

# Lawrence University

## Web Time Entry for Student Employees

As a student employed by 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 by 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.

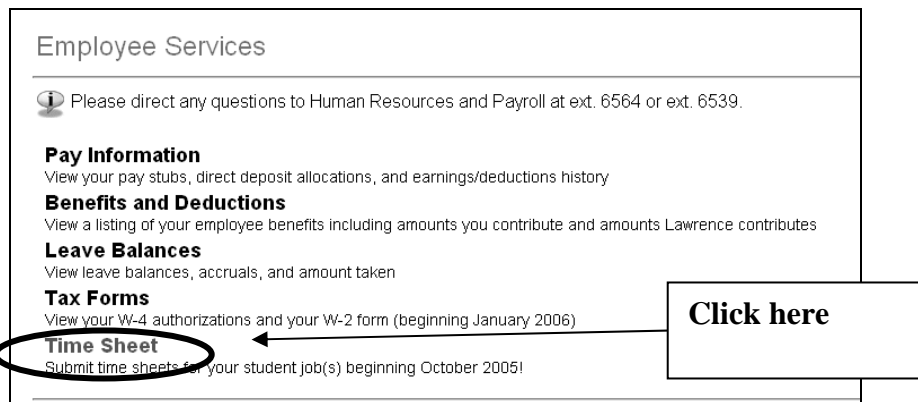
### Log in

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' with a horizontal line below it. 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.

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

## 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.

The screenshot shows the 'Time Sheet Selection' page in the Lawrence Voyager system. The page header includes 'LAWRENCE VOYAGER' and navigation links for 'SITE MAP', 'HELP', and 'LOGOUT'. Below the header, there is a navigation bar with 'Personal Information', 'Student Services', 'Employee Services', and 'Surveys'. The main content area is titled 'Time Sheet Selection' and contains a message: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' Below this message, there is a form with the following fields: 'Title and Department' (Student Assistant, STUCWS-10 Campus Activities Office, 3401), 'My Choice' (a dropdown menu), 'Pay Period and Status' (Jul 7, 2005 to Jul 30, 2005), and 'Status' (In Progress). A 'Time Sheet' button is located at the bottom left of the form. Callout boxes with arrows point to the 'My Choice' dropdown (labeled 'Position'), the date range (labeled 'Pay Period'), the 'Status' dropdown (labeled 'Status'), and the 'Time Sheet' button (labeled 'Click here').

## 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 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.

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.

Title and Number: Student Assistant -- STUCWS-10  
Department and Number: Campus Activities Office -- 3401  
Time Sheet Period: Jul 17, 2005 to Jul 30, 2005  
Submit By Date: Aug 02, 2005 by 12:01 P.M.

Earning	Shift Default	Total Hours	Total Units	Sunday Jul 17, 2005	Monday Jul 18, 2005	Tuesday Jul 19, 2005	Wednesday Jul 20, 2005	Thursday Jul 21, 2005	Friday Jul 22, 2005	Saturday Jul 23, 2005
Hourly Regular (No FICA)	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>
Total Hours:		0		0	0					0
Total Units:			0	0	0					0

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

**Click on the "Enter Hours" link.**

Enter the number of hours worked in the Hours or Units field. Use decimals as needed to record parts of hours, only by the quarter hour  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ .

*Example: 7.75 for 7  $\frac{3}{4}$  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: Student Assistant -- STUCWS-10  
 Department and Number: Campus Activities Office -- 3401  
 Time: Jul 17, 2005 to Jul 30, 2005  
 Submitted: Aug 02, 2005 by 12:01 P.M.

Earning: Hourly Regular (No FICA)  
 Date: Jul 18, 2005  
 Shift: 1  
 Hours:

**Click on Save or Copy** (pointing to Save and Copy buttons)  
**Enter hours here** (pointing to the Hours input field)

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 17, 2005	Monday Jul 18, 2005	Tuesday Jul 19, 2005	Wednesday Jul 20, 2005	Thursday Jul 21, 2005	Friday Jul 22, 2005	Saturday Jul 23, 2005
Hourly Regular (No FICA)	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

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.

**Logout after you've saved your time sheet**

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.

