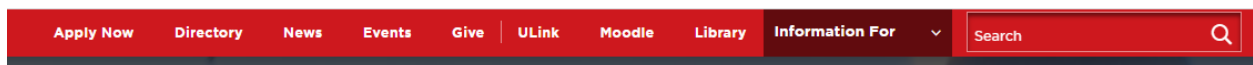


UNCLASSIFIED COMP REQUEST & RECORDING

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 just as previously done 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 the request application. Note: comp request should be completed in advance. Once approved and the hours worked, the employee can then record the hours worked on their timesheet.

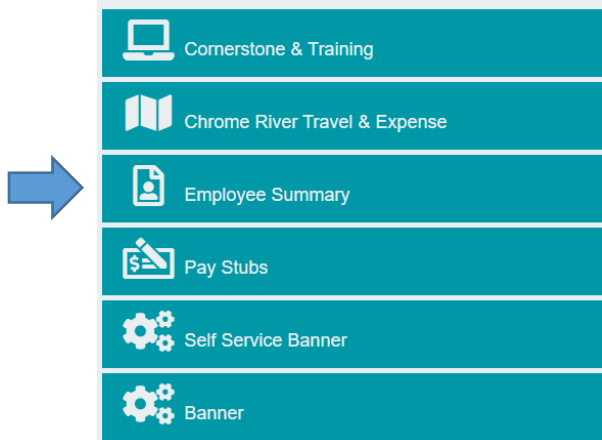
Go to the university website (www.louisiana.edu) and click the ULink link.



Enter username and password:

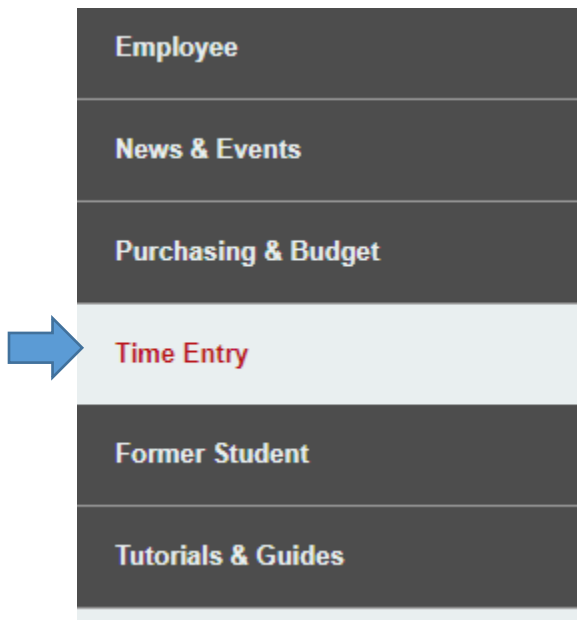
A screenshot of the 'Secure Login' page on the University of Louisiana Lafayette website. The page has a dark red background. At the top left is the university's logo, a fleur-de-lis, followed by the text 'UNIVERSITY of LOUISIANA LAFAYETTE'. Below the logo is a lock icon and the text 'Secure Login'. A paragraph of text reads: 'This secure site uses UL Lafayette credentials to allow students, faculty and staff to access various systems used on campus, such as Ulink, Moodle, and Webmail.' There are two white input fields: 'Username' and 'Password'. Below the fields are two links: 'I forgot my password' and 'Activate my account'. At the bottom is a dark red button with the text 'SIGN IN' in white.

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 Comp Earn Request on the right



Enter Time

Request Time Off

Comp Earn Request

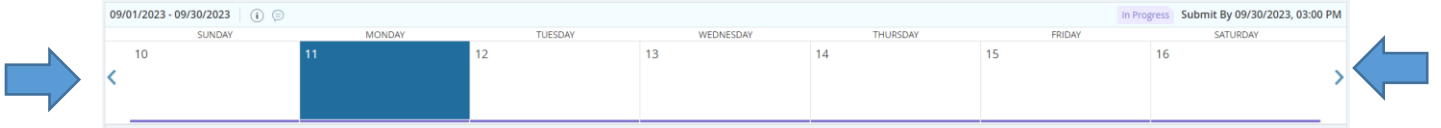
Requesting to earn Compensatory Time

Each employee should see their main job indicated. There may be multiple pay period indicated, however click start comp earn request for the time period needing to request comp (example using Septmber).

