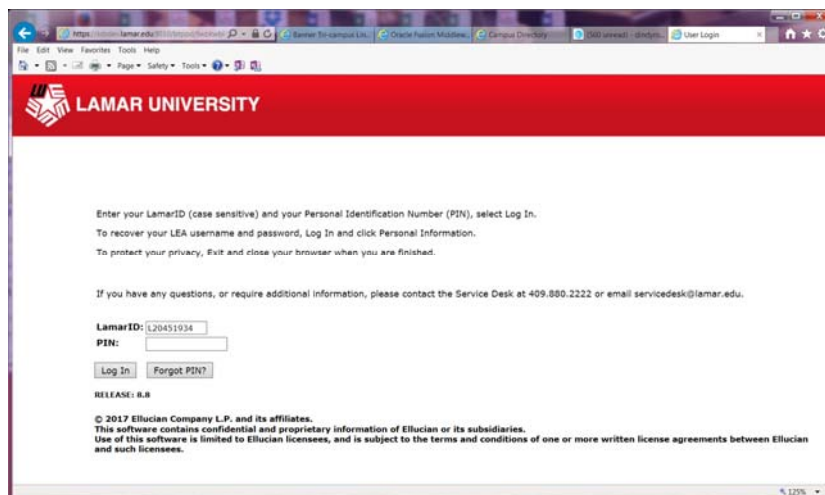


# Web Time Entry Approval

Lamar University  
 Approvers and Proxies

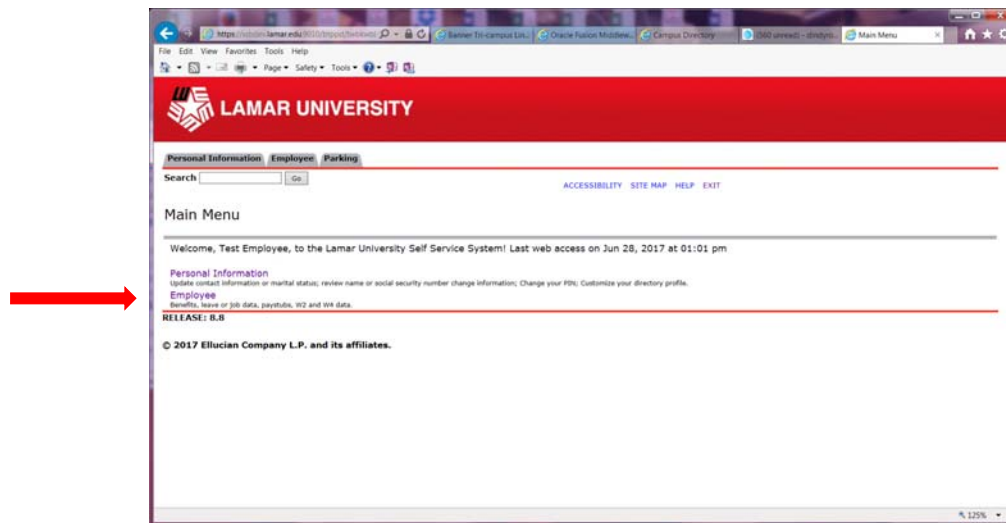
1

## Log into Self-Service Banner



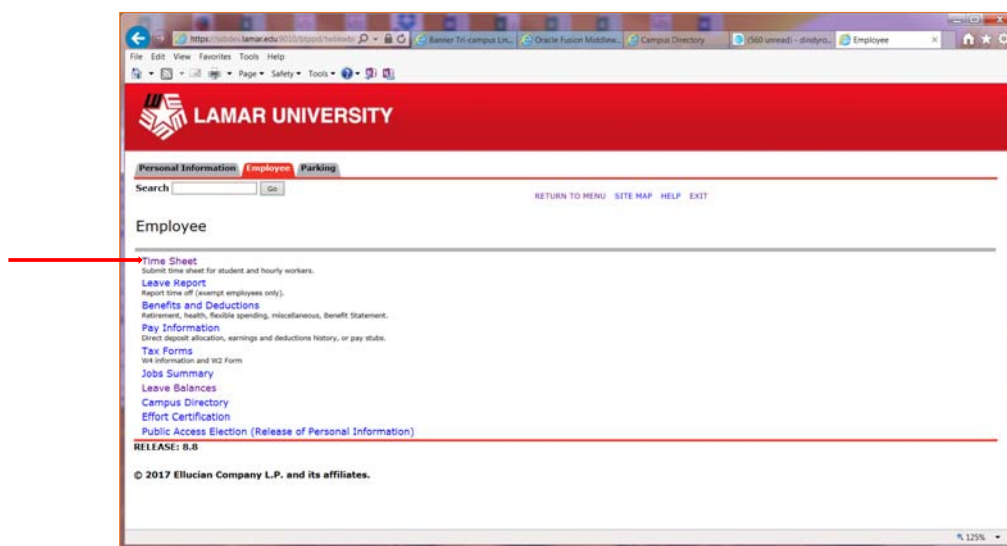
2

# Click on Employee



3

# Click on Time Sheet



4



Click on the name of the employee whose time sheet you want to approve.

Department Summary

Select the employee's name to access additional details.

COA: L, Lamar University  
 Department: CHNRXT, Chemical Eng Rafae X Tadmor  
 Pay ID: BW, Bi-Weekly Payroll  
 Pay Period: Jul 01, 2017 to Jul 14, 2017  
 Act as Proxy: Not Applicable  
 Pay Period Time Entry Status: Open until Jul 17, 2017, 10:00 AM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
495101 - 04	Carlos Alberto Ceballero Coneo Student Assistant	Override	37.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Pay Event Transactions

Action required by all approvers: 0  
 Time or Leave Transactions Approved or FYI: 0  
 Time or Leave Transactions Awaiting Approval or FYI: 1  
 Total: 1  
 Total Hours: 37.50  
 Total Units: .00

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Review the time listed. If everything is okay, click on “Approve.” If you have questions, then if it is before the 11:59 pm Sunday submission time, click on “Return for Correction” and send Carlos an email to tell him you have done so.

