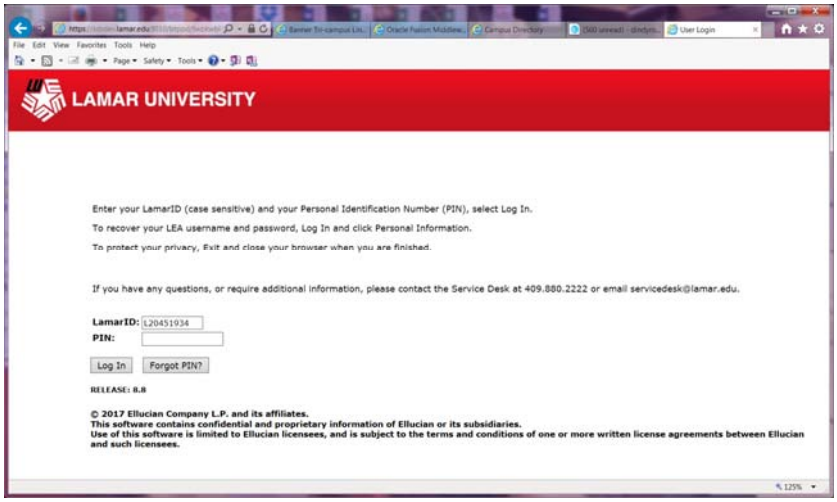
Web Time Entry

Lamar University

Non-exempt, Student, Hourly employees

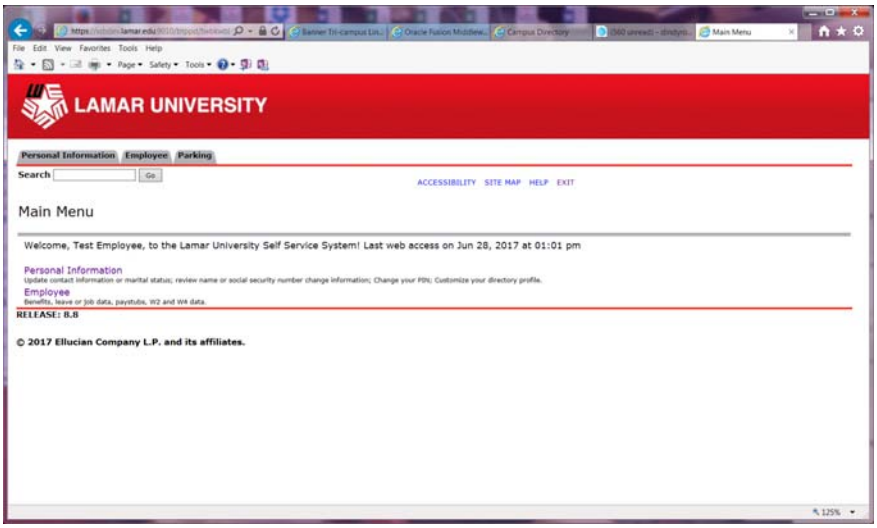
1

Log into Self-Service Banner



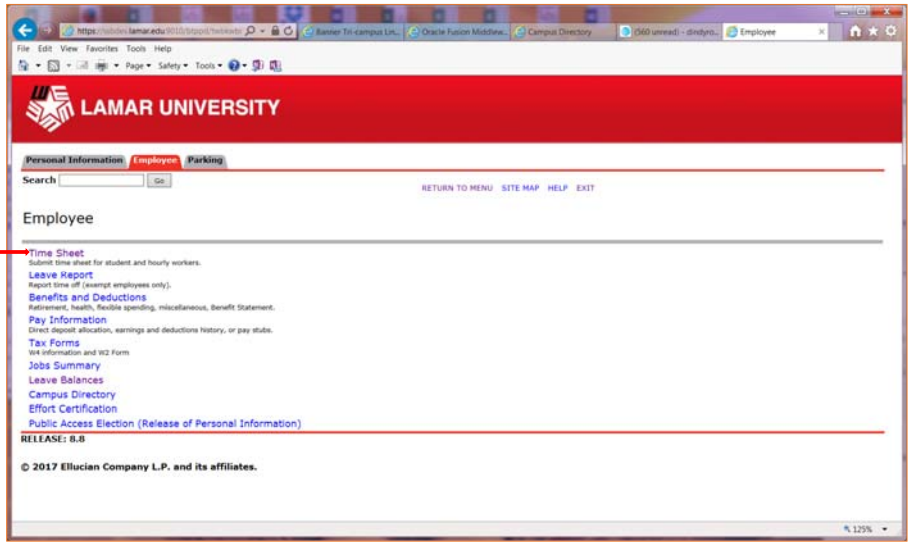
2

Click on Employee



3

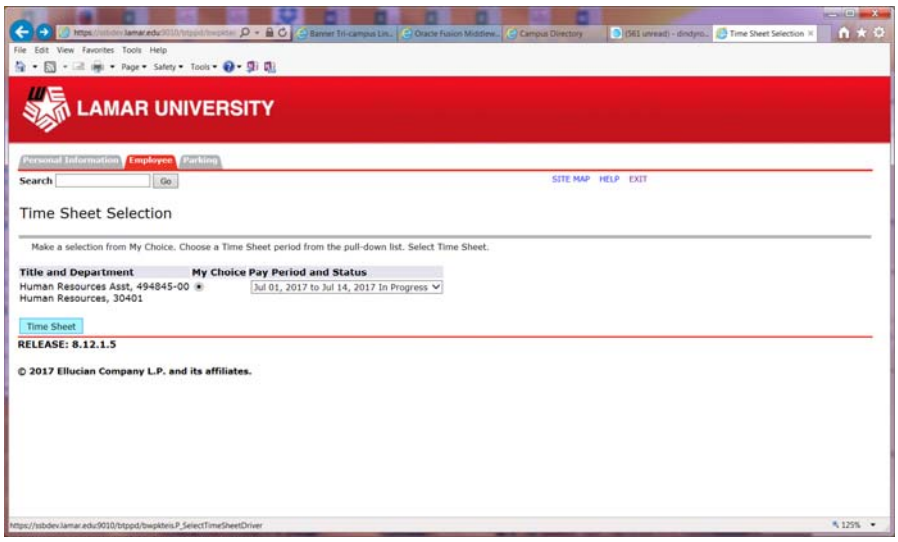
