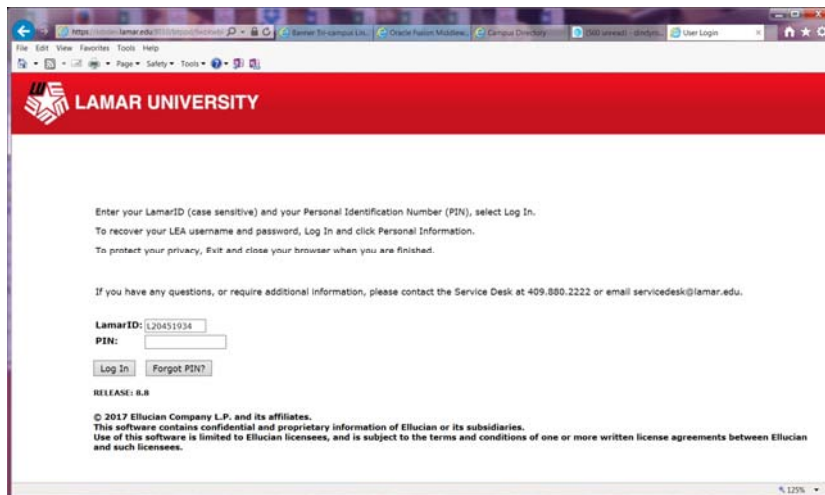


Web Time Entry

Lamar University
Non-exempt, Student, Hourly employees

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 servicesdesk@lamar.edu.

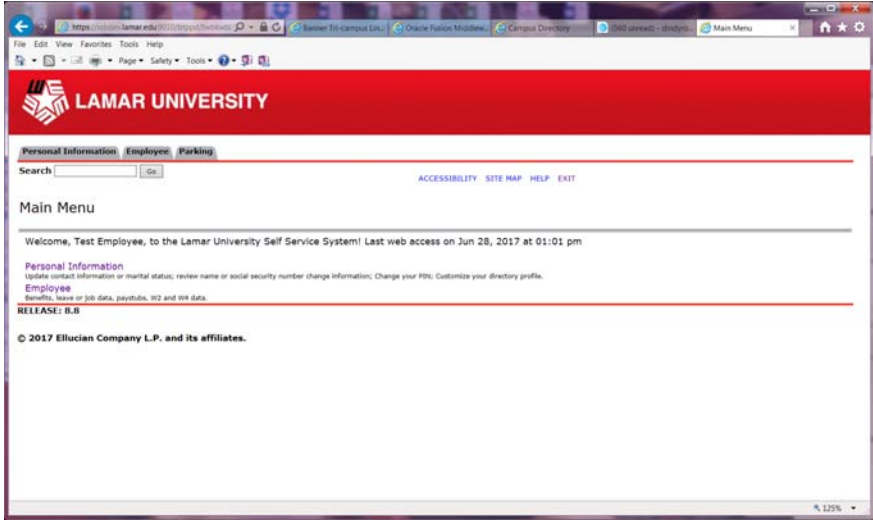
LamarID:
PIN:

RELEASE: 8.8

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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

