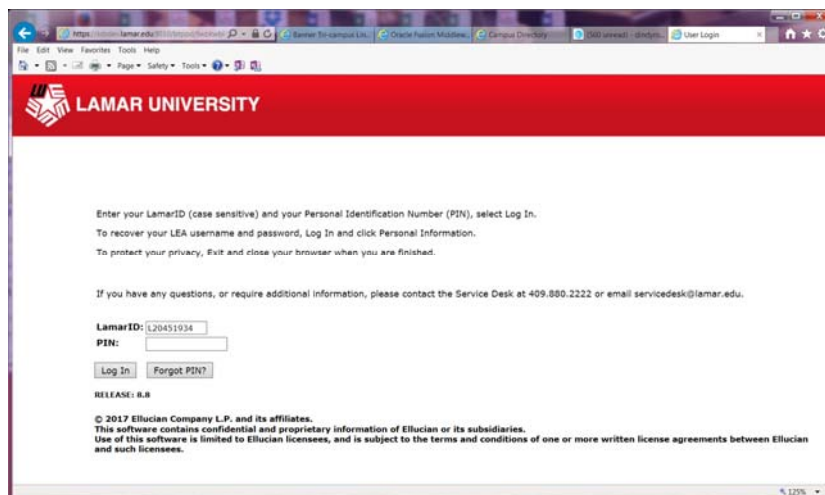# Web Time Entry Approval

Lamar University

Approvers and Proxies
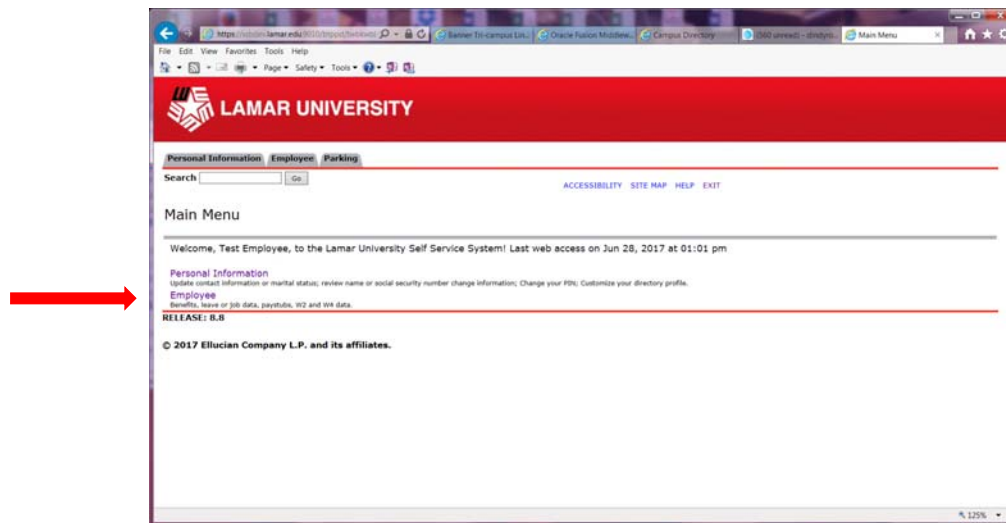
1

Log into Self-Service Banner
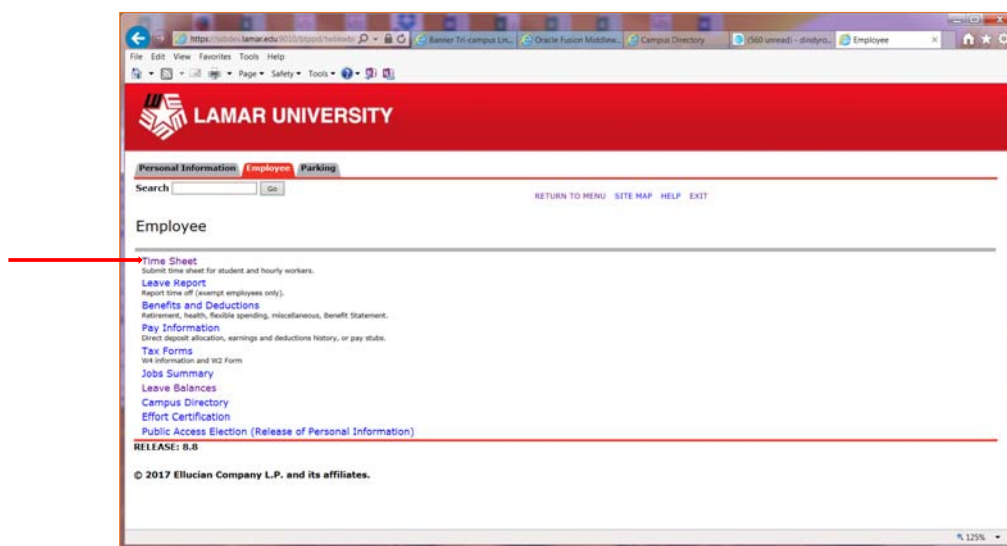

2

Click on Employee

Click on Time Sheet

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

Click on Time Sheet
Make sure you are looking at the correct week!

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

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.

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.

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

Comment Date:	Jul 24, 2017
Confidential Indicator:	☐
Enter or Edit Comment:	Retro hours worked: 8 hours each day from 3/5/17 to 3/8/17

Save   Previous Menu

🔍 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:

    a. The employee has NOT started entering time. Remind employee to enter time or else they will NOT get paid.

    b. 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.

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

Employee ID and Name:
Title:

Department and Description:
Transaction Status: Completed

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Routing Queue | Account Distribution

Look at Total Hours: Should = 80!

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	We Jul 20
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								
Total Hours:			80				8	8	8	8	8			8	8	
Total Units:				64					8	8	8			8	8	

Routing Queue

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

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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

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What's wrong with this time sheet?
1. Way too many hours! 94!
2. 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							
Total Hours:			94		8	8	8	8		16	10	4	8	8			8	8
Total Units:				0														

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

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What's wrong with this time sheet?
1. Total number of hours is correct.
2. July 3 was an early release day. Employee should either have 2 Admin Leave or 2 Comp Time earned.
3. July 4 was a holiday. Employee should either have 8 Holiday or 8 Comp Time earned
4. 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	
Total Hours:			80		8	8	8		8	8	8			8	8	8	8	
Total Units:				0														

How to fix?
1. Change July 3 to 6 Regular, 2 Admin
2. Change July 4 to 8 Holiday
3. Change July 6 to 8 State Comp Time Earned
4. 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									
Total Hours:			24				8	8										8
Total Units:				0														

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

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

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
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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