Click on Time Sheet



4

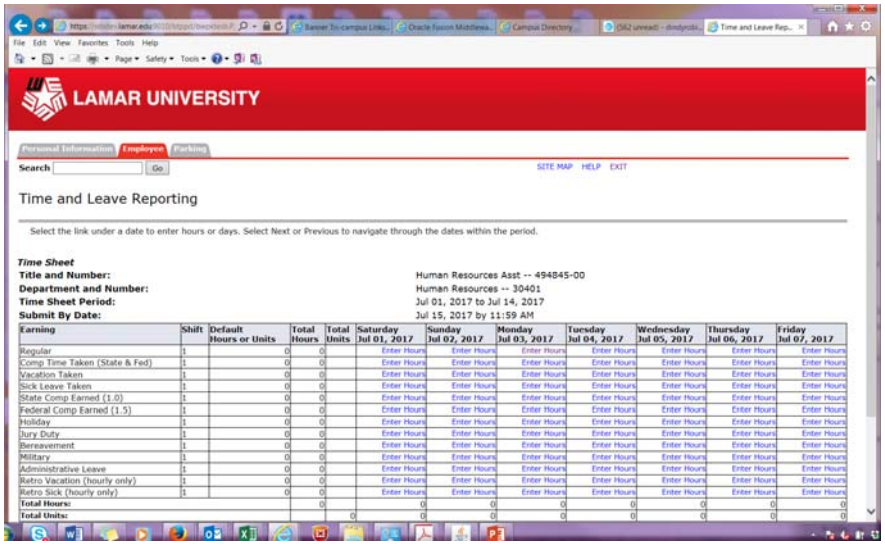
Click on Time Sheet

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



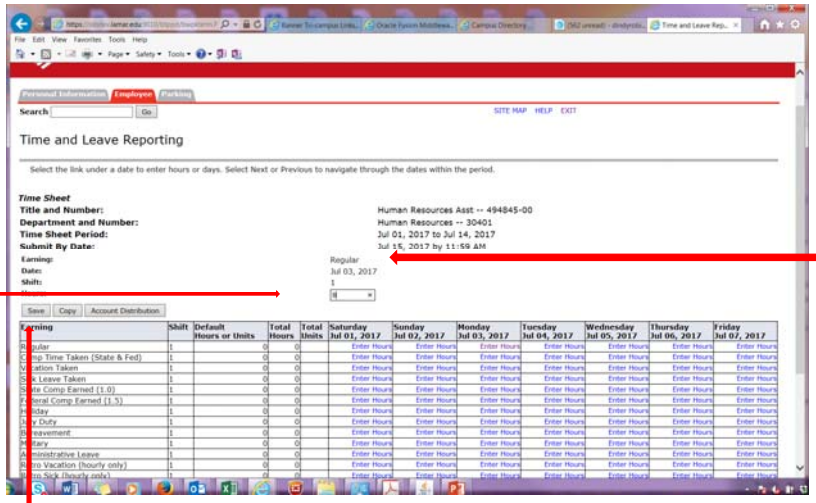
5

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 box. Click on Save or hit Enter.



