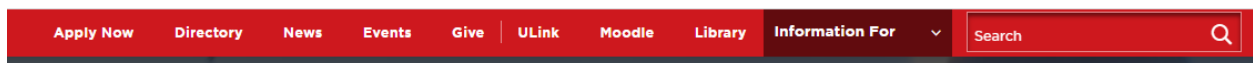


CLASSIFIED COMP REQUEST & RECORDING

NOTE: Employees will need to make sure to add comments needed for the supervisor in regards to the compensatory time earned in the comments section prior to submitting timesheet. You will need to put the date, the hours, and the reason for each day.

Compensatory time is a two-step process. Compensatory time is for hours worked beyond an employee's normal schedule or on a holiday or on an office closure that is approved to be worked. First you will complete a memo requesting to earn compensatory time. The memo would need to include the request for what employees are to earn comp time, the reason, the timeframe, and the expected amount of time to be worked. The memo would then be sent to your Dean or department head for approval, then sent to the Vice President of Administration and Finance for final approval. The approved memo will be forwarded to Payroll. The hours worked will then be added to the corresponding timesheet as compensatory time earned.

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

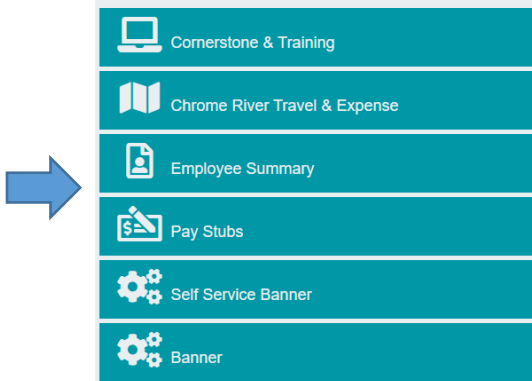


Enter username and password:

A screenshot of the 'Secure Login' page for the University of Louisiana Lafayette. The page has a dark red background. At the top left is the university's logo, a fleur-de-lis. To its right is the text 'UNIVERSITY of LOUISIANA LAFAYETTE'. Below the logo is a lock icon and the text 'Secure Login'. A paragraph of text explains that the site uses UL Lafayette credentials for access to various systems. There are two white input fields: 'Username' and 'Password'. Below the password field are two links: 'I forgot my password' and 'Activate my account'. At the bottom center is a dark red button with the text 'SIGN IN' in white.

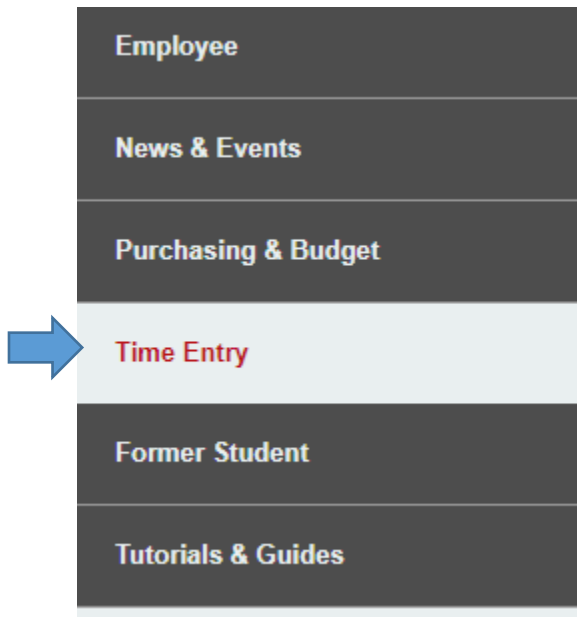
Or

Click employee summary in the teal section on the right



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:



The image shows two dark grey buttons stacked vertically. The top button is labeled 'Enter Time' and the bottom button is labeled 'Request Time Off'. Both buttons are highlighted with a yellow background.

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. Click the date that compensatory time earned has been worked. You may need to click the arrows on the left or right if the required not shown.



The image shows a calendar interface for the period 09/01/2023 - 09/30/2023. The days of the week are listed at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY. The dates 10 through 16 are shown in a grid. The date 11 (Monday) is highlighted in a dark blue color. There are navigation arrows on the left and right sides of the calendar grid. The status 'In Progress' and 'Submit By 09/30/2023, 03:00 PM' are visible in the top right corner.



Click the add earn code button:



Classified Regular 8.75 Hours
Pay

Another earn code will be added:

Classified Regular 8.75 Hours
Pay

Earn Code

Select Earn Code

Click the arrow on the drop down menu to select the earn code needed.

