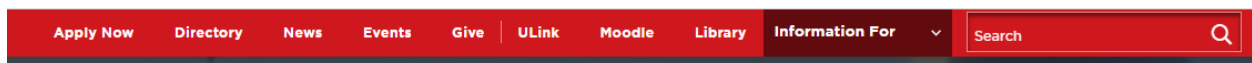


UNCLASSIFIED TIMESHEET INSTRUCTIONS

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.

NOTE: Each months timesheet will not be available to complete until the 1st day of the following and be due by mid-month of the following month. So October timesheets will be available on November 1st and be due by mid-November.

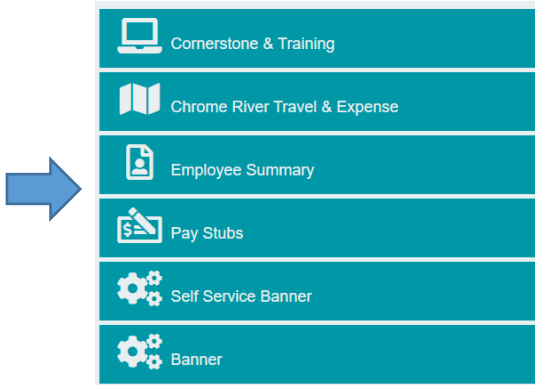
Go to the university website (www.louisiana.edu) and click the ULink link.



Enter username and password:

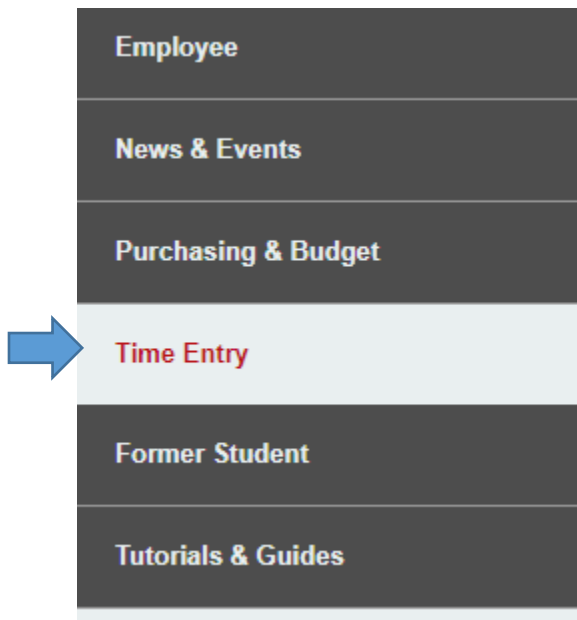
A screenshot of the 'Secure Login' page on the University of Louisiana Lafayette website. The page has a dark red background. At the top left is the university's logo, a fleur-de-lis, followed by the text 'UNIVERSITY of LOUISIANA LAFAYETTE'. Below the logo is a lock icon and the text 'Secure Login'. 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.' Below this text are two white input fields: 'Username' and 'Password'. Under 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.

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:



Enter Time

Request Time Off

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

09/01/2023 - 09/30/2023

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

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

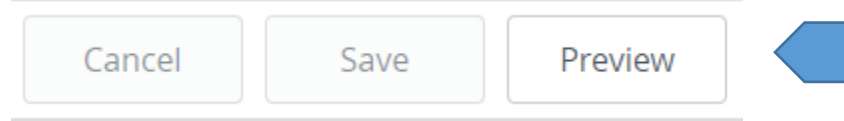
10 11 12 13 14 15 16

In Progress Submit By 09/30/2023, 03:00 PM

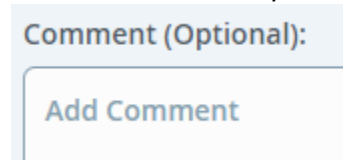
Any leave applications approved should appear on the timesheet. If eligible to earn compensatory time, follow those instructions to add the hours worked. If did not take any leave or did not earn any compensatory time (or not eligible) then do not need to do anything but submit.

To submit timesheet

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.



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

Once finished, click submit.

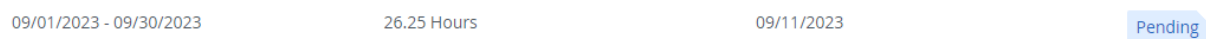


Once finished, click submit to send to supervisor for approval.



Recall Timesheet

If a correction needs to be made after the employee has submitted the timesheet it can be recalled by the employee. 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.

Recall Timesheet

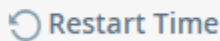
Preview

The employee can now make the changes needed to resubmit.


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