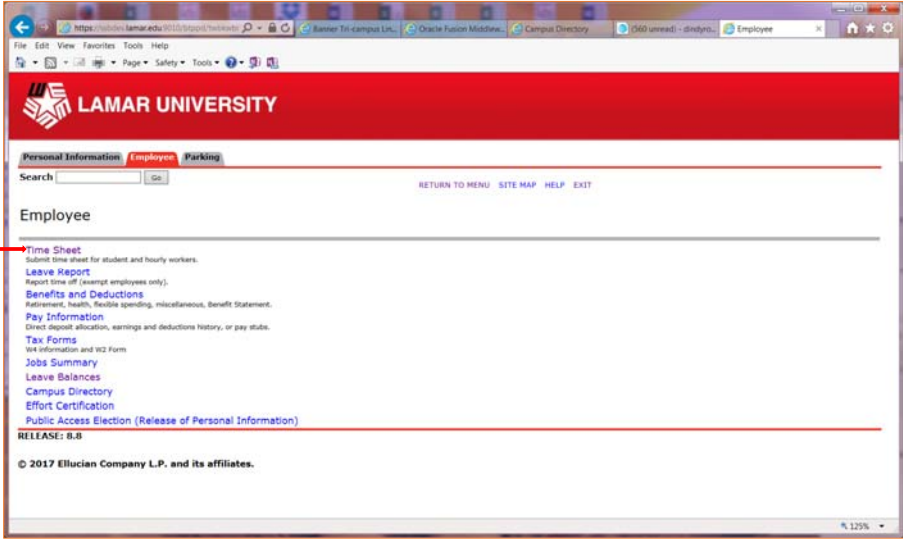
Click on Employee



The screenshot shows a web browser window with the Lamar University Self Service System. The top navigation bar includes 'Personal Information', 'Employee', and 'Parking'. The 'Employee' tab is selected. Below the navigation bar, there is a search field and a 'Go' button. The main menu area contains a welcome message and a list of links: 'Personal Information', 'Employee', and 'RELEASE: B.B.'. A red arrow points to the 'Employee' link in the main menu.

3

Click on Time Sheet

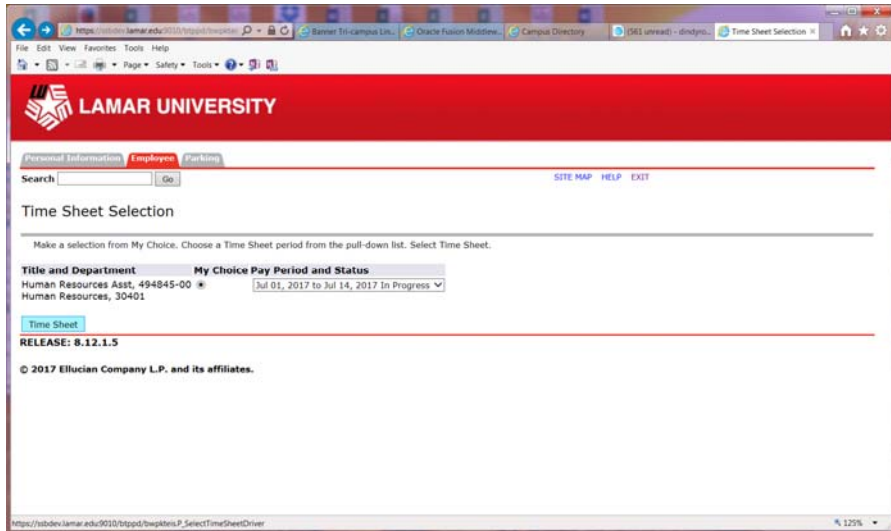


The screenshot shows the 'Employee' page of the Lamar University Self Service System. The 'Employee' tab is selected in the navigation bar. The main menu area contains a list of links: 'Time Sheet', 'Leave Report', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', 'Campus Directory', 'Effort Certification', and 'Public Access Election (Release of Personal Information)'. A red arrow points to the 'Time Sheet' link.

