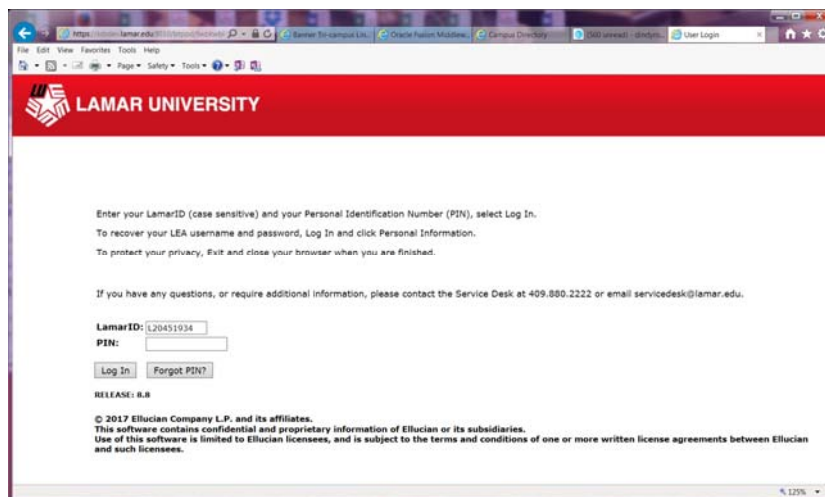


Web Time Entry Approval

Lamar University
Approvers and Proxies

1

Log into Self-Service Banner



The screenshot shows a web browser window displaying the Lamar University Self-Service Banner login page. The page features a red header with the Lamar University logo and name. Below the header, there is a login form with the following text and fields:

Enter your LamarID (case sensitive) and your Personal Identification Number (PIN), select Log In.
To recover your LEA username and password, Log In and click Personal Information.
To protect your privacy, Exit and close your browser when you are finished.

If you have any questions, or require additional information, please contact the Service Desk at 409.880.2222 or email servicedesk@lamar.edu.

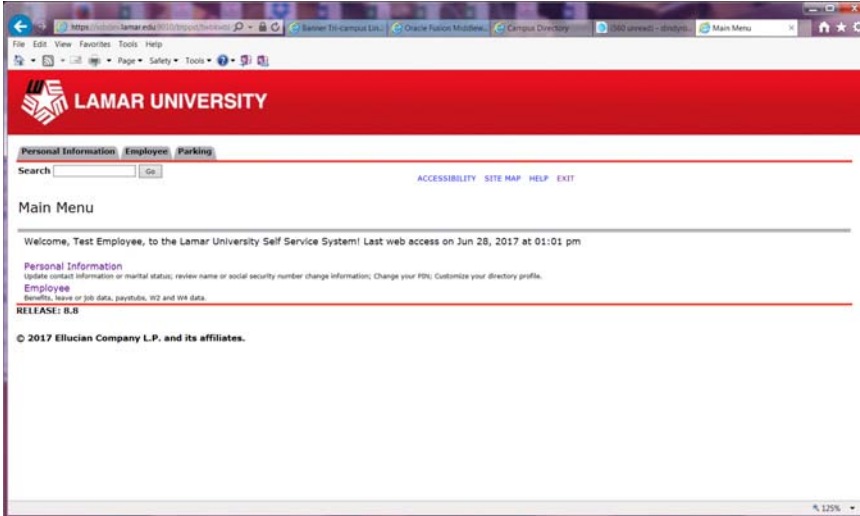
LamarID:
PIN:

RELEASE: 8.8

© 2017 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

2

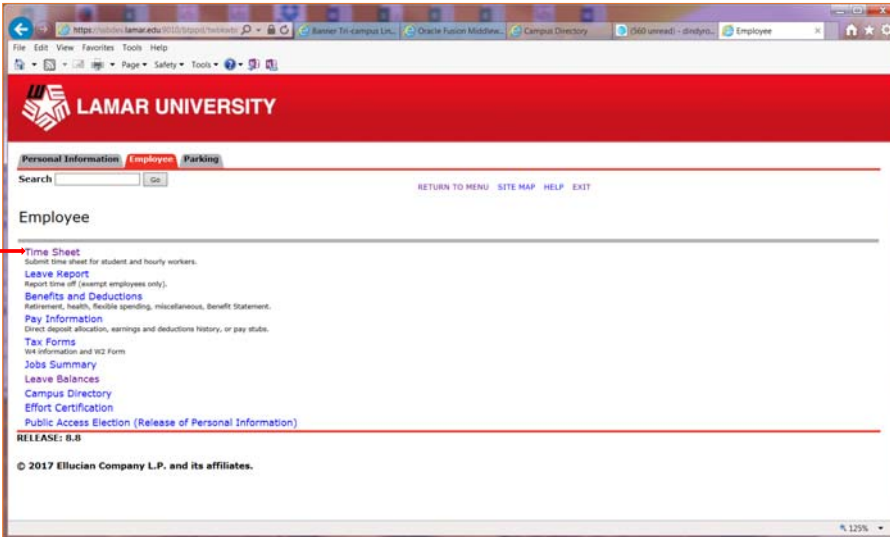
Click on Employee



The screenshot shows the Lamar University Self Service System main menu. The page has a red header with the Lamar University logo and the text "LAMAR UNIVERSITY". Below the header, there are tabs for "Personal Information", "Employee", and "Parking". A search bar is located below the tabs. The main menu section contains a welcome message and a list of links: "Personal Information", "Employee", and "RELEASE: B.B.". A red arrow points to the "Employee" link.

3

Click on Time Sheet



The screenshot shows the Lamar University Self Service System Employee page. The page has a red header with the Lamar University logo and the text "LAMAR UNIVERSITY". Below the header, there are tabs for "Personal Information", "Employee", and "Parking". A search bar is located below the tabs. The main menu section contains a list of links: "Time Sheet", "Leave Report", "Benefits and Deductions", "Pay Information", "Tax Forms", "Jobs Summary", "Leave Balances", "Campus Directory", "Effort Certification", and "Public Access Election (Release of Personal Information)". A red arrow points to the "Time Sheet" link.

4

Make sure the radio button next to Approve or Acknowledge Time is selected. Then click on "Select".

5

Click on Time Sheet

Make sure you are looking at the correct week!

6

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

Approve **Return for Correction** **Change Record** **Delete** **Add Comment**

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
Total Hours:			37.5		6		6		2	2	2	5		2	2	3.5	3.5	3.5
Total Units:				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

9

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

Save **Copy** **Account Distribution**

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
Total Hours:			48		0	0	4	4	32	4	4
Total Units:				0	0	0	0	0	0	0	0

Previous Menu **Preview** **Comments** **Submit for Approval** **Restart** **Next**

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

10

Deadlines: Employee will NOT get paid if missed

- Employee MUST submit time sheet by 11:59 PM
- Supervisor MUST approve time by 11:59 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 deadline has passed, no further changes can be made on the time sheets.

19

Questions?

When emailing:

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

- Can't see time sheet.
- Can't enter hours

Include Org Name and Number if you have it.

20