LAWRENCE VOYAGER

SITE MAP HELP LOGOUT

Personal Information Student Services Employee Services Surveys

### Copy

**i** 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: Hourly/Regular (No FICA), Shift 1

Date and Hours to Copy: Jul 18, 2005, 2.5 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
Jul 17, 2005	Jul 18, 2005	Jul 19, 2005	Jul 20, 2005	Jul 21, 2005	Jul 22, 2005	Jul 23, 2005
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 24, 2005	Jul 25, 2005	Jul 26, 2005	Jul 27, 2005	Jul 28, 2005	Jul 29, 2005	Jul 30, 2005
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

These hours will be copied to the days marked below

Click the Copy button

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

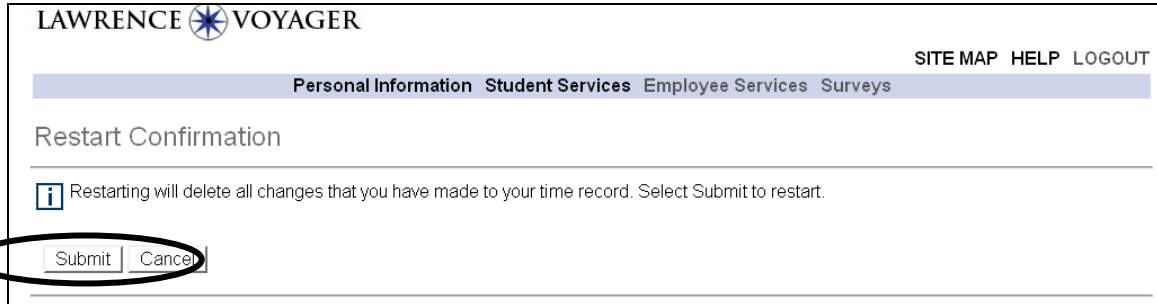
 Your hours have been copied successfully.

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.

## 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.



LAWRENCE VOYAGER

SITE MAP HELP LOGOUT

Personal Information Student Services Employee Services Surveys

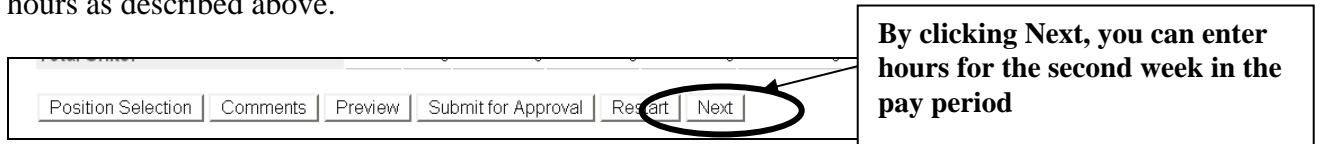
Restart Confirmation

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

Submit Cancel

## 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.



Position Selection Comments Preview Submit for Approval Restart Next

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, to remind your supervisor of special circumstances, to enter detailed description of hours missed on a prior time sheet, etc.

The screenshot shows the 'Comments' section of the Lawrence Voyager system. At the top, the logo 'LAWRENCE VOYAGER' is displayed. A navigation bar includes 'Personal Information', 'Student Services', 'Employee Services', and 'Surveys'. The 'Comments' section contains an information icon and the text: 'Enter or edit comments until you submit the record for approval.' Below this, the 'Made By:' field is set to 'You' and the 'Comment Date:' is 'Jul 26, 2005'. A text input field labeled 'Enter or Edit Comment' is highlighted with a red oval. To its right, a callout box says 'Type a comment related to your hours worked for this pay period'. Below the input field, a 'Save' button is also highlighted with a red oval, with a callout box stating 'After typing your comment, click Save'. A 'Previous Menu' button is visible to the right of the 'Save' button.

## 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 'Certification' section of the Lawrence Voyager system. At the top, there is a navigation bar with 'Personal Information', 'Student Services', 'Employee Services', and 'Surveys'. Below this, a message states: '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.' There is a 'PIN:' label next to an empty input field, and a 'Submit' button below it. Two callout boxes are present: one pointing to the input field with the text 'Enter PIN here', and another pointing to the 'Submit' button with the text 'Click on Submit'.

## 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.

The screenshot shows a table with three rows of status messages. The first row is 'Submitted for Approval By: You on Jul 26, 2005'. The second row is 'Approved By:'. The third row is 'Waiting for Approval From: M. J. Clements'. A callout box points to the first two rows with the text 'These messages explain the status of your time sheet'.

Submitted for Approval By:	You on Jul 26, 2005
Approved By:	
Waiting for Approval From:	M. J. Clements



## **What if ...**

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

Contact your supervisor to verify they 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, return for correction, or delete the record. If the time sheet has been submitted, ask your supervisor to contact the payroll office (x6539 or x6723) or email [payroll@lawrence.edu](mailto:payroll@lawrence.edu) 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 x6539 or x6723 or email the payroll office at [payroll@lawrence.edu](mailto:payroll@lawrence.edu) for assistance.

### **...the deadline for submitting my time sheet has passed, I started my time sheet but I no longer have access to my time sheet.**

Contact your supervisor immediately. Your supervisor may still be able to submit your time sheet and approve it for payroll to process.

### **...the deadline for submitting my time sheet has passed, I did not start my time sheet before the deadline and I no longer have access to my time sheet.**

Email your supervisor and payroll with the detailed information dates/hours for the pay period. Payroll will have to extract your hours and your supervisor will have to enter your hours and submit/approve.

### **... 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 with a detailed comment.