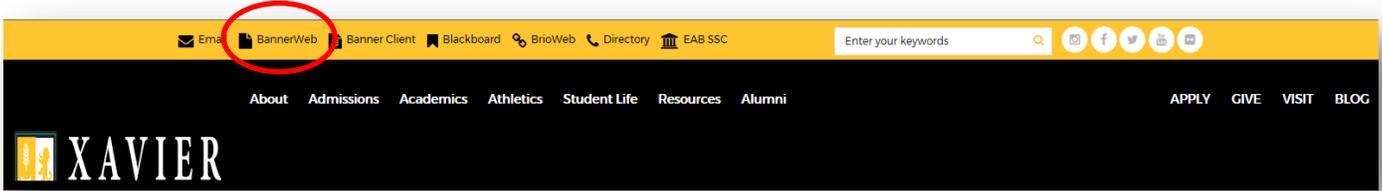
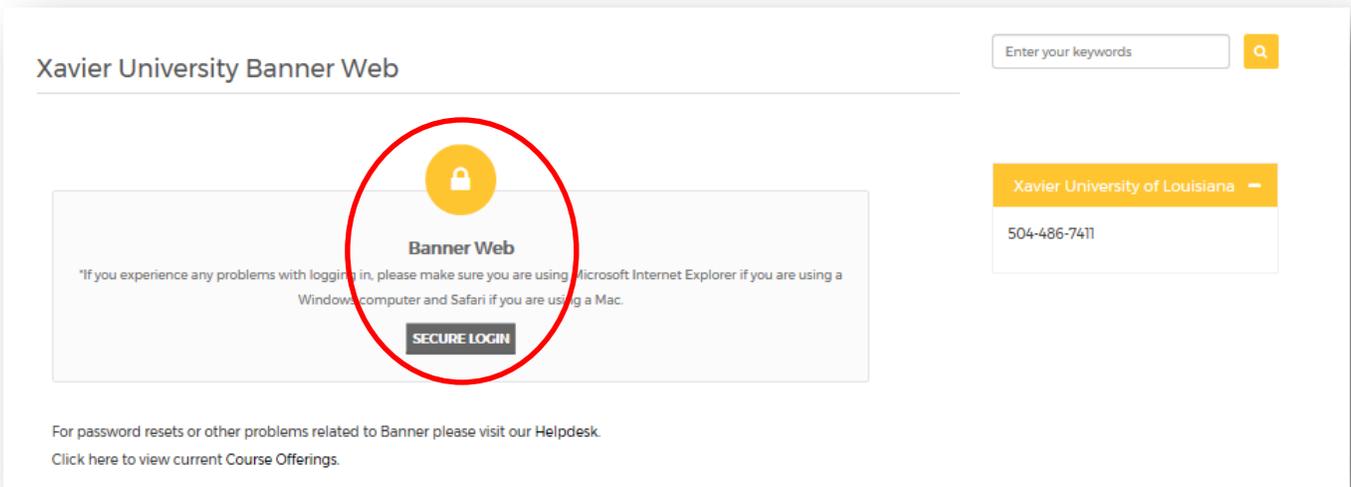


# HOW TO CLOCK IN AND OUT

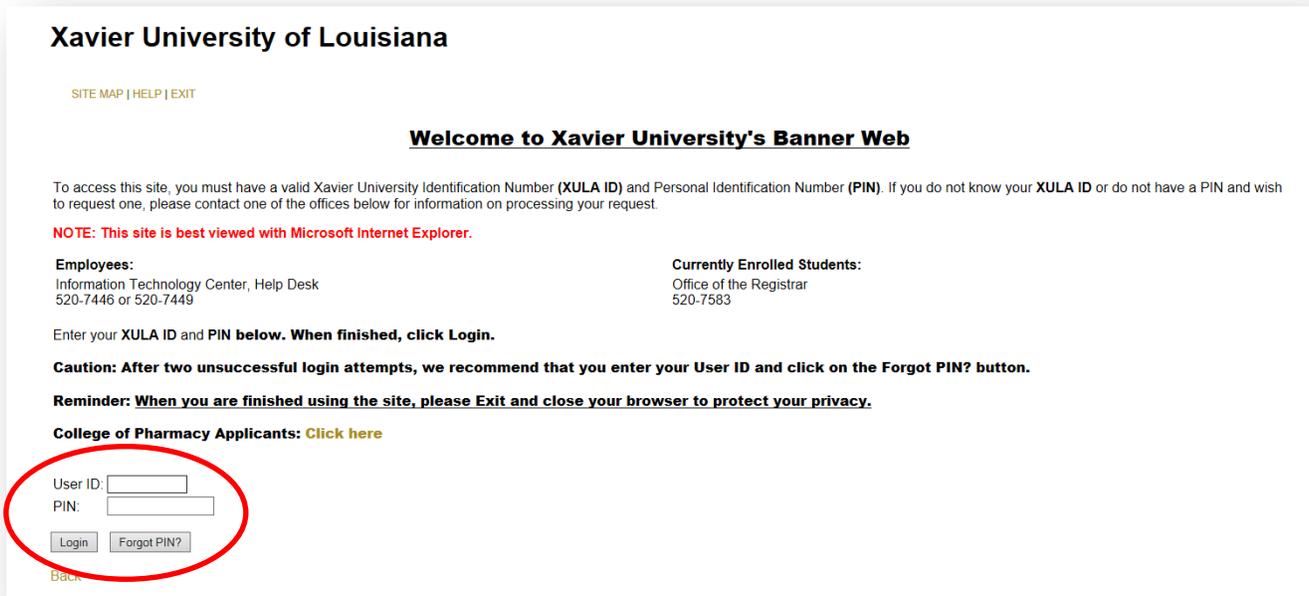
1. From Xavier's main page ([www.xula.edu](http://www.xula.edu)), click on the BannerWeb link located on the upper left of the page.



