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