If it is after the submission deadline of 11:59 pm Sunday, you will need to click on “Change Record” and make the necessary changes yourself. Put a comment in the comment field to document your changes. Also email Carlos to let him know about the changes you made and the reason for doing so. Then you can approve it.


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Employee Details

Select Next or Previous to access another employee.

**Employee ID and Name:** L20267178 Carlos Alberto Caballero Coneo  
**Title:** 495101-04 Student Assistant

**Department and Description:** L CHNRXT Chemical Eng Rafael X Tadmor  
**Transaction Status:** Pending



Comments | Routing Queue | Account Distribution

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Jul 01, 2017	Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday, Jul 05, 2017	Thursday, Jul 06, 2017	Friday, Jul 07, 2017	Saturday, Jul 08, 2017	Sunday, Jul 09, 2017	Monday, Jul 10, 2017	Tuesday, Jul 11, 2017	Wednesday, Jul 12, 2017	Thursday, Jul 13, 2017	Friday, Jul 14, 2017
Undergrad Student BW Payroll	1		37.5		6		6		2	2	2	5		2	2	3.5	3.5	3.5
<b>Total Hours:</b>			37.5		6		6		2	2	2	5		2	2	3.5	3.5	3.5
<b>Total Units:</b>				0														

**Comments**

Date	Made by	Confidential	Comments
Jul 16, 2017 01:00 am	Dindy L Robinson	No	Entered hours as submitted via email from employee.

**Routing Queue**

Name	Action and Date

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Retro Pay: Find a day during current pay period in which no hours were worked. Enter unpaid time worked during previous pay periods on Retro Line of the Time Sheet.

