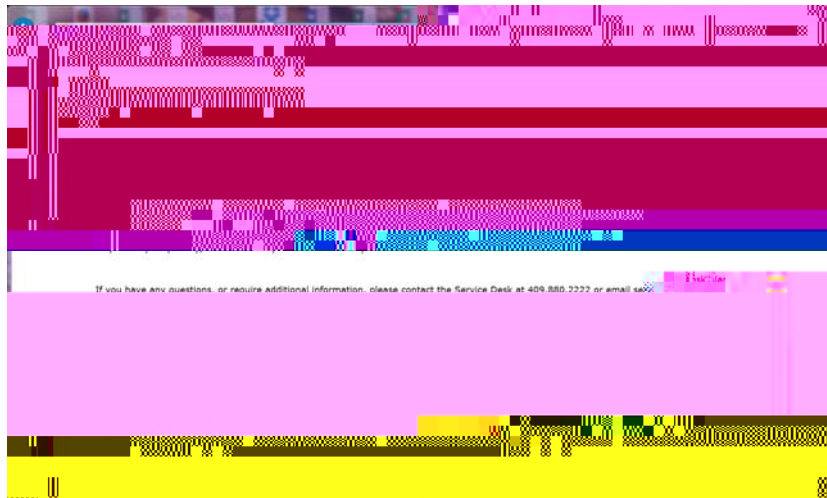


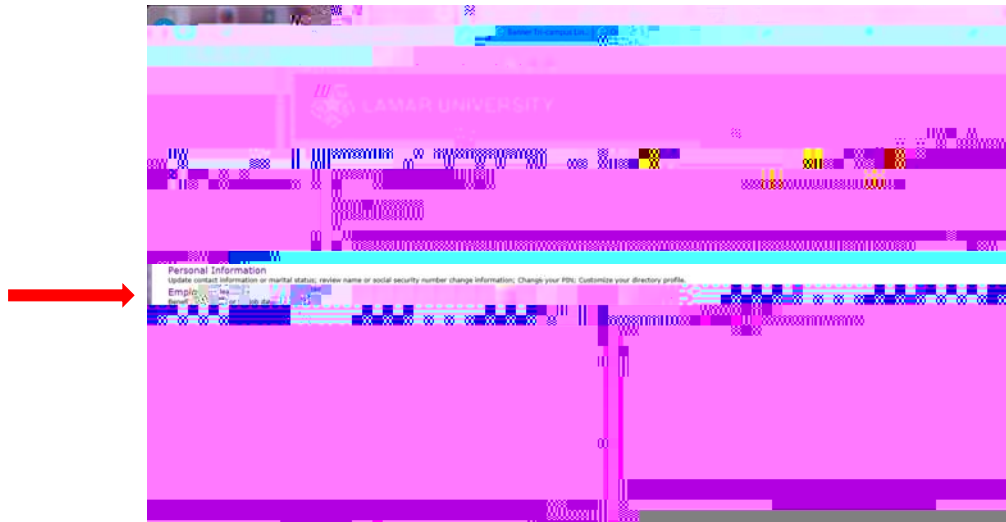
Web Time Entry

Lamar University
Non exempt, Student, Hourly employees

Log into Self Service Banner



Click on 'Employee'



3

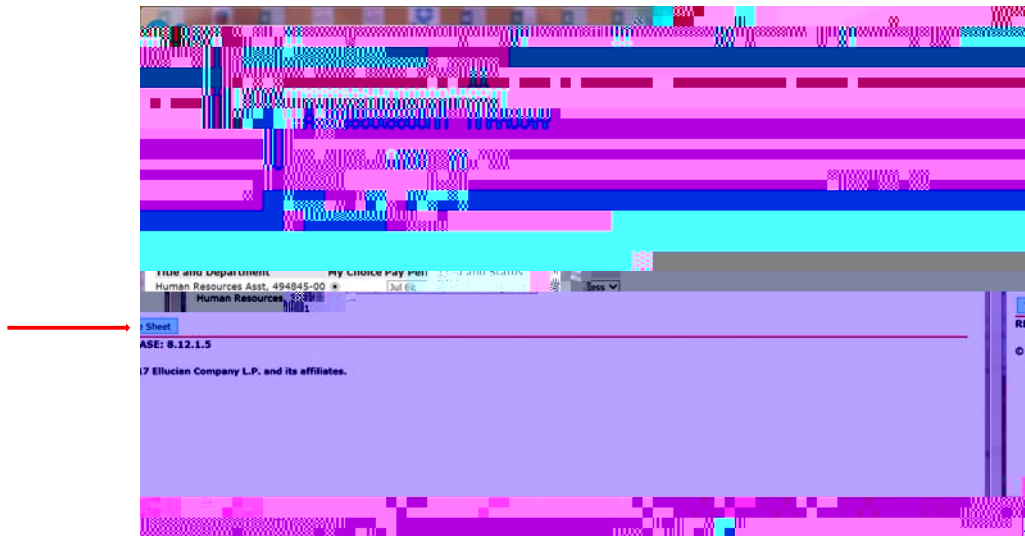
Click on 'Time Sheet'



