

# Lawrence University

## Web Time Entry for Hourly Staff Employees

As an hourly Staff employee at LU, you will track the hours you work each day on a Voyager time sheet.

At the end of each pay period, you will submit the completed time sheet for approval to your supervisor, who will finalize the time sheet for payroll processing.

Steps below describe how to record hours worked and submit your time sheet for approval.

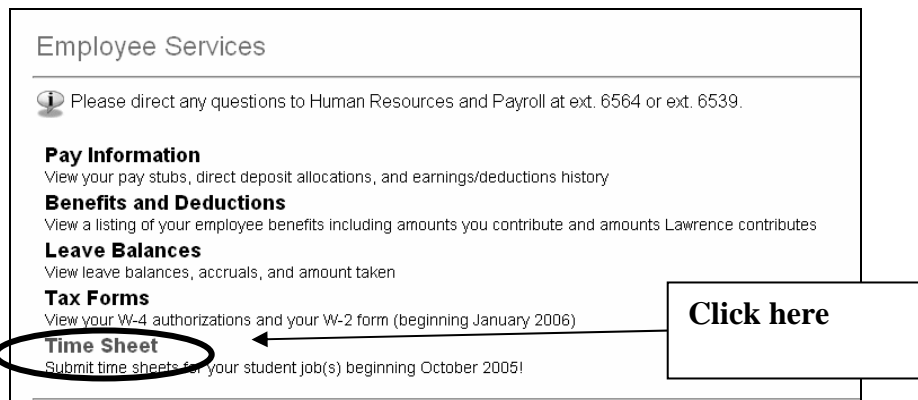
### Log in

Log in to Voyager: <http://bannerweb.lawrence.edu>

*Reminder:* To log in, enter your LU username (in capital letters) or your LU ID and your PIN. *Call the Helpdesk at x6570 if you've forgotten your PIN.*


On the Voyager Web page, click on Employee Menu.

From the Employee Services menu, select Time Sheet.



The screenshot shows a web interface for 'Employee Services'. At the top, it says 'Employee Services' followed by a horizontal line. Below the line is an information icon and the text: 'Please direct any questions to Human Resources and Payroll at ext. 6564 or ext. 6539.' Below this are several menu items, each with a bold heading and a brief description: 'Pay Information' (View your pay stubs, direct deposit allocations, and earnings/deductions history), 'Benefits and Deductions' (View a listing of your employee benefits including amounts you contribute and amounts Lawrence contributes), 'Leave Balances' (View leave balances, accruals, and amount taken), 'Tax Forms' (View your W-4 authorizations and your W-2 form (beginning January 2006)), and 'Time Sheet' (Submit time sheets for your student job(s) beginning October 2005!). The 'Time Sheet' item is circled in red. To the right of the menu is a rectangular box containing the text 'Click here'. An arrow points from this box to the 'Time Sheet' item.

Note: You will see this Time Reporting Selection screen if you also approve employee timesheets.  
To access your timesheet, click on the radio button next to 'Access my Time Sheet'.


LAWRENCE  VOYAGER

SITE MAP HELP LOGOUT

Personal Information Employee Services AR/FA Administration Surveys

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Time Reporting Selection

 Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

**Selection Criteria**

Access my Time Sheet:	<input checked="" type="radio"/> My Choice
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Click here