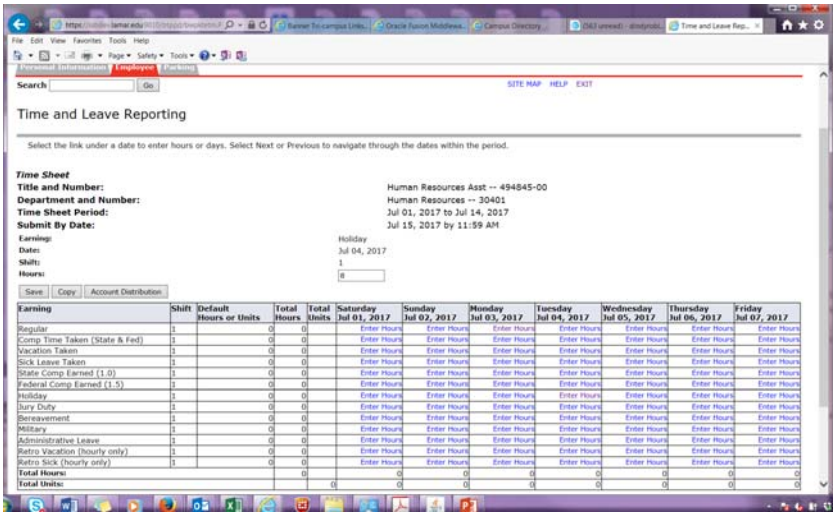
1. Type “8” in the box

2. Click on “Save” or hit enter on your keyboard.

This is a good way to check to make sure you are putting your hours on the correct line.

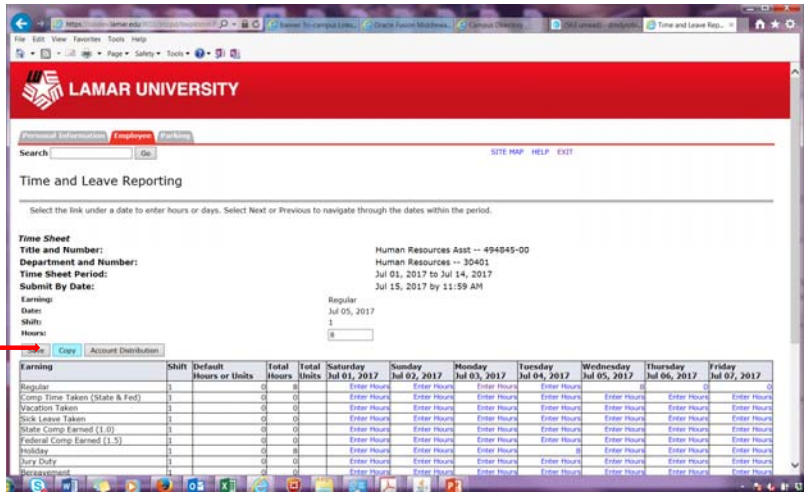
7

For Tuesday, July 4, enter 8 holiday hours.



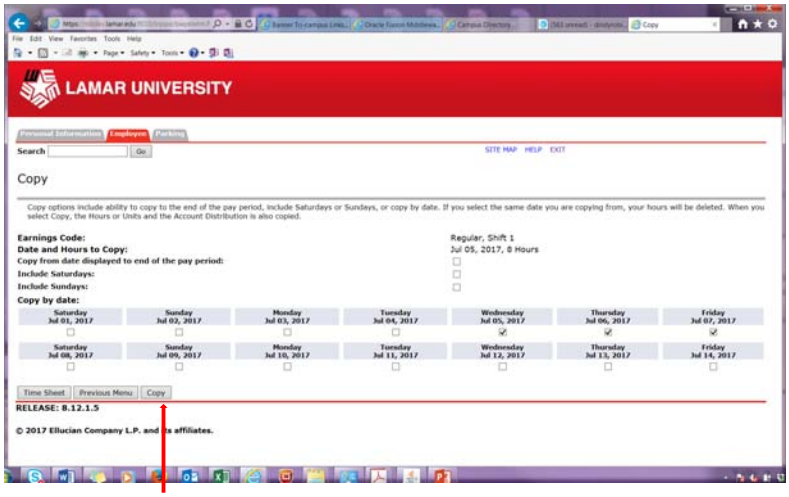
8

Click on “Copy” to copy your entrees onto other days.



