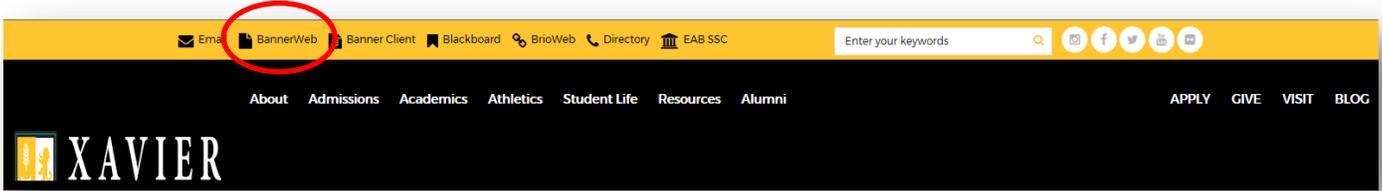
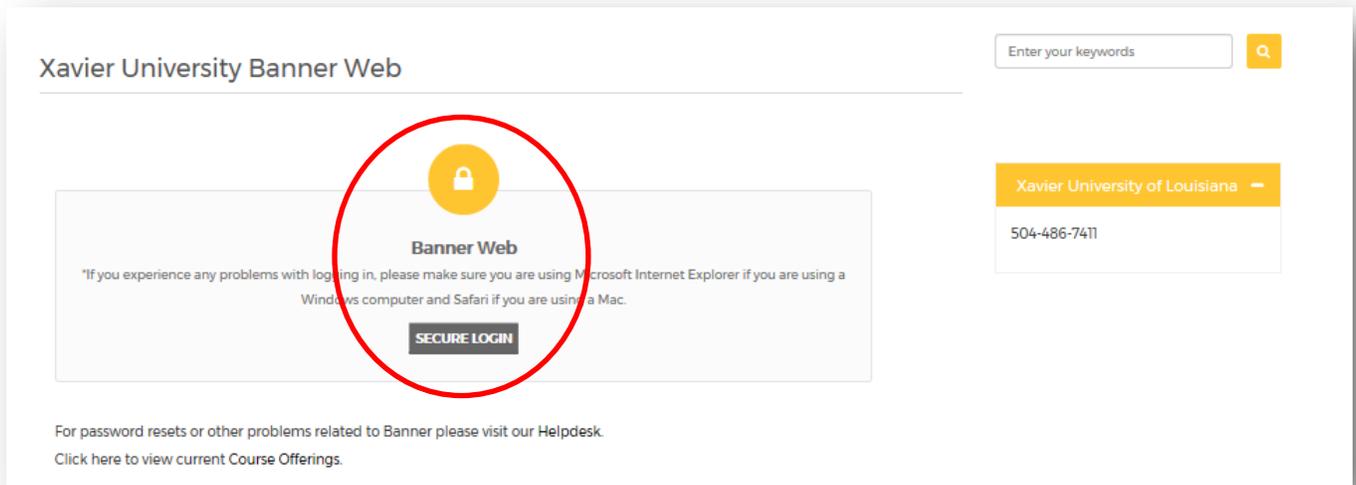


HOW TO SUBMIT YOUR TIME CARD

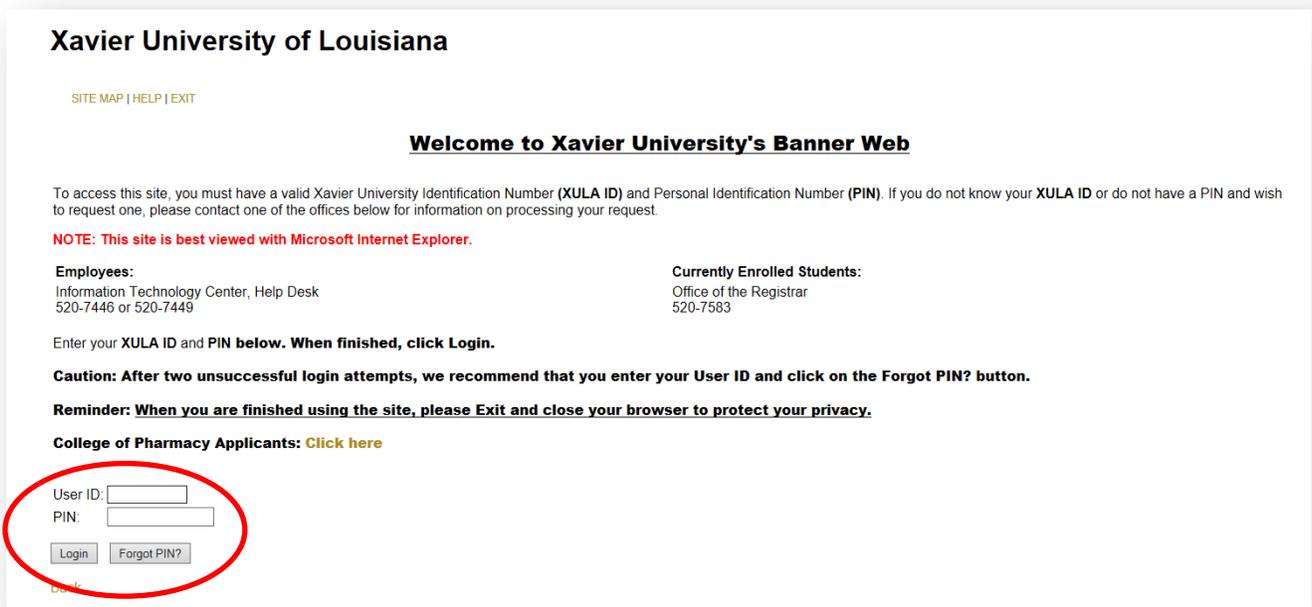
1. From Xavier's main page (www.xula.edu), click on the BannerWeb link located on the upper left of the page.



