



Employee Self-Service: Web Time Entry

Need Assistance?

Email: payroll@lafayette.edu

Call: (610) 330-5142

In-person: 030 Marquis Hall

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Timesheet Information

Timesheet Status Types

Not Started – User has not opened the timesheet to add hours.

In Progress – User has begun preparing a timesheet but has not yet submitted.

Pending – User has submitted time and is pending acceptance by approver.

Returned – Timesheet has been returned to a user by an approver.

Error – Timesheet is in error. This normally requires a Superuser to correct (Payroll department).

Approved – The timesheet has been approved and is ready for payroll to process.

Completed – Payroll has been processed using the submitted and approved timesheet.

Timesheet Deadlines

- Employees are responsible for reporting time working via web time entry. Failure to submit your timesheet by the due date may cause a delay in receiving your paycheck
- Timesheets are available beginning the first day of the pay period
- Please review the payroll schedule for specific due dates at <http://finadmin.lafayette.edu/forms>

Timesheet Responsibilities

Timesheet **employees** are to update the timesheet daily and accurately. It is the *responsibility of the employee* to use Earn Codes appropriately, turn in proper documentation, obtain prior approval of leave, and to meet submission deadlines.

Timesheet **approvers** are to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review that Earn Codes are used appropriately by the employee, and that all submission deadlines are met.

Timesheets need to be completed, submitted, and approved as indicated on the pay schedule found at <http://finadmin.lafayette.edu/forms>

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Entering a Timesheet

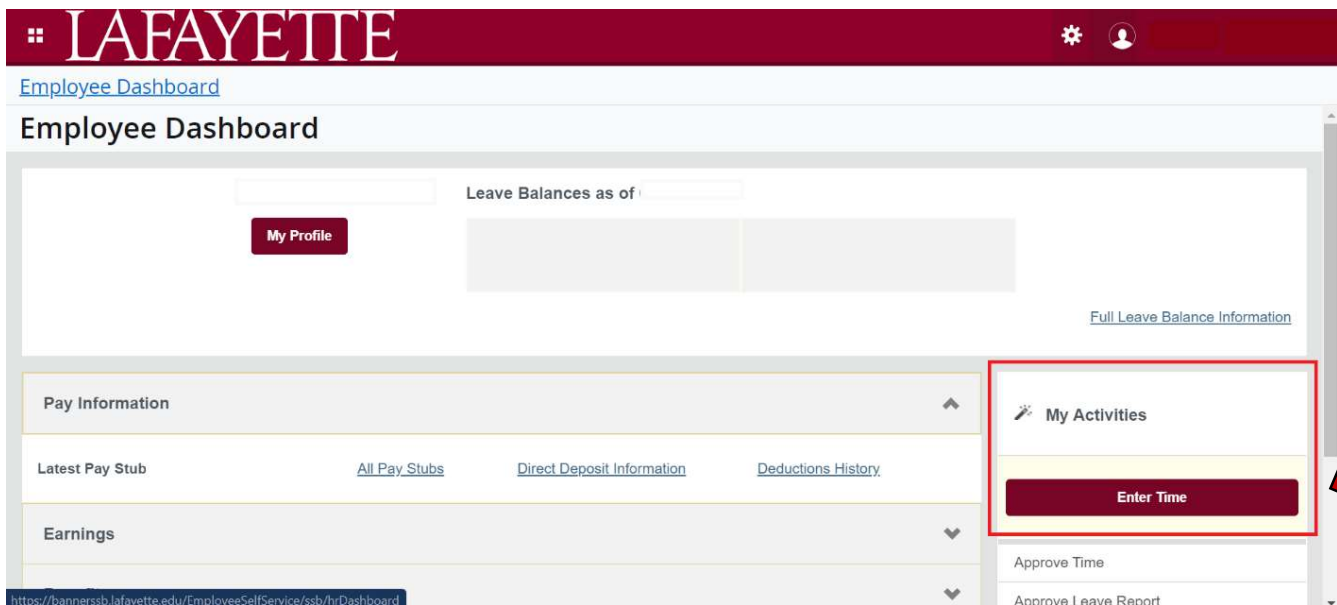
1) Navigate to <https://selfservice.lafayette.edu/>

2) Select **Employee**

3) Log in using your Lafayette NetID and password

Need help logging in? Please contact the Help Desk at (610) 330-5501

4) Go to the **My Activities** section on the right-side and select **Enter Time**



5) Select **Start Timesheet** if you have not yet entered time for a pay period . If the timesheet is already started, drill into the pay period.

If you are employed in multiple positions that require hours to be entered in Banner Self-Service, you will need to submit a separate timesheet for each position.

6) The detailed view showing the daily calendar will appear. Time needs to be entered on each workday for the entire pay period. Select a date to begin entering time.

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7) Select the appropriate **Earn Code** from the drop-down menu. It is the **responsibility of the employee** to use the appropriate Earn Code.

