

Lawrence University
Quick Guide to Web Time Entry for Student Employees

1. Log in to Voyager. (<http://bannerweb.lawrence.edu>)
2. Click on Employee Menu.
3. Click on Time Sheet.
4. Select the Position and pay period.
5. Click on **Time Sheet**.
6. Enter hours for each work day; click **Save**.
7. Enter **Comments** (if any).
8. After all time worked is recorded for the pay period, click on **Submit for Approval**.
9. At the prompt, enter your PIN; click **Submit**.
10. Verify that the time sheet has been submitted for approval.
11. Log out of Voyager.

To view and print detailed instructions, please see the HR website at

www.lawrence.edu/dept/hr/

For detailed instructions on the Web, go to www.lawrence.edu/dept/hr/