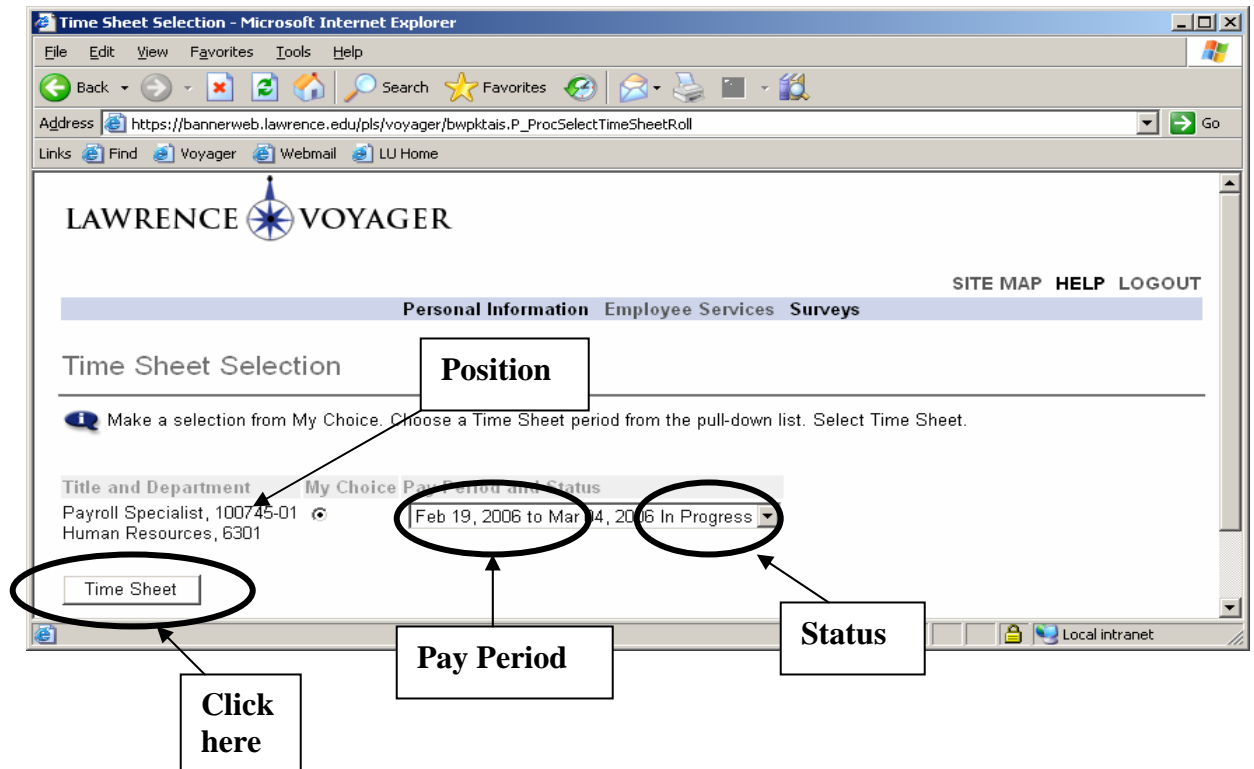
↑  
Click 'Select' to continue

## Access your time sheet

To access your time sheet, select a

- Position (the job for which you want to enter your time )
- Pay period (the most recent pay period will be listed by default).

Click the **Time Sheet** button.



### Note about status definitions

This screen displays the status of your time sheet:

**Not Started:** The time sheet has not been initiated (not opened yet) by the employee. Once the employee selects the time sheet for a particular period and opens it, the status of the time sheet will change to "In Progress."

**In Progress:** The time sheet has been initiated by the employee but is not completed and has not been submitted for approval.

**Pending:** The time sheet has been completed and submitted for approval by the employee. The record is waiting for the approver (usually the supervisor) to approve the time.

**Approved:** The time sheet has been approved and is ready to be submitted to the payroll office.

## Enter time

To record your hours worked, click on the Enter Hours link listed under the day and Earning type in which time needs to be reported. This will take you to the Time and Leave Reporting screen.

Note that time worked must be entered for each day but may be copied from one day to another.

**Time and Leave Reporting**

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

Title and Number: Payroll Specialist -- 100745-01  
Department and Number: Human Resources -- 6301  
Time Sheet Period: Feb 19, 2006 to Mar 04, 2006  
Submit By Date: Mar 06, 2006 by 11:59 P.M.

Earning	Shift Default	Total Hours	Total Units	Sunday Feb 19, 2006	Monday Feb 20, 2006	Tuesday Feb 21, 2006	Wednesday Feb 22, 2006	Thursday Feb 23, 2006	Friday Feb 24, 2006	Saturday Feb 25, 2006
Regular Earnings	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Overtime Pay Wages (1.5)	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Pay	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Day	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Holiday Worked Earnings	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty (same as reg pay)	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bereavement	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>		0		0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

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

Enter the number of hours worked in the Hours or Units field. Use decimals as needed to record parts of hours.

*Example: 7.75 for 7 ¾ hours.*

Time and Leave Reporting

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

Title and Number: Payroll Specialist -- 100745-01  
Department: Human Resources -- 6301  
Time Period: Feb 19, 2006 to Mar 04, 2006  
Submission: Mar 06, 2006 by 11:59 P.M.

