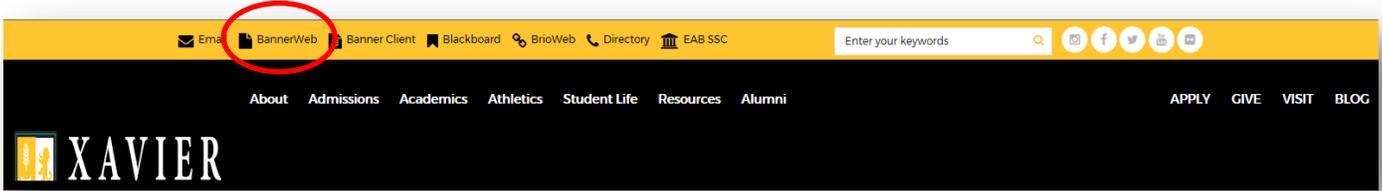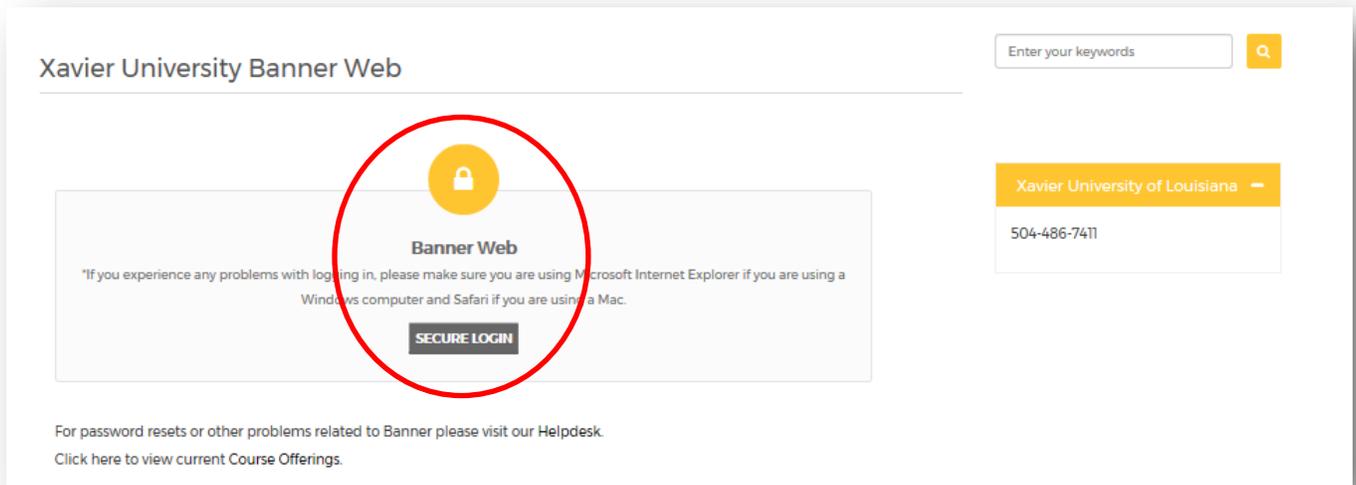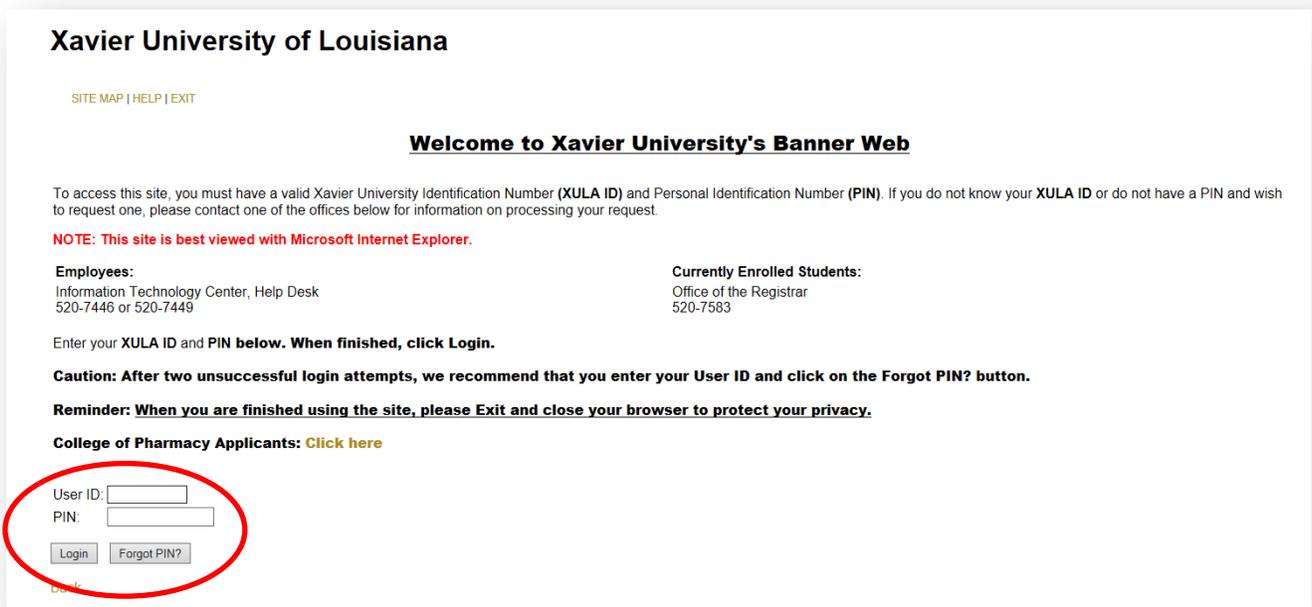# HOW TO SUBMIT YOUR TIME CARD

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."

5. Click on "Time Sheet."

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).

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

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

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