Earn Code

Select Earn Code

Classified Regular 8.75 Hours
Pay

Earn Code

Compensatory Time Earned

Hours*

|

Add the hours worked in the space provided. Click the save button at the bottom to save the time but not submit for approval.

Cancel Save Preview

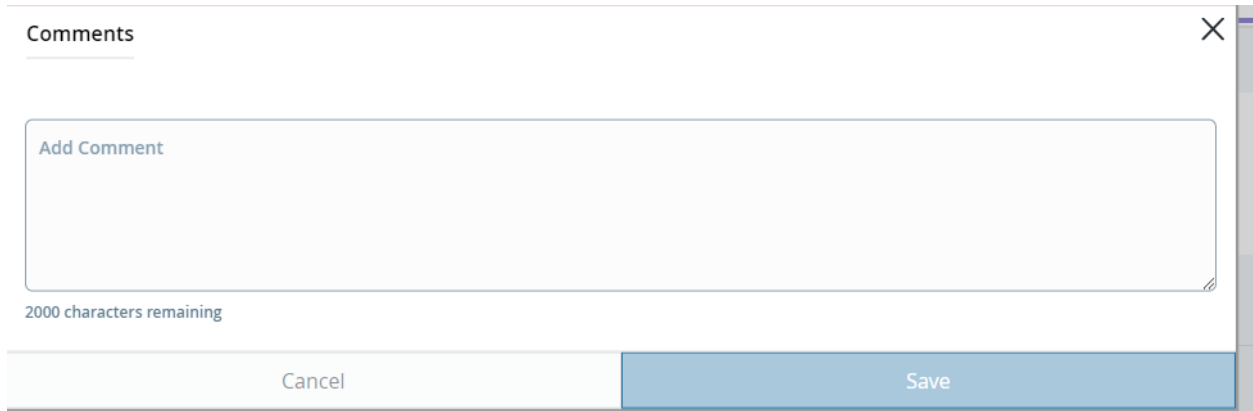


The employee can add comments at this point to the compensatory time earned if needed. Click the comments button by the date.

09/02/2023 - 09/15/2023 | 10.00 Hours ⓘ 1



A new screen will appear to add comments, once completed save.

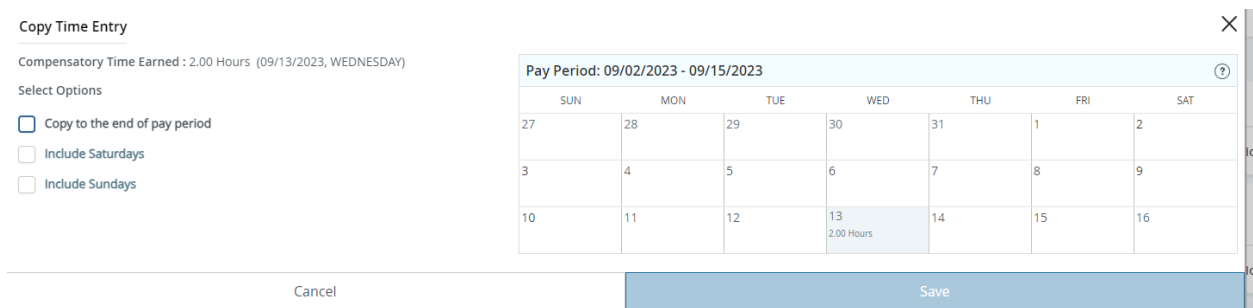


Multiple Days with same type and hours

If you need to enter multiple days with the same amount of hours, once saved, click the copy button for the time just entered.



A new screen will populate with a calendar and various options



SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13 2.00 Hours	14	15	16

The employee can choose the options on the left (copy to the end of the pay period, include Saturdays, or include Sundays) or they can add days by simply clicking the day on the calendar. Once finished adding days, click save and the entry will be saved.

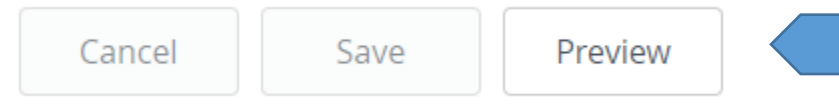
Multiple Days

If you need to add multiple days with a different amount of hours, once saved click on another day and repeat the process.

Follow the instructions on submitting a timesheet to complete the process.

Submit Timesheet

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 supervisor.

Comment (Optional):

Add Comment

Make sure to add comments needed for the supervisor in regards to the compensatory time earned. You will need to put the date, the hours, and the reason.

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