4

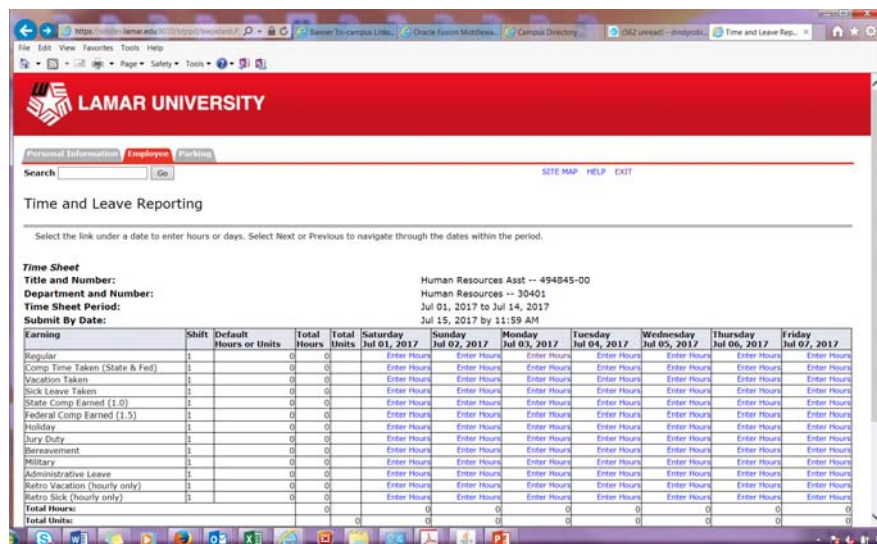
Click on Time Sheet

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



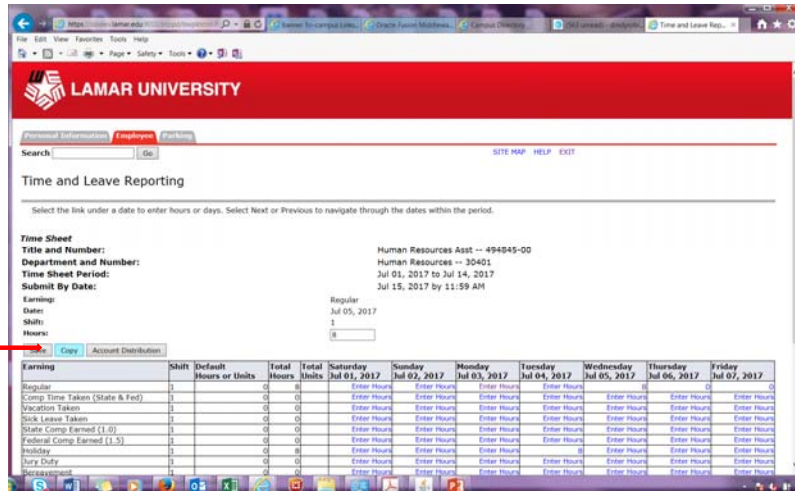
5

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



6

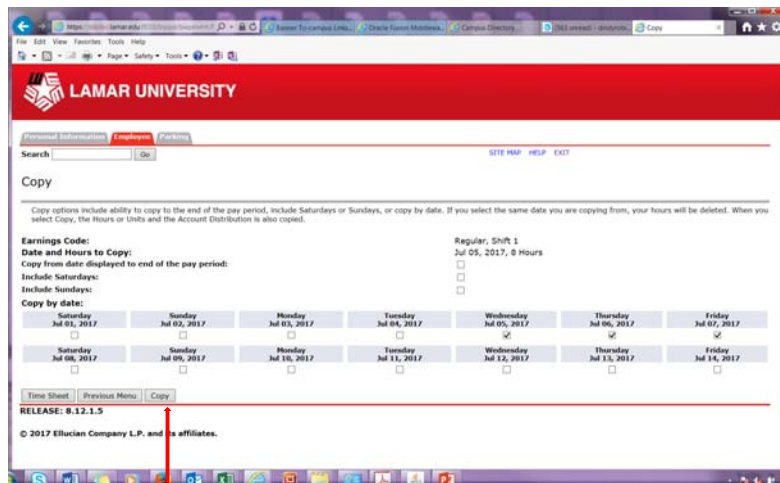
Click on "Copy" to copy your entrees onto other days.



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

Title and Number: Human Resources Asst -- 494845-00
Department and Number: Human Resources -- 30401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM

Earning: Regular
 Date: Jul 03, 2017
 Shift: 1
 Hours: 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	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
Regular	1	0	32		Enter Hours	Enter Hours	8	Enter Hours	8	8	8
Comp Time Taken (State & Fed)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		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
Federal Comp Earned (1.5)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	8		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Vacation (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Sick (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40		0	0	8	8	8	8	8
Total Units:				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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Position Selection Comments Preview Submit for Approval Restart **Next**

Click "Next" to go to the next week.