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.  
☞ If this is your first time logging in, your PIN # is the 6 digits of your birthdate (mmddy). Be sure to change your PIN # after this session. See instructions on how to change your PIN # at <http://www.xula.edu/human-resources/studentemployment.html>.





7. Click once on the clock icon to clock in.

### 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:** Federal CWSP Human Resources -- XF1490-00  
**Department and Number:** Office Of Human Resources -- 2570  
**Time Sheet Period:** Jul 02, 2017 to Jul 15, 2017  
**Submit By Date:** Jul 17, 2017 by 10:00 AM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017
	Regular Pay	1	0	19.25		No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Entry
Total Hours:				19.25		0	0	0	6.25	6	7	0
Total Units:					0	0	0	0	0	0	0	0

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

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

8. Click on the "Save" button.

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee

SITE MAP | HELP | EXIT

### Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

**Date:** Monday, Jul 10, 2017  
**Earnings Code:** Regular Pay

**Review stamped time**

Clock In						Clock Out						Total Hours
Shift	System Time In	Clock Time In-TEST	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	
1	09:19 AM	09:15 AM	AM				AM					0
Total:											0	

Timesheet | Previous Day | Add New Line | **Save** | Delete

WTE is a quarter-hour system. It will stamp time at the 15-minutes interval, based on when you clicked on the clock. There is a window of 7 minutes before and 7 minutes after the quarter-hour. For example, if you clocked in anytime between 9:08 a.m. and 9:22 a.m., the system will put in a 9:15 a.m. timestamp. If you clocked in anytime between 9:23 a.m. and 9:37 a.m., the system will put in a 9:30 a.m. timestamp. And so on; and so forth.

9. Look for the message that says, "The time entered has been accepted."  
Congratulations! You have successfully clocked in to work.

**Xavier University of Louisiana**

Personal Information Student Financial Aid Employee

SITE MAP | HELP | EXIT

### Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

**The time entered has been accepted.**

Date: Monday, Jul 10, 2017

Earnings Code: Regular Pay

Clock In						Clock Out						Activity Date and Time	Total Hours
Shift	System Time In	Clock Time In-TEST	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time			
1	09:19 AM	09:15	AM					AM			Jul 10, 2017 09:19 AM	0	
Total:												0	

Timesheet Previous Day

Add New Line Save Delete

If you get the message, "Clock in time has been adjusted and a comment is required," wait for the time on your computer to change to the next minute, then click on "Employee" to refresh and clock in again. (Restart from number 4 above)

10. To clock out, you follow the same steps as you would when clocking in. The system alternates the input as clock in, clock out, clock in, clock out, etc. with each successful click on the clock icon.