The screenshot shows a time entry form with the following elements:

- Add Earn Code** button (highlighted in red)
- Earn Code** dropdown menu: Regular Pay
- Start Time** field: 02:00 PM
- End Time** field: 04:00 PM
- Hours** field: 2.00
- Add More Time** button
- Total: 2.00 Hours** and **Account Distribution** link
- Exit Page** link
- Cancel**, **Save** (highlighted in red), and **Preview** buttons

8) After an Earn code has been selected:

For Student workers: input the **Start Time** and **End Time**.

- Select **Set** after the desired time is reached.
- The Start and End time can also be typed into the field using the format provided

For Non-Student workers: enter the total amount of hours worked for that earn code. If necessary, use the **Add More Time** button when reporting additional time entry for the same day and earn code

9) Select **Save** after each earn code entry.

The screenshot shows three buttons: **Cancel**, **Save** (highlighted in red), and **Preview**.

10) If multiple earn codes need to be entered on the same day, select **Add Earn Code**, enter time, then **Save**

The screenshot shows the time entry form with the following elements:

- Add Earn Code** button (highlighted in red)
- Regular Pay** with a clock icon and **5.00 Hours**
- Total: 5.00 Hours** and **Account Distribution** link

11) Review the hours for each time entered. Time cannot be saved if there are any errors. Common errors could include overlapping time, negative hours entered, or if incorrect AM/PM time is entered.

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12) Once completed, select **Save** on the bottom right of the screen.



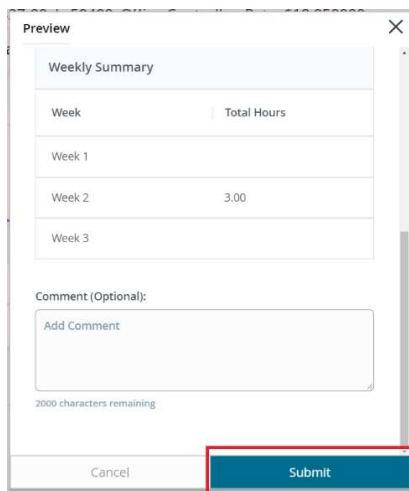
Submitting a Completed Timesheet

At the end of the pay period, the timesheet must be submitted to the approver for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Please ensure all days are completed with correct earn codes and hours worked.


1) After opening the appropriate timesheet, select **Preview** on the bottom right. This step should only be done after entering all time for each day worked in the detail screen.




2) Review this information, and if correct, select **Submit**.



3) The timesheet will now be in **Pending** status while it is awaiting the approver to review and approve for payroll.

- The details of submission for approval and the approver assigned can be found by selecting the information icon  on the right of the timesheet


Pay Period	Hours/Units	Submitted On	Status	
07/04/2020 - 07/17/2020	3.00 Hours	07/10/2020	Pending	

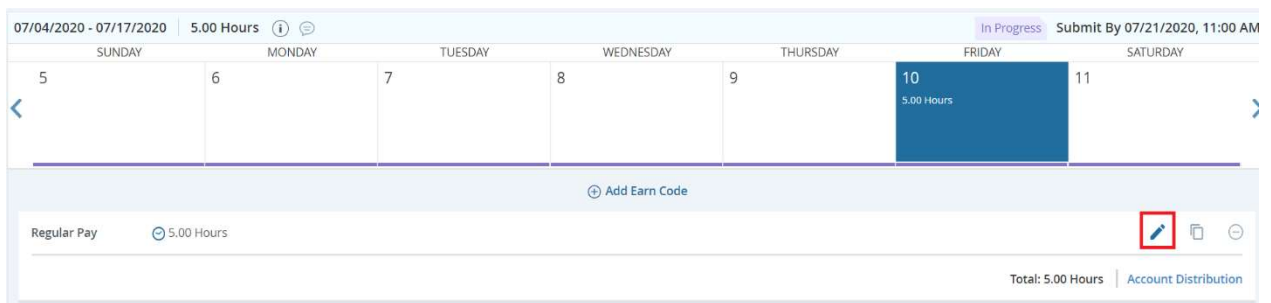
Editing and deleting time entered on a timesheet

All information entered by the employee can be edited prior to submitting the timesheet to the approver. If submitted, but not yet approved, the employee may Recall the timesheet (page 9). However, if the timesheet is already approved, please contact Payroll.