9

Use “Copy” to copy hours from one day to another.

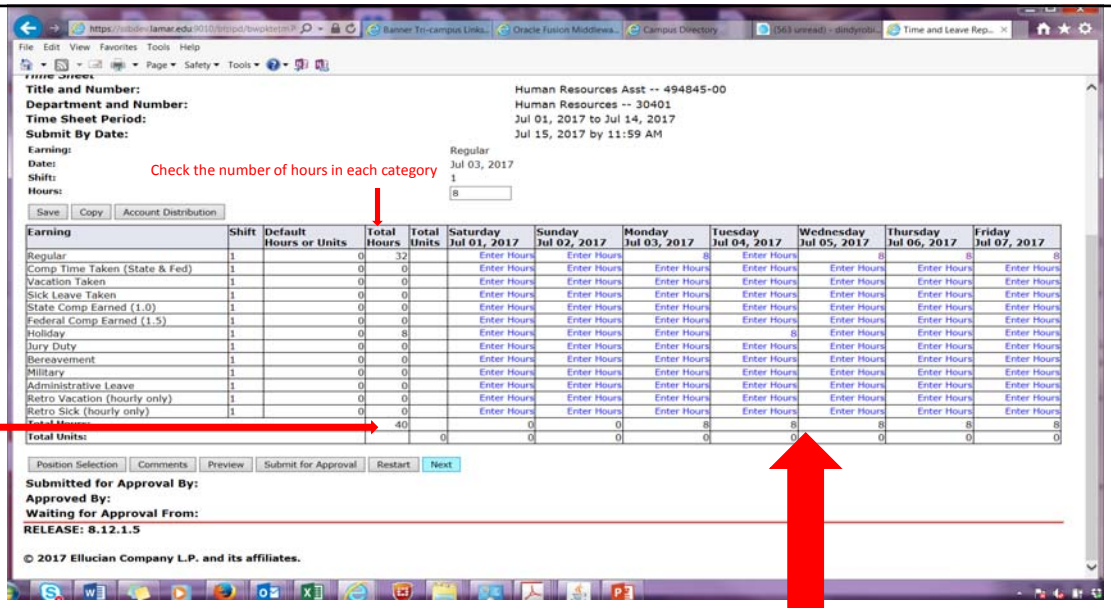


3. Click on “Time Sheet”

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

2. Click on “Copy”

10



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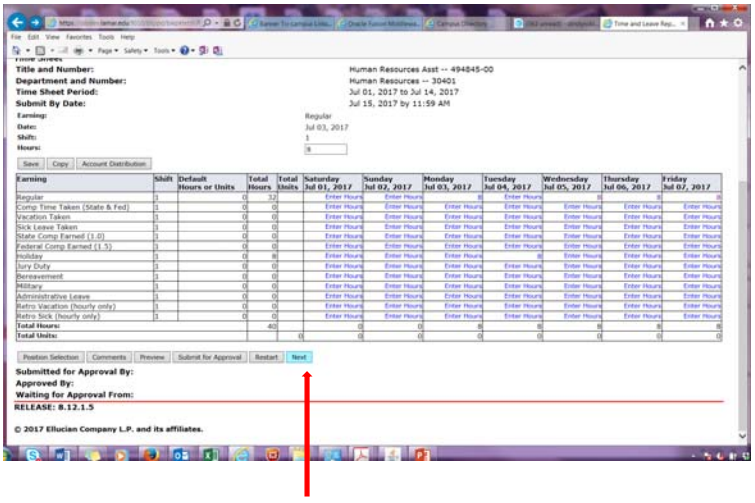
Click “Next” to go to the next week.