Regular Earnings  
Date: Feb 20, 2006  
Shift: 1  
Hours:

Save Copy Account Distribution

Earning	Shift Default	Total		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hours or Units	Hours Units	Feb 19, 2006	Feb 20, 2006	Feb 21, 2006	Feb 22, 2006	Feb 23, 2006	Feb 24, 2006
Regular Earnings	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay Wages (1.5)	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Click the **Save** button. This will update your time sheet.

If you have finished entering hours for the day, click on Logout **IMPORTANT: Click the Submit for Approval button only at the end of the pay period, not at the end of each day.**

Lawrence Voyager

SITE MAP HELP **Logout**

Personal Information Student Services Employee Services Surveys

Time and Leave Reporting

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

## Copying hours

You can copy your hours to other days in the pay period. This is useful if you are working the same number of hours each day.

On the Time and Leave Reporting screen, click Enter Hours under the first day worked in the pay period. Enter the number of hours worked. Click the **Save** button.

Click the **Copy** button to advance to the Copy screen. Click in the checkboxes for the days for which you want to copy hours. Click the **Copy** button. *Remember: Do not* check off the day that you are copying from.

Copy - Microsoft Internet Explorer

Address: [https://bannerweb.lawrence.edu/pls/voyager/bwpltetm.P\\_UpdateTimeSheet](https://bannerweb.lawrence.edu/pls/voyager/bwpltetm.P_UpdateTimeSheet)

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SITE MAP HELP LOGOUT

Personal Information Employee Services Surveys

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Regular Earnings, Skid 1  
Date and Hours to Copy: Feb 20, 2006, 8 Hours  
Copy from date displayed to end of the pay period:   
Include Saturdays:   
Include Sundays:

Copy by date:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 19, 2006	Feb 20, 2006	Feb 21, 2006	Feb 22, 2006	Feb 23, 2006	Feb 24, 2006	Feb 25, 2006
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 26, 2006	Feb 27, 2006	Feb 28, 2006	Mar 01, 2006	Mar 02, 2006	Mar 03, 2006	Mar 04, 2006
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

Local intranet

After you click the Copy button, you will see this message, confirming the success of the process:

 Your hours have been copied successfully.

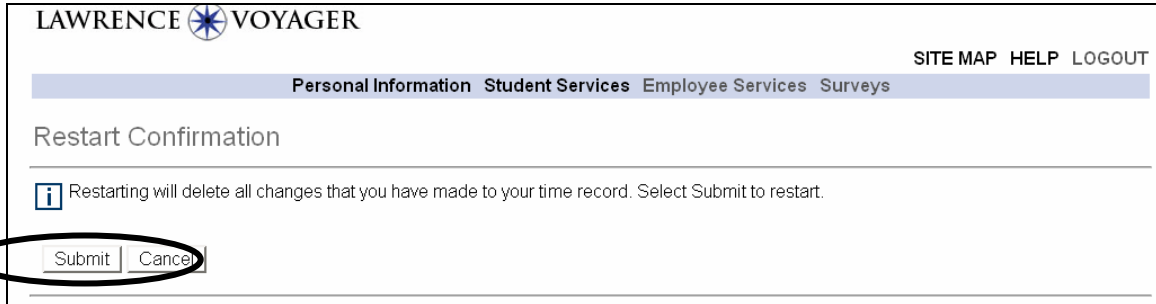
Click the **Time Sheet** button to return to your time sheet. If there is more time that needs to be entered, you can continue to enter the hours. Click on Logout or, if you've finished entering hours for the pay period, click the **Submit for Approval** button.


For instructions on the Web, go to [www.lawrence.edu/dept/hr/](http://www.lawrence.edu/dept/hr/)

## **Restart**

If you made errors in entering your hours, you can clear the entire time sheet while it is In Progress status by clicking the **Restart** button and begin again. You can restart *only* if you haven't submitted your timesheet for approval.

On the Time and Leave Reporting screen, click the **Restart** button. Click **Submit**. After a short time (about 10 seconds), the Time and Leave Reporting screen will reappear. The time sheet will be blank, ready for you to begin entering hours.