1) Select the applicable timesheet for the pay period to be edited. Select the date to display the details of time entered.


a) **Edit:**

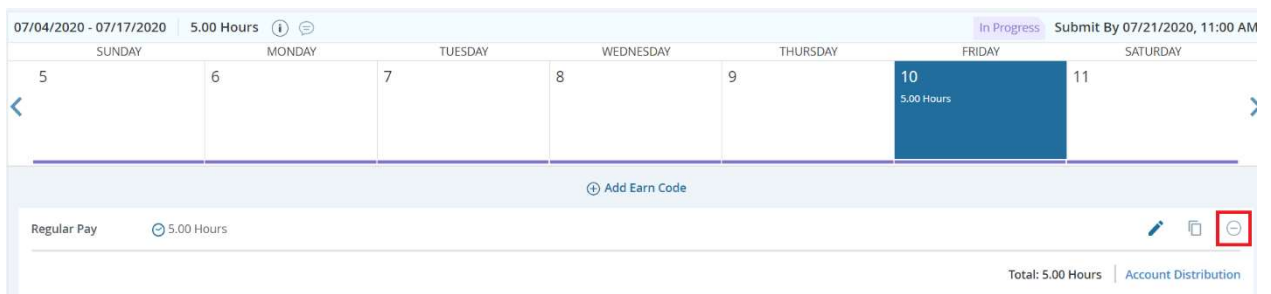
- On the right side, select the pencil button . This will allow changes to be made to the earn code. Select **Save** when finished with each edit.



The screenshot shows a timesheet for the period 07/04/2020 - 07/17/2020 with a total of 5.00 Hours. The interface includes a calendar view with days from Sunday to Saturday. The Friday entry (7/10/2020) is highlighted in blue and shows 5.00 Hours. Below the calendar, there is an 'Add Earn Code' section with a dropdown menu currently set to 'Regular Pay' and 5.00 Hours. On the right side of this section, there are three icons: a pencil icon (highlighted with a red box), a trash icon, and a minus icon. At the bottom right, it shows 'Total: 5.00 Hours' and a link for 'Account Distribution'.

b) **Delete:**

- On the right side, select the minus button . Select **Yes** on the dialog box then, **Save**



This screenshot is identical to the one above, showing the same timesheet interface. However, in this view, the minus icon (a circle with a horizontal line) on the right side of the 'Add Earn Code' section is highlighted with a red box, indicating the delete action.

Inserting Comments

Comments can be entered on a timesheet to explain changes from the normal work schedule. The approver will see these comments and may also enter comments for the timesheet completer to view. Comments are visible to the submitter and approver.

Select the comments button on the **Preview** screen

Comment (Optional):

Add Comment

2000 characters remaining

After comments have been entered select the **X** on the top right of the Preview screen. A message will appear asking if you would like the changes to be saved. Select **Yes**. Do not select **Submit** on the bottom, unless you are ready to submit the timesheet to the approver.

Preview

Total Hours	22.50
Total Units	0.00

Weekly Summary

Week	Total Hours
Week 1	
Week 2	7.50
Week 3	15.00

Comment (Optional):

Adding comments, but not ready to submit time - click X above - otherwise, if ready to submit [timesheet](#), click submit below.

1876 characters remaining

⚠ You have outstanding changes that must be saved. Do you wish to save outstanding changes?

Recalling a Timesheet

After the timesheet has been submitted it is in **Pending** status. While in Pending status the timesheet can be recalled to edit and resubmit.

- 1) While in the details view of the timesheet, select **Recall Timesheet** on the bottom of the screen. Note: The action of recalling a timesheet does not remove any records entered on the timesheet.

07/04/2020 - 07/17/2020 | 3.00 Hours | Pending | Submitted On 07/10/2020, 01:56 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9	10 3.00 Hours	11

Add Earn Code

Regular Pay	3.00 Hours
Total: 3.00 Hours Account Distribution	

Exit Page | Recall Timesheet | Cancel | Save | Preview

- 2) The timesheet can now be edited to resubmit for approval.

Frequently Asked Questions

Where can I find the pay schedule for the bi-weekly/student pay periods?

<https://finadmin.lafayette.edu/forms>


What if I hold multiple jobs?

If you have multiple positions, a timesheet is available for each position. Each timesheet will be routed to the Approver identified for that position.

I only see one week of time on my timesheet. How do I get to another week to enter time?

Select the < or > button on the sides of the calendar to scroll between weeks.

Can I submit time for multiple days at once?

If you will be using the earn code and hours for multiple days, select **Copy**  to the right of the earn code

When and how do I submit my timesheet to my Approver?

Payroll deadlines are posted on the Finance website at <https://finadmin.lafayette.edu/forms>. There are deadlines for employee time entry as well as for the Approver to approve the timesheets. Selecting **Submit for Approval** will send your timesheet to your Approver. Once the deadline date and time has expired, you will not be able to submit your timesheet.

What if I select **Submit for Approval** before I finished entering my hours? What if I make an error or need to make a change to the timesheet?

Employees can make changes until the timesheet is submitted to the Approver. If you submit it prematurely or if you find an error, you can recall the timesheet or your approver can send it back for corrections. If the Approver has already approved the incorrect timesheet, please contact the Payroll department and the time sheet can be returned for correction.