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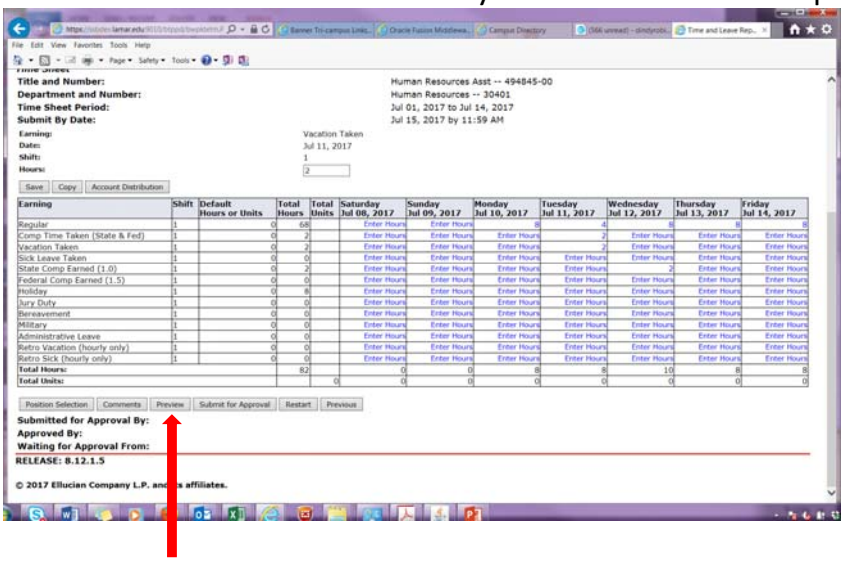
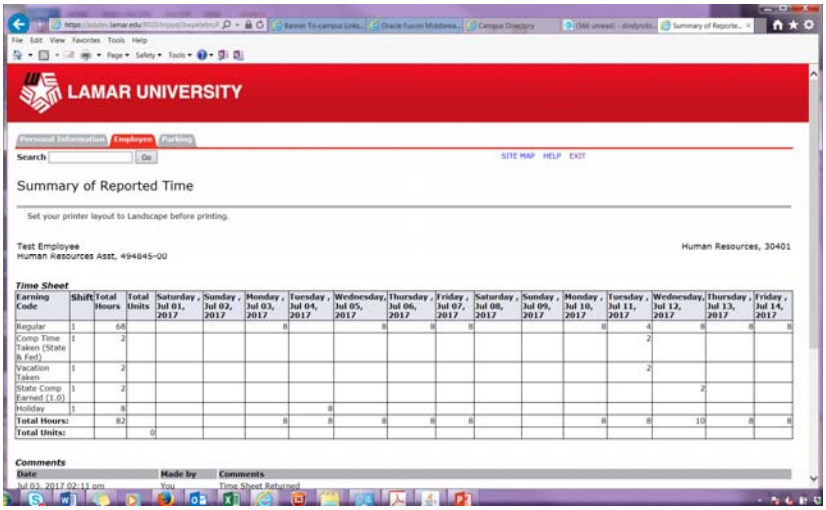
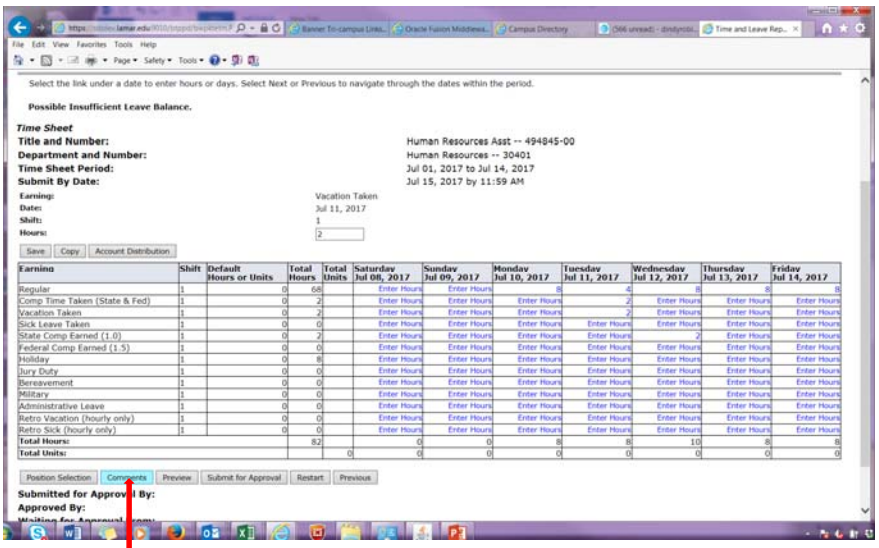
Click “Preview” to look at your time for the pay period.