Title and Number: Human Resources Asst -- 494845-00
Department and Number: Human Resources -- 30401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM

Earning: Regular
 Date: Jul 03, 2017
 Shift: 1
 Hours: 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	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
Regular	1	0	32		Enter Hours	Enter Hours	8	Enter Hours	8	8	8
Comp Time Taken (State & Fed)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		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
Federal Comp Earned (1.5)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	8		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Vacation (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Sick (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40		0	0	8	8	8	8	8
Total Units:				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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Position Selection Comments Preview Submit for Approval Restart **Next**

Click “Preview” to look at your time for the pay period.

Human Resources Asst -- 494845-00
Human Resources -- 30401
Time Sheet Period:
Submit By Date: Jul 01, 2017 to Jul 14, 2017
Jul 15, 2017 by 11:59 AM

Vacation Taken
Date: Jul 11, 2017
Shifts: 1
Hours: 2

Earning	Shift	Default Hours or Units	Total Hours	Total Units	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	0	68		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
State Comp Earned (1.0)	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Comp Earned (1.5)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Reassignment	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Matrn Vac (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Matrn Sick (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82		0	0	0	0	0	10	0
Total Units:			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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13

Make sure it is correct. Click on “Previous Menu” (at bottom left, not shown).

LAMAR UNIVERSITY

Personal Information Employee Parking

Search [] [Go] SITE MAP HELP EXIT

Summary of Reported Time

Set your printer layout to Landscape before printing.

Test Employee
Human Resources Asst, 494845-00
Human Resources, 30401

Earning Code	Shift	Total Hours	Total Units	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	68							4	
Comp Time Taken (State & Fed)	1	2							2	
Vacation Taken	1	2							2	
State Comp Earned (1.0)	1	2							2	
Holiday	1	8								
Total Hours:		82							10	
Total Units:		0							0	

Comments

Date: Jul 03, 2017 02:11 am
Made by: You
Comments: Time Sheet Returned

14

Click on "Comments" to provide additional Info.

Possible Insufficient Leave Balance.

Time Sheet
Title and Number: Human Resources Asst -- 494845-00
Department and Number: Human Resources -- 30401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM

Earning: Vacation Taken
Date: Jul 11, 2017
Shift: 1
Hours: 2

Save Copy Account Distribution

Earnings	Shift	Default Hours or Units	Total Hours	Total Units	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	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
State Comp Earned (1.0)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Comp Earned (1.5)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Derangement	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Vacation (hourly only)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Sick (hourly only)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82	0	0	0	0	0	0	0	0

Position Selection **Comments** Preview Submit for Approval Restart Previous

Submitted for Approval By:
 Approved By: Machine For Approval

15

Type your comment and click on "Previous Menu"

LAMAR UNIVERSITY

Process Information Employee Parking

Search [] (Go) SITE MAP HELP EXIT

Comments

Enter or add comments until you submit the record for approval.

Made By: You
Comment Date: Jul 03, 2017
Enter or Edit Comment: You said I could work extra hours on Thursday to make up for some of my time on Wednesday.

Save Previous Menu

Made By: You
Comment Date: Jun 07, 2017
Comment: Time Sheet Returned

Made By: You
Comment Date: Jun 06, 2017
Comment: Time Sheet Returned

Made By: You
Comment Date: Jun 06, 2017
Comment: Time Sheet Returned

Made By: You
Comment Date: Jun 06, 2017
Comment: Time Sheet Returned

16

Click on “Submit for Approval.”

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Possible Insufficient Leave Balance.

