Lawrence University
Quick Guide to Web Time Entry for Salaried Staff Employees

1. Log in to Voyager. (http://bannerweb.lawrence.edu)

2. Click on Employee Menu.

3. Click on Time Sheet.

4. If you approve employee timesheets, after Step 3, you are directed to the Time Reporting Selection screen. To access your timesheet, click on the radio button next to "Access my Time Sheet"

5. Select the Position and pay period.

6. Click on **Time Sheet**.

7. Enter hours for Vacation, Sick, and Personal, etc.; click **Save**.
   (Don't record your daily hours worked)

8. Enter **Comments** (if any).

9. After all time worked is recorded for the pay period, click on **Submit for Approval**.

10. At the prompt, enter your PIN; click **Submit**.

11. Verify that the time sheet has been submitted for approval.

12. Log out of Voyager.

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