**Time Sheet Period:** Jul 15, 2017 to Jul 28, 2017  
**Submit By Date:** Jul 31, 2017 by 10:00 AM

**Earnings:** Undergrad Student BW Payroll  
**Date:** Jul 17, 2017  
**Shift:** 1  
**Hours:** 4

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 15, 2017	Sunday Jul 16, 2017	Monday Jul 17, 2017	Tuesday Jul 18, 2017	Wednesday Jul 19, 2017	Thursday Jul 20, 2017	Friday Jul 21, 2017
Undergrad Student BW Payroll	1	0	16		Enter Hours	Enter Hours	4	4	Enter Hours	4	4
Retroactive Pay-Hourly	1	0	32		Enter Hours	Enter Hours	Enter Hours	Enter Hours	32	Enter Hours	Enter Hours
<b>Total Hours:</b>			48		0	0	4	4	32	4	4
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
**RELEASE: 8.12.1.5**

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In the Comment section, employee should list the days and number of hours for which s/he is claiming retro pay. Click on Save

The screenshot shows a web form with the following fields and controls:

- Comment Date:** Jul 24, 2017
- Confidential Indicator:** ☐
- Enter or Edit Comment:** A text area containing the text: "Retro hours worked: 8 hours each day from 3/5/17 to 3/8/17".
- Buttons:** "Save" and "Previous Menu".
- Footer:** "RELIFE 3.0.0.0" and a zoom level of "125%".

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## When I Approve Time Sheets, What Am I looking For?

Look at the list of employees who have started entering their time. If someone worked for you during the last pay period and you cannot see their time sheet, it means:

- The employee has NOT started entering time. Remind employee to enter time or else they will NOT get paid.
- HR has not received the paperwork to set the employee up in the system. Email a copy of the F3.2 to us as soon as possible.
- Something is wrong with the way the employee is set up in Banner. Contact HR so we can check it out.

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Employee ID and Name: [REDACTED] Department and Description: [REDACTED]  
 Title: [REDACTED] Transaction Status: Completed

Previous Menu Previous Next

Routing Queue | Account Distribution

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Jul 01, 2017	Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017	Sunday Jul 09, 2017	Monday Jul 10, 2017	Tuesday Jul 11, 2017	Wednesday Jul 12, 2017
Regular	1		64							8	8	8			8	8
Shift Pay - Evening \$ .75/hr	1			64						8	8	8			8	8
Sick Leave Taken	1		8				8									
Holiday Taken	1		8					8								
<b>Total Hours:</b>			80				8	8	8	8	8			8	8	
<b>Total Units:</b>				64						8	8	8			8	8

Look at Total Hours: Should = 80!

**Routing Queue**

Name	Action and Date
[REDACTED]	Originated Jul 13, 2017 10:32 am
[REDACTED]	Submitted Jul 15, 2017 06:39 am
[REDACTED]	Approved Jul 16, 2017 11:11 am

Completed means it is DONE and no more changes can be made. No submit button. No change button.

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## More Things to Look For:

- Total number of hours per pay period will normally = 80.
- Total number of hours per day will normally = 8

What's wrong with this time sheet?

- Way too many hours! 94!
- No regular hours worked, yet the person is claiming OT pay on 2 days that he is claiming Comp Time taken

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 01, 2017	Sunday , Jul 02, 2017	Monday , Jul 03, 2017	Tuesday , Jul 04, 2017	Wednesday, Jul 05, 2017	Thursday , Jul 06, 2017	Friday , Jul 07, 2017	Saturday , Jul 08, 2017	Sunday , Jul 09, 2017	Monday , Jul 10, 2017	Tuesday , Jul 11, 2017	Wednesday, Jul 12, 2017	Thursday , Jul 13, 2017	Friday , Jul 14, 2017
Comp Time Taken (State & Fed)	1		76		8	8	8	0		8	8	4	8	8			8	8
State Comp Earned (1.0)	1		8					8										
Federal Comp Earned (1.5)	1		0					0										
Holiday Taken	1		0					0										
Overtime Pay: 1.5X	1		10							8	2							
<b>Total Hours:</b>			94		8	8	8	8		16	10	4	8	8			8	8
<b>Total Units:</b>				0														

How to fix:

- July 1-3: change to 8 Regular each day
- July 3: add 2 State earned
- July 4: add 8 Regular, include comment that the 8 Comp Earned is for working on the holiday.
- July 6: Change 8 Comp taken to 8 State earned.  
Or could change it to 8 OT.
- July 7: Change to 10 OT.
- July 8: Add 4 Comp Taken
- July 9&10, 13&14: Change to 8 Reg for each

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What's wrong with this time sheet?