4

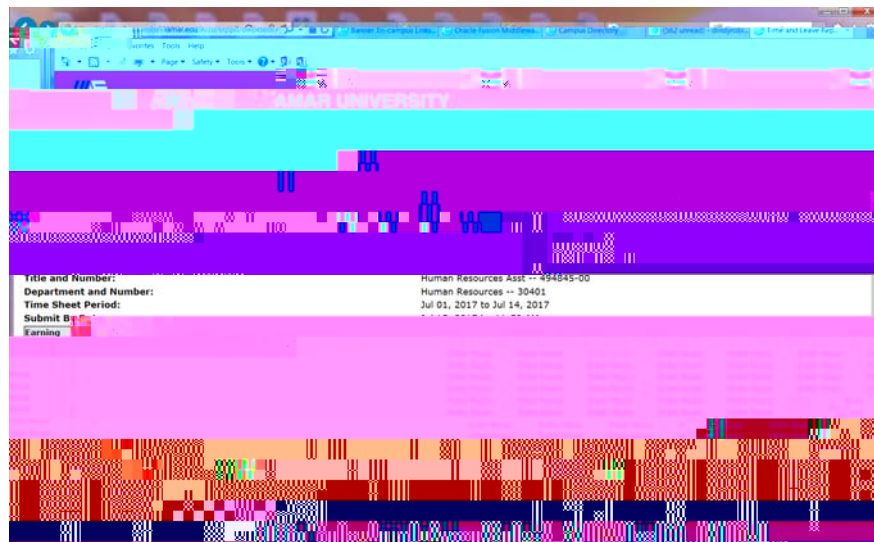
Click on 'Time Sheet'

(The only time you will have more than one choice will be at Christmas)



5

Click on "Enter Hours" for the day and type of earning.



6

To enter 8 regular hours for Monday, July 3, type "8" in the

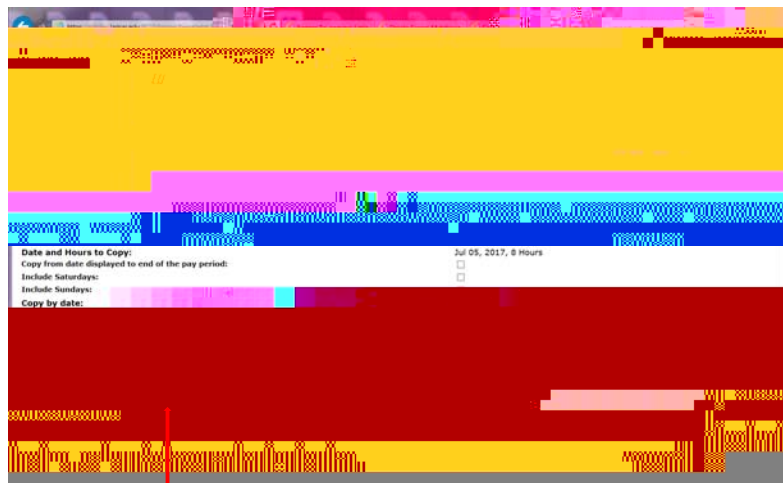
Click on "Copy" to copy your entrees onto other days.



9

Use "Copy" to copy hours from one day to another.

3. Click on "Time Sheet"



1. Check all the boxes you want to be the same.

2. Click on "Copy"

10

The screenshot shows a web browser window with a table containing compensation and leave information. The table has several columns, with the first few containing numerical values and the rest labeled 'Enter Hours'. A red arrow points to the 'Enter Hours' column.

				Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
State Comp Earned (1.0)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Comp Earned (4.5)	0	ni	ni	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hour Hours				Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hour Hours				Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hour Hours				Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hour Hours				Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hour Hours				Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

