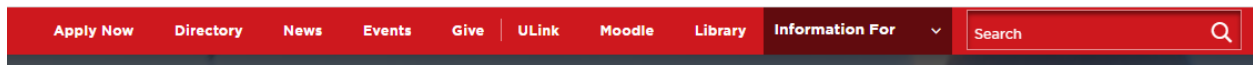# CLASSIFIED TIMESHEET INSTRUCTIONS

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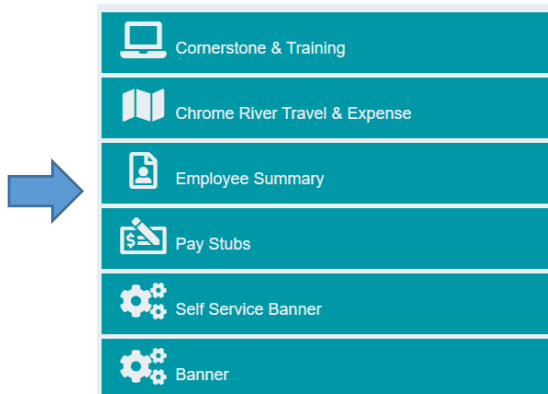
Go to the university website (www.louisiana.edu) and click the ULink link.

Enter username and password:

Click employee summary
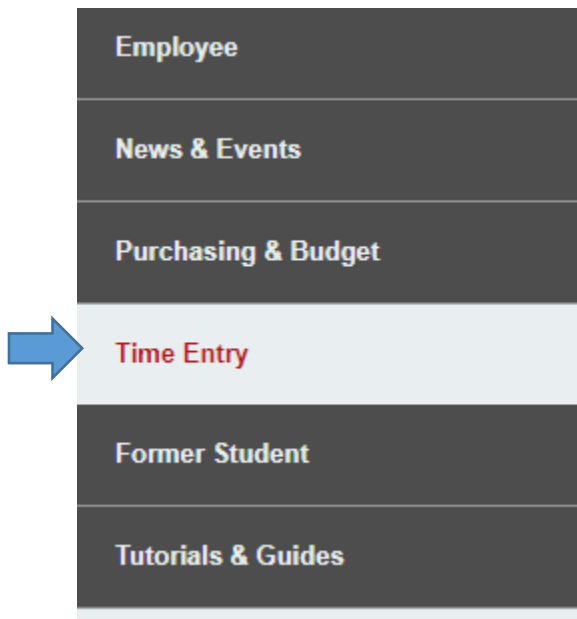

Or

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
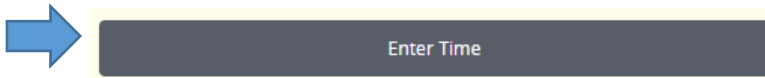
Web Time Entry in Banner
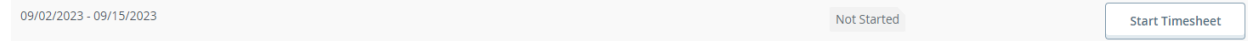
Access your timesheet in Banner

Approve time for student workers in Banner

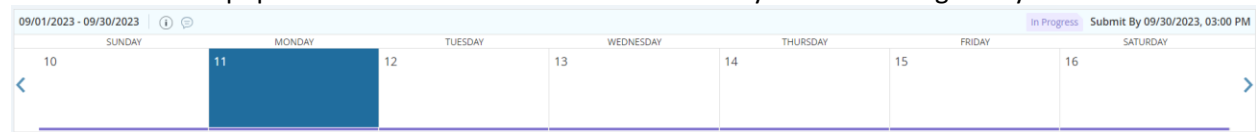Banner FAQs for supervisors of student workers

Click enter time on the right side of the page:

Enter Time

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

| 09/02/2023 - 09/15/2023 | | Not Started | Start Timesheet |

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

09/01/2023 - 09/30/2023						In Progress	Submit By 09/30/2023, 03:00 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
10	11	12	13	14	15	16	

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.
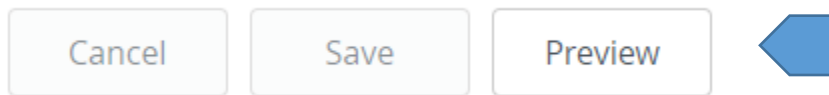
Earn Code

Classified Regular Pay

Hours*

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.

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 hours, 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.

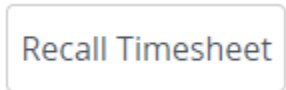09/01/2023 - 09/30/2023   26.25 Hours   09/11/2023   Pending

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.