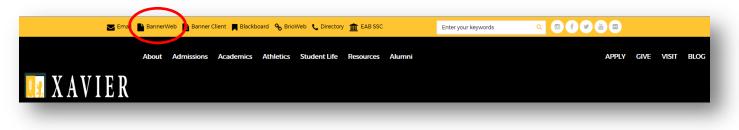
HOW TO CLOCK IN AND OUT

1. From Xavier's main page (<u>www.xula.edu</u>), 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.

		Xavier University of Louisiana 🗕
	Banner Web	504-486-7411
	gging in, please make sure you are using Aicrosoft Internet Explorer if you are using a	
Win	dowscomputer and Safari if you are using a Mac.	

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

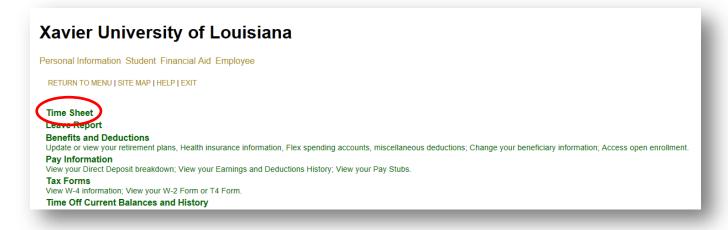
This is your first time logging in, your PIN # is the 6 digits of your birthdate (mmddyy). Be sure to change your PIN # after this session. See instructions on how to change your PIN # at http://www.xula.edu/human-resources/studentemployment.html.

SITE MAP HELP EXIT	
Welc	ome to Xavier University's Banner Web
o access this site, you must have a valid Xavier University Identific o request one, please contact one of the offices below for informati	cation Number (XULA ID) and Personal Identification Number (PIN). If you do not know your XULA ID or do not have a PIN and wish ion on processing your request.
OTE: This site is best viewed with Microsoft Internet Explorer	r.
Employees:	Currently Enrolled Students:
nformation Technology Center, Help Desk 520-7446 or 520-7449	Office of the Registrar 520-7583
Enter your XULA ID and PIN below. When finished, click Lo	gin.
Caution: After two unsuccessful login attempts, we red	commend that you enter your User ID and click on the Forgot PIN? button.
Reminder: <u>When you are finished using the site, please</u>	e Exit and close your browser to protect your privacy.
College of Pharmacy Applicants: Click here	
Login Forgot PIN?	

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

Xavier University of Louisiana
Personal Information Student Financial Art 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, payedbs, 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."



6. Select the job/position under "Title and Department" that you are signing in to work by clicking on the radio button under "My Choice." Then choose the correct Pay Period under "Pay Period and Status." Click on the "Time Sheet" button to open your time sheet.

Xavier University	/ of Louisiana
Personal Information Student Fina	ncial Aid Employee
SITE MAP HELP EXIT	
Time Sheet Selection	
Make a selection from My Choic Title and Department	e. Choose a Time Sheet period from the pull-down list. Select Time Sheet. My Choice Pay Period and Status
Federal CWSP Human Resources, Office Of Human Resources, 2570	

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

Select the	he link under a d	ate to er	ter hours or days.	Select Ne	xt or Pr	evious to navigate t	nrough the dates wi	thin the period.				
Time Shee	ət											
			e and Number:					sources XF1490-0	00			
			ment and Number	:			of Human Resource					
			e Sheet Period:				2017 to Jul 15, 2017	7				
			ibmit By Date:			,	2017 by 10:00 AM					
Clock In or Out	Earning		Default Hours or Units	Total Hours			Monday Jul 03, 2017			Thursday Jul 06, 2017	Friday Jul 07, 2017	Saturday Jul 08, 2017
\odot	Regular Pay	1	c	19.25		No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Er
	Total Hours:			19.25		0	0	0	6.25	6	7	
	Total Units:				0	0	0	0	0	0	0	
Position S	election Comme	nts Pr	eview Submit for A	pproval	Restart	Next						
		A	ed for Approval By Approved By: for Approval Fron									

8. Click on the "Save" button.

Xav	ier U	Iniversity	of Lou	isiana									
Persona	I Informa	tion Student Financi	al Aid Emplo	yee									
SITE	MAP HELF	P EXIT											
Cloc	k In ar	nd Out											
Da	ate: js Code:	Monday, Jul 10, 201 Regular Pay Clock		ut. Be sure to enter a comme Review stamped time Comment	$\mathbf{>}$	Clock Out System	Clock Time C	<	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1	09:19;AM	09:15 AM 🗸		$\langle \rangle$	i.	3		AM 🗸		$\langle \rangle$	I	2	0
Total:												-	0
Timesh Add Ne		save Delete	_						_		_		

^{CP} 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.

	oformat	ion Student Finar	cial Aid Emplo	NOO									
	normat	on Student Final		yee									
SITE MAR	P HELP	EXIT											
lock l	In an	d Out											
Doto: arnings (ed has been acc Monday, Jul 19, 2 Regular Pay											
lock In				I	1	Clock Out	1		. <u> </u>			1)r
	ystem ime In	Clock Time In-TEST	Clock Time Adjusted	Comment	Date and Time	System Time Out	Cloc Time (Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Tota Hour
09:	:19;AM	09:15 AM ~		< >		- 3		AM 🗸		< >		Jul 10, 2017 09:19 AM	
												2	
otal:													11

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 out, etc. with each successful click on the clock icon.