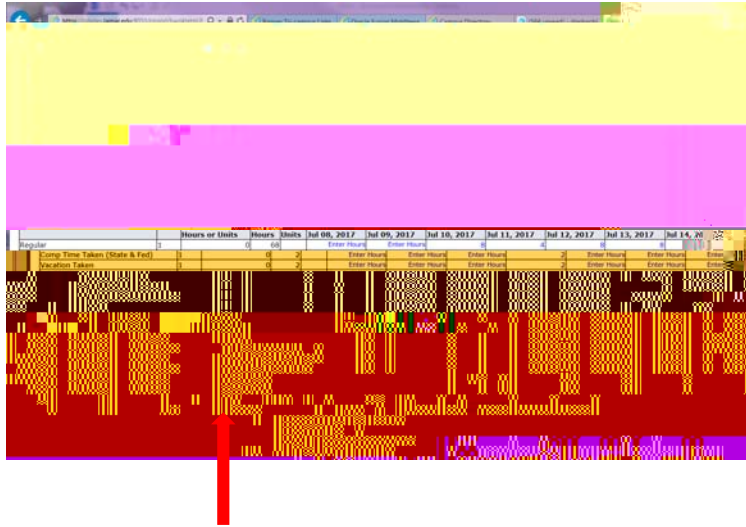
You can



Click "Preview" to look at your time for the pay period. ¼x' • 0

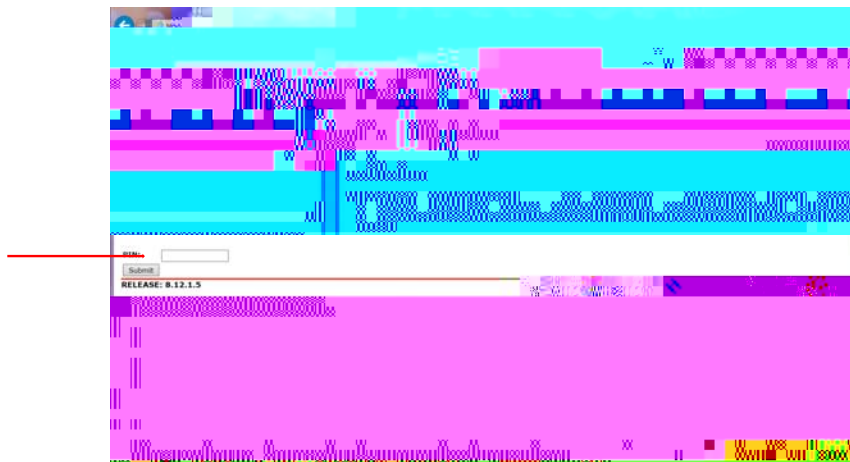


Click on "Submit for Approval."

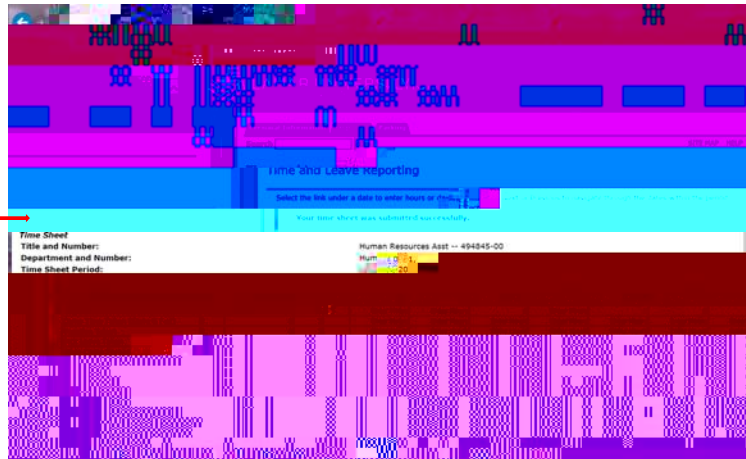


17

Type in your PIN. This certifies that to the best of your knowledge, your time sheet is correct.

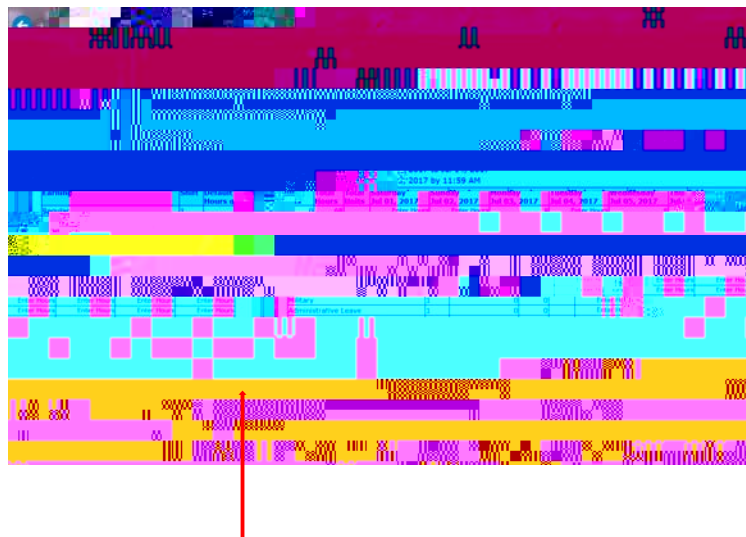


At the top it will say "Your time sheet was submitted successfully."



19

If you want to change something and your supervisor has not approved it yet, click on "Return Time"



20

Time Entry Labs

HR will be

in the CICE Computer Lab every
time sheet submit day, for the first three Biweekly cycles.

- July 14
- July 28
- August 11

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Questions?

Contact:

Payroll Office (payroll@lamar.edu) 409-880-8000

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