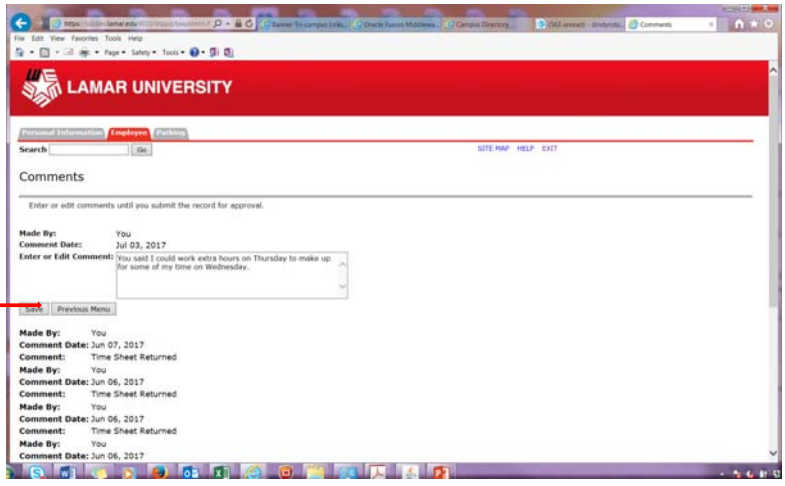
Make sure it is correct. Click on “Previous Menu” (at bottom left, not shown).



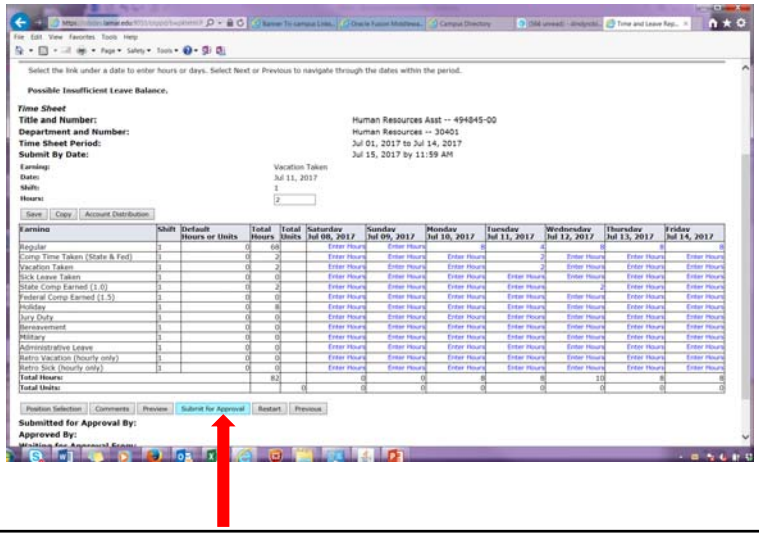
Click on “Comments” to provide additional Info.



Type your comment and click on “Previous Menu”



Click on “Submit for Approval.”



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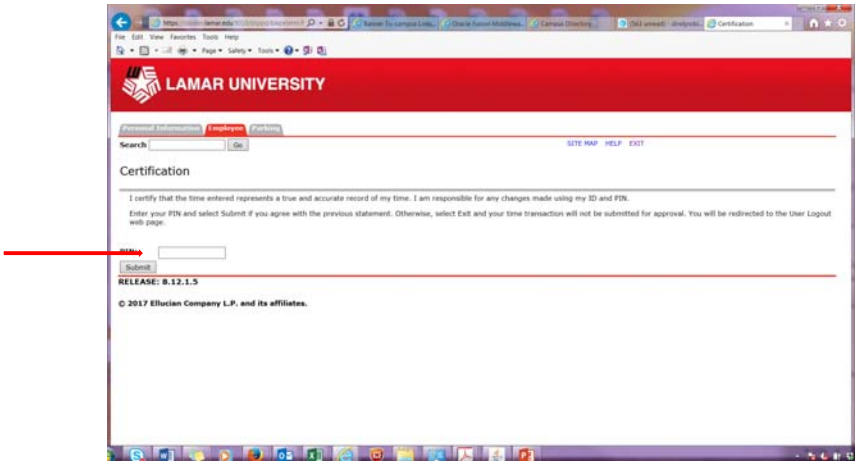
Type in your PIN. This certifies that to the best of your knowledge, your time sheet is correct.