Time Sheet
Title and Number: Human Resources Asst -- 494945-00
Department and Number: Human Resources -- 30401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM

Forming: Vacation Taken
Date: Jul 11, 2017
Shift: 1
Hours: 12

Forming	Shift	Default Hours or Units	Total Hours	Total Units	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	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	2	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	2	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
State Comp Earned (1.0)	1	0	2	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Comp Earned (1.0)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retirement	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Radio Vacation (hourly only)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Radio Sick (hourly only)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours			82	82	0	0	0	0	0	10	0
Total Units			0	0	0	0	0	0	0	0	0

Buttons: Print, Comments, Previous, **Submit for Approval**, Restart, Refresh

Submitted for Approval By:
 Approved By:
 Working Area Approval Expires:

17

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

LAMAR UNIVERSITY

Personal Information Employee Certification

Search [] Go

SITE MAP HELP EXIT

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.
 Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

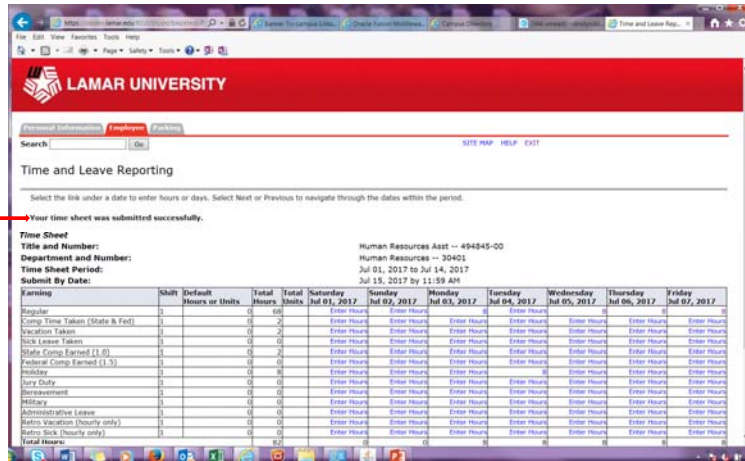
Submit

RELEASE: 8.12.1.5

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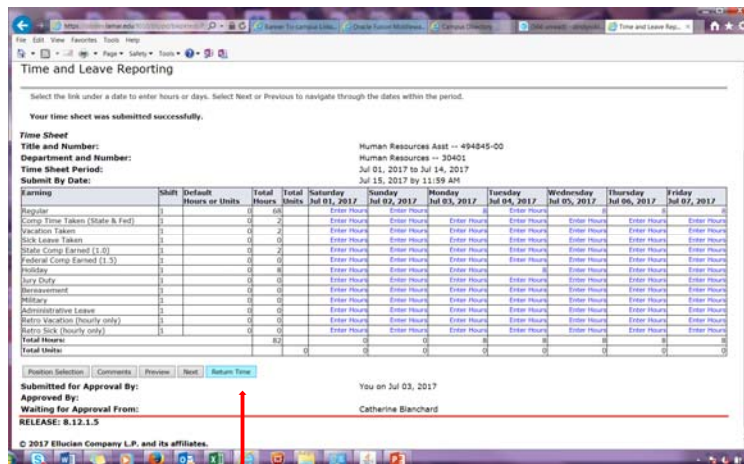
18

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

This will bring it back to you for correction.

Time transaction successfully returned.

Time Sheet
Title and Number: Human Resources Asst -- 494845-00
Department and Number: Human Resources -- 30401
Time Sheet Period: Jul 01, 2017 to Jul 14, 2017
Submit By Date: Jul 15, 2017 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					Jul 01, 2017	Jul 02, 2017	Jul 03, 2017	Jul 04, 2017	Jul 05, 2017	Jul 06, 2017	Jul 07, 2017
Regular	1	0	68		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken (State & Fed)	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
State Comp Earned (1.0)	1	0	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Comp Earned (1.5)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Vacation (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Retro Sick (hourly only)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82		0	0	0	0	0	0	0
Total Units:			0		0	0	0	0	0	0	0

Position Selection | Comments | Previous | Submit for Approval | Restart | Next

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

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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

22

Time Entry Labs

HR will be available to answer questions and provide individual help to employees, approvers, and supervisors in the CICE Computer Lab every time sheet submit day, for the first three Biweekly cycles.

Drop in 8:30 am - 5:00 pm on the following dates:

- July 14
- July 28
- August 11

23

Questions?

Contact:

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

24