2. Click on the lock icon, "Banner Web," or the Secure Login button to login to BannerWeb.



3. Enter your XULA ID # and PIN #. Then click on the "Login" button.



4. Click on either "Employee" or "Employee Information."

Xavier University of Louisiana

Personal Information Student Financial Aid **Employee**

SITE MAP | HELP | EXIT

Welcome, [your name], to the Xavier University of Louisiana Information System! Last web access on Jun 27, 2017 at 08:42 pm

 **STUDENT & FINANCIAL AID**
Online access to information on Registration, Student Records, and Financial Aid.

 **EMPLOYEE INFORMATION**
Benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

 **PERSONAL INFORMATION**
Answer a survey, view your address(es), phone number(s), e-mail address(es), and emergency contact information; View name change & social security number change information; Change your PIN. .

5. Click on "Time Sheet."

Xavier University of Louisiana

Personal Information Student Financial Aid Employee

RETURN TO MENU | SITE MAP | HELP | EXIT

Time Sheet

Leave Report

Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms
View W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History

6. Select the job/position that you'd want to submit (#1 in image below). Choose the correct Pay Period (#2). Click on "Time Sheet" (#3).

Xavier University of Louisiana

Personal Information Student Financial Aid Employee

SITE MAP | HELP | EXIT

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department My Choice Pay Period and Status

Math Tutor -- XE9405-00 BW, Jun 18, 2017 to Jul 01, 2017

Office of Student Academic Success -- 1126

Time Sheet

7. Click on the "Submit for Approval" button.

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.

Time Sheet

Title and Number: Math Tutor -- XE9405-00
Department and Number: Office of Student Academic Success -- 1126
Time Sheet Period: Jun 18, 2017 to Jul 01, 2017
Submit By Date: Jul 03, 2017 by 10:00 AM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 26, 2017	Tuesday Jun 27, 2017	Wednesday Jun 28, 2017	Thursday Jun 29, 2017	Friday Jun 30, 2017	Saturday Jul 01, 2017
<input checked="" type="checkbox"/>	Regular Pay	1	0	9.75		4.25	4.25	1.25	Future Time Entry	Future Time Entry	Future Time Entry
	Total Hours:			9.75		4.25	4.25	1.25	0	0	0
	Total Units:				0	0	0	0	0	0	0

Position Selection | Comments | **Submit for Approval** | Restart

Submitted for Approval By:
Approved By:
Waiting for Approval From:

8. Enter your PIN # and click on "Submit."

Xavier University of Louisiana

Personal Information | Student | Financial Aid | Employee

SITE MAP | HELP | EXIT

Certification

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.

Select 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.

PIN:

9. Look for the message that says, "Your time sheet was submitted successfully."

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.

Your time sheet was submitted successfully.

Time Sheet

Title and Number: Math Tutor -- XE9405-00
Department and Number: Office of Student Academic Success -- 1126
Time Sheet Period: Jun 18, 2017 to Jul 01, 2017
Submit By Date: Jul 03, 2017 by 10:00 AM

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	Total Hours:			9.75		4.25	4.25	1.25	0	0	0
	Total Units:				0	0	0	0	0	0	0

Position Selection | Comments | Preview | Return Time

Submitted for Approval By: You on Jun 28, 2017
Approved By:
Waiting for Approval From: Your Supervisor's Name