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SITE MAP HELP LOGOUT

Personal Information Student Services Employee Services Surveys

Restart Confirmation

 Restarting will delete all changes that you have made to your time record. Select Submit to restart.

## Next

Your time sheet will display one work week at a time. To advance to the second week of the pay period, click the **Next** button on the Time and Leave Reporting screen. Enter hours as described above.



**By clicking Next, you can enter hours for the second week in the pay period**

## Previous

Click the **Previous** button on the Time and Leave Reporting screen when you need to view hours for the first week of the pay period.

## Entering comments

You can add comments to your time sheet by clicking on the **Comments** button. Type the message and click the **Save** button to return to the time sheet. Comments should be entered before submitting your time for approval. Your supervisor can view these comments when approving your time sheet.

*Example of comments:* You might enter comments to explain the number of hours worked or to remind your supervisor of special circumstances, etc.

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SITE MAP HELP LOGOUT

Personal Information Student Services Employee Services Surveys

Comments

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

Made By: You  
Comment Date: Jul 26, 2005

Enter or Edit Comment

Save Previous Menu

Type a comment related to your hours worked for this pay period

After typing your comment, click Save

## Submit for Approval

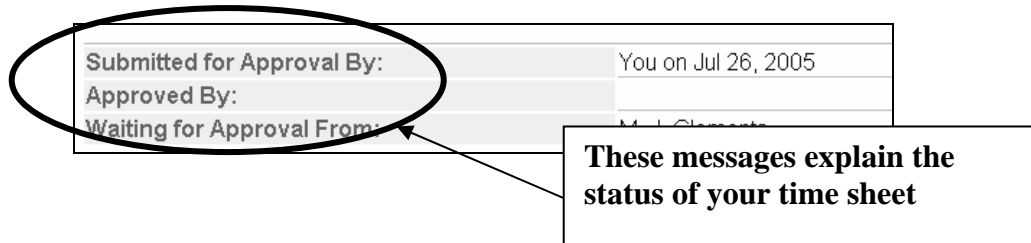
Once you have finished entering your time, click the **Submit for Approval** button. This will allow you to submit your time for your supervisor's approval and will also bring you to the Certification screen. Enter your PIN, certifying that the information entered is correct.

Click the **Submit** button to bring you back to the time sheet screen. A message will indicate that your time sheet was submitted successfully.

The screenshot shows the 'LAWRENCE VOYAGER' header with a logo. On the right, there are links for 'SITE MAP', 'HELP', and 'LOGOUT'. Below the header is a navigation bar with 'Personal Information', 'Student Services', 'Employee Services', and 'Surveys'. The main content area is titled 'Certification' and contains an information icon (i) followed by the text: '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.' Below this text is a 'PIN:' label, a text input field, and a 'Submit' button. Two callout boxes are present: one labeled 'Enter PIN here' with an arrow pointing to the input field, and another labeled 'Click on Submit' with an arrow pointing to the 'Submit' button. Both the input field and the 'Submit' button are circled in the original image.

## Time sheet messages

Messages at the bottom of the screen will indicate that you submitted your time sheet and that the time sheet is waiting for approval by your supervisor. After your supervisor has approved the time, it will be indicated in the Approved By box on the time sheet screen.



## **What if ...**

### **... I don't have a time sheet on Voyager?**

Has your supervisor sent your job information to payroll? Has the pay period started yet?

You will see time sheets for your active jobs (those that have already started); jobs that start in the future won't have a time sheet available yet on Voyager.

### **...I need to change my time sheet, but I've already submitted it for approval?**

Contact your supervisor. If he/she hasn't approved and submitted your time sheet, then the supervisor can modify or delete the record. If the time sheet has been submitted, ask your supervisor to contact the payroll office (x6540) for assistance.

### **...I thought I submitted my time sheet, but my supervisor says it's still In Progress?**

In the Certification screen, did you enter your PIN before you logged out? If not, submit the time sheet for approval again and be sure to enter your PIN.

### **...My supervisor has not approved my time sheet, and the deadline is today?**

Contact your supervisor. If the supervisor is unavailable, please call the Payroll office at x6539 for assistance.

### **... I need to report hours for work done in the past?**

You **MUST** talk with your supervisor. In most instances, you will be advised to add the missing hours to time reported in the current pay period.