- Total number of hours is correct.
- July 3 was an early release day. Employee should either have 2 Admin Leave or 2 Comp Time earned.
- July 4 was a holiday. Employee should either have 8 Holiday or 8 Comp Time earned
- This throws the rest of the week out of whack.

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 01, 2017	Sunday , Jul 02, 2017	Monday , Jul 03, 2017	Tuesday , Jul 04, 2017	Wednesday, Jul 05, 2017	Thursday , Jul 06, 2017	Friday , Jul 07, 2017	Saturday , Jul 08, 2017	Sunday , Jul 09, 2017	Monday , Jul 10, 2017	Tuesday , Jul 11, 2017	Wednesday, Jul 12, 2017	Thursday , Jul 13, 2017	Friday , Jul 14, 2017
Regular	1		73		8	8	8		7	8	6			6	8	7	7	
Vacation Taken	1		7						1		2			2		1	1	
<b>Total Hours:</b>			80		8	8	8		8	8	8			8	8	8	8	
<b>Total Units:</b>				0														

How to fix?

- Change July 3 to 6 Regular, 2 Admin
- Change July 4 to 8 Holiday
- Change July 6 to 8 State Comp Time Earned
- Change July 7 to 1 State Comp Time Earned, 5 Federal Comp Earned

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What's wrong with this time sheet?

1. Only for 24 hours– which means employee will only get paid for 24 hours
2. No regular time listed

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 01, 2017	Sunday , Jul 02, 2017	Monday , Jul 03, 2017	Tuesday , Jul 04, 2017	Wednesday , Jul 05, 2017	Thursday , Jul 06, 2017	Friday , Jul 07, 2017	Saturday , Jul 08, 2017	Sunday , Jul 09, 2017	Monday , Jul 10, 2017	Tuesday , Jul 11, 2017	Wednesday , Jul 12, 2017	Thursday , Jul 13, 2017	Friday , Jul 14, 2017
Vacation Taken	1		8															8
Sick Leave Taken	1		8				8											
Holiday Taken	1		8					8										
<b>Total Hours:</b>			24				8	8										8
<b>Total Units:</b>				0														

How to fix?

1. Add 8 regular hours for each of July 5-7 and July 10-14.

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## Things to Know

- Time sheets must be submitted by 11:59 pm Sunday.
- You can log into SSB from anywhere to enter your time.
- Use "Comp Time Taken (State and Federal)" for ALL comp time used.
- State comp time is earned when the ACTUAL number of hours worked is LESS THAN 40, even though the combination of hours earned during the week may be more than 40 due to vacation or sick. One hour of State Comp Time earned = 1 hour comp time banked.
- Federal comp time is earned when the ACTUAL number of hours worked is MORE THAN 40. One hour of Federal Comp Time earned = 1.5 hours comp time banked.
- The system will calculate the amount of comp time earned. You do not need to calculate the 1.5 time for Federal.
- To enter partial hours, round up or down to the closest quarter hour and record using decimal points. EX: 1.25, 1.50, 1.75

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## Deadlines: Employee will NOT get paid if missed!

- Employee MUST submit time sheet by 11:59 PM Sunday.
- Supervisor MUST approve time by 2:00 PM Monday.
- Hiring F3.2's MUST be submitted no later than the first Friday of the pay period. Otherwise, the employee will not be set up in time.
- Once the 2:00 PM deadline has passed, no further changes can be made on the time sheets.

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## Questions?

Contact Payroll at 409-880-8000 or [payroll@lamar.edu](mailto:payroll@lamar.edu)

In Subject Line put the name of the Employee and ID Number In the body of email, provide a BRIEF description of the problem:

- Cannot see time sheet.
- Cannot enter hours

Include Org Name and Number if you have it.

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