09/01/2023 - 09/30/2023	Not Started	Start Comp Earn Request
10/01/2023 - 10/31/2023	Not Started	Start Comp Earn Request
11/01/2023 - 11/30/2023	Not Started	Start Comp Earn Request
12/01/2023 - 12/31/2023	Not Started	Start Comp Earn Request




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 is anticipated to be worked for the month. You may need to click the arrows on the left or right if the required not shown.



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


Earn Code

Select Earn Code 

The hours field will open to add the hours anticipated.

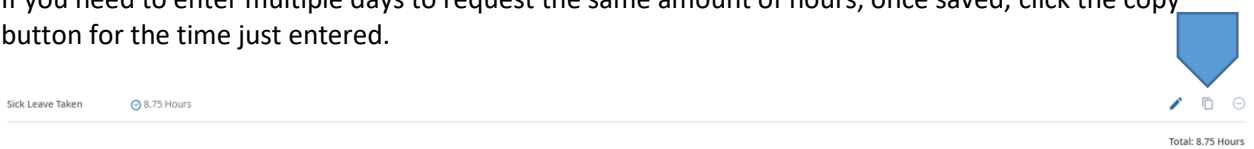
Earn Code:  Hours*:

Click save.



Multiple Days with same type and hours

If you need to enter multiple days to request 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.

Copy Leave Request Entry ✕

Compensatory Time Earned : 2.00 Hours (09/01/2023, FRIDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Pay Period: 09/01/2023 - 09/30/2023 ?

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1 2.00 Hours	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cancel Save

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.

To submit a compensatory request 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 request application entered, the routing, and a comment section. Add comments to inform supervisor the need for the request.

Comment (Optional):

Add Comment

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

Once finished, click submit.

▶ Return Submit

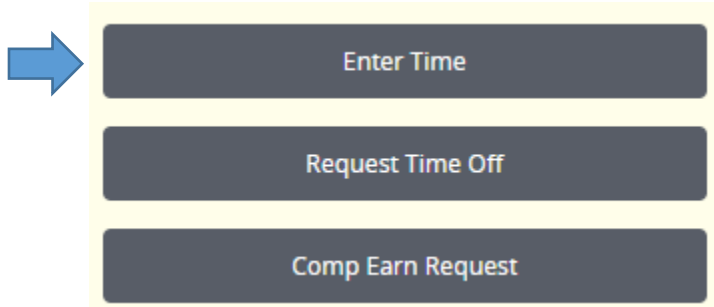
Once finished, click submit to send to supervisor for approval. (NOTE: There can only be one request application submitted per pay period, so make sure the request application has any and all compensatory time to be earned during that pay period prior to submitting.)

Return Submit ◀

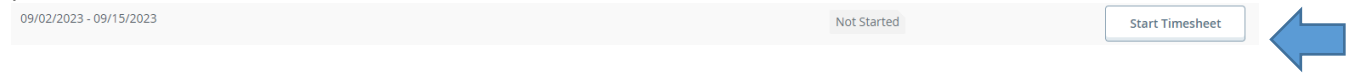
Once the request is fully approved and the hours worked, the employee can now enter the time worked on their timesheet.

Recording Compensatory Time Worked

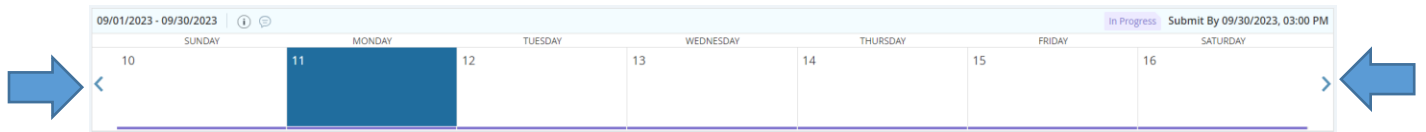
Click enter time:



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. 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.



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

Earn Code

The hours field will open.

Earn Code

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.

A blue arrow points upwards to the 'Save' button.

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



Sick Leave Taken 8.75 Hours ✎ □ ○

Total: 8.75 Hours

A new screen will populate with a calendar and various options

Copy Leave Request Entry ✕

Sick Leave Taken : 8.75 Hours (09/05/2023, TUESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 09/01/2023 - 09/30/2023 ⓘ

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5 8.75 Hours	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cancel Save

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 added days, click save and the entry will be saved.

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

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.

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 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 just as previously done.

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