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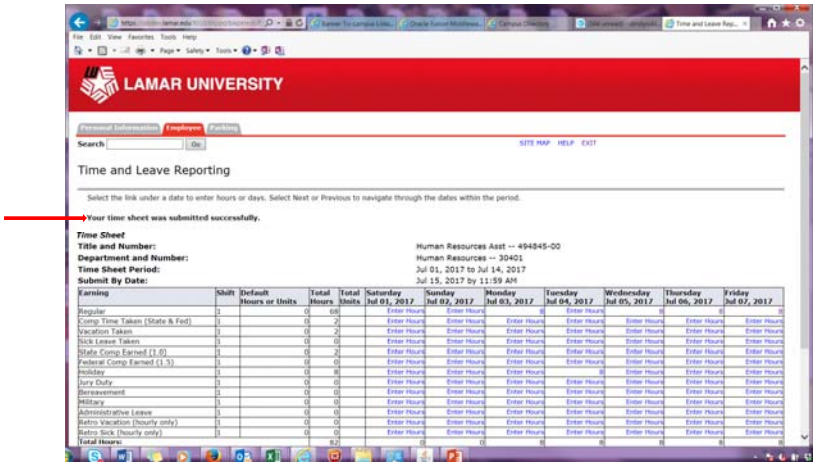
At the top it will say “Your time sheet was submitted successfully.”



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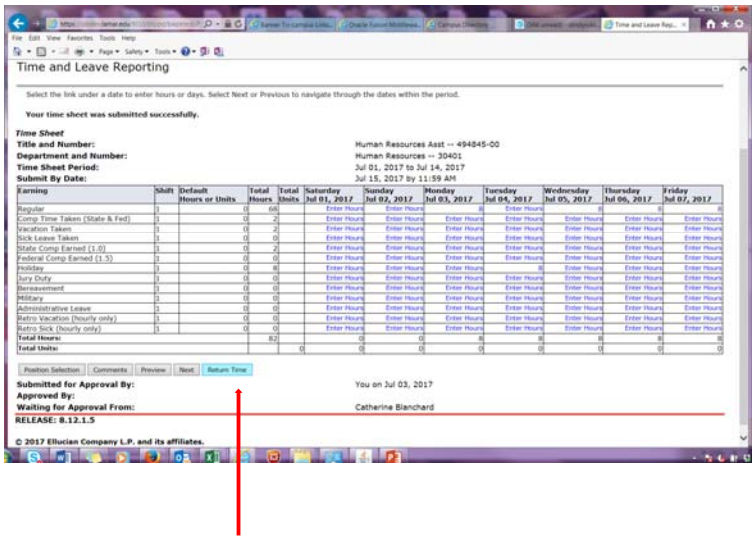
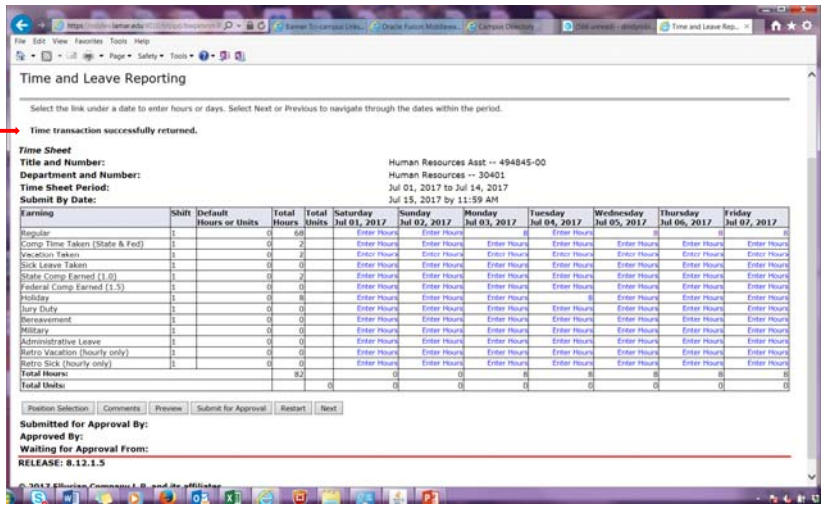
If you want to change something and your supervisor has not approved it yet, click on “Return Time”



20

This will bring it back to you for correction.



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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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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

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Questions?

Contact:

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

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