# HOW TO VIEW YOUR RECORDED TIME

1. Click on "Timesheet."

**Xavier University of Louisiana**

Personal Information Student Financial Aid Employee

SITE MAP | HELP | EXIT

### Clock In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

**The time entered has been accepted.**  
**Date:** Monday, Jul 10, 2017  
**Earnings Code:** Regular Pay

Clock In						Clock Out						Activity Date and Time	Total Hours
Shift	System Time In	Clock Time In-TEST	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time			
1	09:19:AM	09:15	AM					AM			Jul 10, 2017 09:19 AM	0	
<b>Total:</b>												0	

2. Click on "Preview."

**Xavier University of Louisiana**

Personal Information Student Financial Aid Employee

SITE MAP | HELP | EXIT

### 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.

**The time entered has been accepted.**

**Time Sheet**

**Title and Number:** Federal CWSP Human Resources -- XF1490-00  
**Department and Number:** Office Of Human Resources -- 2570  
**Time Sheet Period:** Jul 02, 2017 to Jul 15, 2017  
**Submit By Date:** Jul 17, 2017 by 10:00 AM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017
	Regular Pay	1	0	19.25		No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Entry
<b>Total Hours:</b>				19.25		0	0	0	6.25	6	7	0
<b>Total Units:</b>					0	0	0	0	0	0	0	0

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

3. Check your Time In and Time Out each day to make sure they're accurate.

**Summary of Reported Time**

☰ Set your printer layout to Landscape before printing.

Your Name  
Federal CWSP Human Resources, XF1490-00 Office Of Human Resources, 2570

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Sunday , Jul 02, 2017	Monday , Jul 03, 2017	Tuesday , Jul 04, 2017	Wednesday , Jul 05, 2017	Thursday , Jul 06, 2017	Friday , Jul 07, 2017	Saturday , Jul 08, 2017	Sunday , Jul 09, 2017	Monday , Jul 10, 2017	Tuesday , Jul 11, 2017	Wednesday , Jul 12, 2017	Thursday , Jul 13, 2017	Friday , Jul 14, 2017	Saturday , Jul 15, 2017
Regular Pay	1	19.25					6.25	6	7								
Total Hours:		19.25					6.25	6	7								
Total Units:			0														

**Time In and Out, Regular Pay**

Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017	Sunday Jul 09, 2017	Monday Jul 10, 2017	Tuesday Jul 11, 2017	Wednesday Jul 12, 2017	Thursday Jul 13, 2017	Friday Jul 14, 2017	Saturday Jul 15, 2017
		09:45 AM 04:00 PM	09:00 AM 03:00 PM	09:00 AM 04:00 PM				09:15 AM					

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☞ As soon as you notice an error, such as a missing punch or a time stamp that doesn't belong, put in a comment, stating the date and nature of the error. Then notify your Supervisor immediately to make the corrections.

## HOW TO ENTER A COMMENT

1. A comment can be added by clicking the "Comments" 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:** Federal CWSP Human Resources -- XF1490-00  
**Department and Number:** Office Of Human Resources -- 2570  
**Time Sheet Period:** Jul 02, 2017 to Jul 15, 2017  
**Submit By Date:** Jul 17, 2017 by 10:00 AM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017
<input checked="" type="checkbox"/>	Regular Pay	1	0	19.25		No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Entry
Total Hours:				19.25		0	0	0	6.25	6	7	0
Total Units:					0	0	0	0	0	0	0	0

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

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

2. Input your comment inside the box. Be sure to state the affected date and relevant information for your Supervisor. Then click on "Save."

**Xavier University of Louisiana**

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

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### Comments

Enter or edit comments until you submit the record for approval.

Made By: You  
Comment Date: Jul 12, 2017

Enter or Edit Comment:



3. If you need to add another comment on a later date, do not type over your previous comment. Add to it. Then save.

**Xavier University of Louisiana**

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

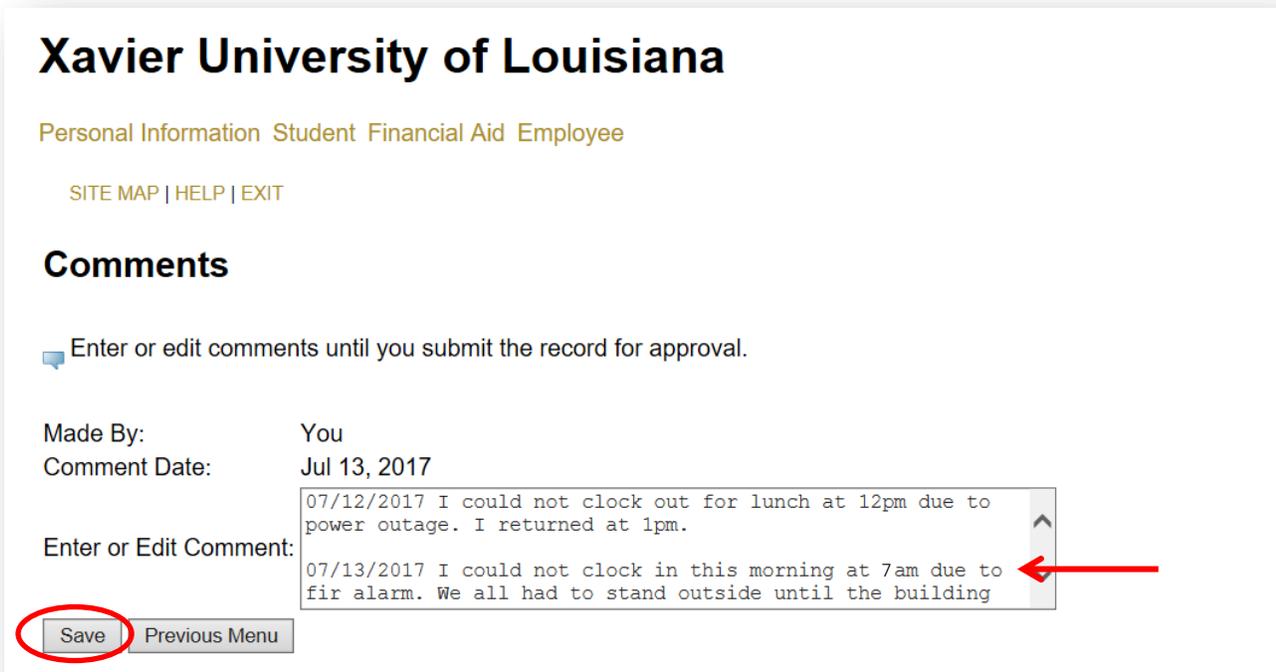
[SITE MAP](#) | [HELP](#) | [EXIT](#)

### Comments

Enter or edit comments until you submit the record for approval.

Made By: You  
Comment Date: Jul 13, 2017

Enter or Edit Comment:



- To view your saved comments, click on "Previous Menu."

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee

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### Comments

Enter or edit comments until you submit the record for approval.

Made By: You  
 Comment Date: Jul 13, 2017

Enter or Edit Comment:

07/12/2017 I could not clock out for lunch at 12pm due to power outage. I returned at 1pm.

07/13/2017 I could not clock in this morning at 7am due to fir alarm. We all had to stand outside until the building

- Click on "Preview."

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee

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### 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:** Federal CWSP Human Resources -- XF1490-00  
**Department and Number:** Office Of Human Resources -- 2570  
**Time Sheet Period:** Jul 02, 2017 to Jul 15, 2017  
**Submit By Date:** Jul 17, 2017 by 10:00 AM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017
	Regular Pay	1	0	32.25		No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Entry
	Total Hours:			32.25		0	0	0	6.25	6	7	0
	Total Units:				0	0	0	0	0	0	0	0

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

- Your comments are at the bottom of your time card summary entries.

**Summary of Reported Time**

Set your printer layout to Landscape before printing.

Your Name  
Federal CWSP Human Resources, XF1490-00 Office Of Human Resources, 2570

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Sunday , Jul 02, 2017	Monday , Jul 03, 2017	Tuesday , Jul 04, 2017	Wednesday, Jul 05, 2017	Thursday , Jul 06, 2017	Friday , Jul 07, 2017	Saturday , Jul 08, 2017	Sunday , Jul 09, 2017	Monday , Jul 10, 2017	Tuesday , Jul 11, 2017	Wednesday, Jul 12, 2017	Thursday , Jul 13, 2017	Friday , Jul 14, 2017	Saturday , Jul 15, 2017
Regular Pay	1	32.25					6.25	6	7			7		6			
<b>Total Hours:</b>		32.25					6.25	6	7			7		6			
<b>Total Units:</b>			0														

**Time In and Out, Regular Pay**

Sunday Jul 02, 2017	Monday Jul 03, 2017	Tuesday Jul 04, 2017	Wednesday Jul 05, 2017	Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017	Sunday Jul 09, 2017	Monday Jul 10, 2017	Tuesday Jul 11, 2017	Wednesday Jul 12, 2017	Thursday Jul 13, 2017	Friday Jul 14, 2017	Saturday Jul 15, 2017
			09:45 AM 04:00 PM	09:00 AM 03:00 PM	09:00 AM 04:00 PM			09:15 AM 04:15 PM		08:45 AM 02:45 PM	08:45 AM		

**Comments**

Date	Made by	Comments
Jul 13, 2017 02:35 pm	You	07/12/2017 I could not clock out for lunch at 12pm due to power outage. I returned at 1pm. 07/13/2017 I could not clock in this morning at 7am due to fir alarm. We all had to stand outside until the building was clear.

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- Don't forget to notify your Supervisor of the errors so that he or she can correct them.