1. Click on "Timesheet."

Xav	ier U	Inivers	sity	of Lou	lisiana								
Persona	I Informa	tion Student	Financi	al Aid Emplo	yee								
SITE	MAP HELF	P EXIT											
Cloci	k In ar	nd Out											
9 The ti Da	ime ente ate: js Code:	red has bee Monday, Jul Regular Pay	n accep 10, 201	ted.) format. For example, 10:00, lut. Be sure to enter a comme		Clock Out						
Shift	System Time In	Clocl Time In-1		Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Tot Hou
1	09:19;AM	09:15	AM 🗸		$\langle \rangle$		- 2			< >		Jul 10, 2017 09:19 AM	
1 Total:	09:19;AM	09:15	AM V							Û			

2. Click on "Preview."

Xavie	er Unive	rsity	of Louis	siana	1							
Personal Ir	formation Stude	ent Fina	ncial Aid Employe	e								
SITE MAI	P HELP EXIT											
Time a	nd Leave	Repo	rting									
🗬 Select th	ne link under a d	late to er	nter hours or days.	Select Ne	ext or Pr	evious to navigate t	hrough the dates wi	thin the period.				
\rm 0 The tim	e entered has b	een acc	epted.									
Time Shee	nt	Depart Tim	e and Number: ment and Numbe e Sheet Period: ıbmit By Date:	r:		Office 0 Jul 02,	I CWSP Human Res Df Human Resource 2017 to Jul 15, 201 2017 by 10:00 AM	s 2570	00			
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		Saturday Jul 08, 2017
${}^{\odot}$	Regular Pay	1		0 19.25	5	No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Entry
	Total Hours:			19.25	ö	0	0	0	6.25	6	7	0
	Total Units:				C	0	0	0	0	0	0	0
Position S		Submitt A	review Submit for Approval E Approved By: for Approval Fro	sy:	Restart	Next						

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

Summ	ary	of Rep	oorte	d Time													
🦏 Set your	r print	ter layout f	to Lands	cape before	printing.												
Your Nam Federal CV		Human Re	esources	s, XF1490-0	0										Office Of H	uman Res	ources, 2570
Time Shee	t																
Earning Code	Shif	t Hours	Total Units	Sunday , Jul 02, 2017	Monday Jul 03, 2017	Tuesday , Jul 04, 2017	Wednesday Jul 05, 201	, Thursday Jul 06, 2017	Jul 07,	Saturday , Jul 08, 2017	Sunday , Jul 09, 2017	Monday , Jul 10, 2017	Tuesday , Jul 11, 2017	Wednesday Jul 12, 201	, Thursday , Jul 13, 2017	Friday , Jul 14, 2017	Saturday , Jul 15, 2017
Regular Pay	1	19.25					6.2	5	6 7								
Total Hour	'S:	19.25					6.2	5	6 7								
Total Units	5:		C														
Time In an	d Ou	t, Regula	r Pay							·		·		·			
Sunday Jul 02, 201	Mo 17 Ju	onday I 03, 2017	Tuesda Jul 04,	v Wedr 2017 Jul 05	esday Th	ursday Fri 00, 2017 Ju	day Sa		Sunday ul 00, 2017	Monday Jul 10, 201	Tuesday Jul 11, 20	Wednes 17 Jul 12, 2	day Thurso 2017 Jul 13,	lay Friday 2017 Jul 14	, 2017 Jul 1	day 5, 2017	
				09:45 / 04:00 F	M 09 M 03		00 AM 00 PM			09:15 AM	D						
Previous M	lenu																

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.

	t											
			e and Number:				CWSP Human Res		00			
			ment and Number:				of Human Resource					
			e Sheet Period:				2017 to Jul 15, 2017	, ,				
	7	Su	bmit By Date:				2017 by 10:00 AM					
lock In r Out	Earning	Shift	Default Hours or Units	Total Hours							Friday Jul 07, 2017	Saturday Jul 08, 2017
9	Regular Pay	1	0	19.25		No Time Entry	No Time Entry	No Time Entry	6.25	6	7	No Time Er
	Total Hours:			19.25		0	0	0	6.25	6	7	
	Total Units:				0	0	0	0	0	0	0	

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 Univ	ersity of Louisiana
Personal Information St	udent Financial Aid Employee
SITE MAP HELP EXIT	
Comments	
Made By:	ts until you submit the record for approval. You Jul 12, 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.
\frown	

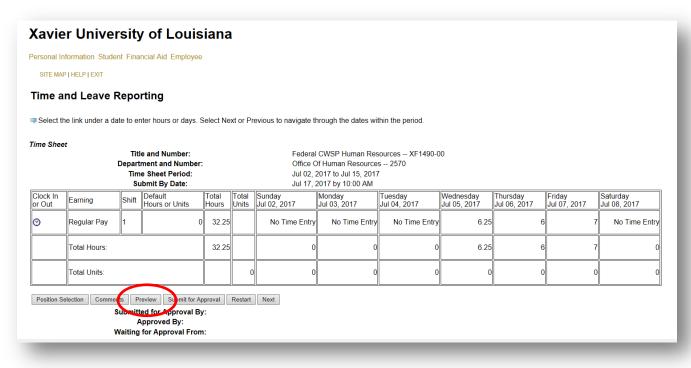
3. If you need to add another comment on a later date, do not type over your previous comment. Add to it. Then save.

Xavier Univ	ersity of Louisiana
Personal Information Stu	udent Financial Aid Employee
SITE MAP HELP EXIT	
Comments	
Enter or edit commen	ts until you submit the record for approval.
Made By:	You
Comment Date:	Jul 13, 2017
Enter er Edit Opmannt	07/12/2017 I could not clock out for lunch at 12pm due to power outage. I returned at 1pm.
Enter or Edit Comment:	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

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

Xavier Univ	ersity of Louisiana	
Personal Information St	udent Financial Aid Employee	
SITE MAP HELP EXIT		
Comments		
•	ts until you submit the record for approval. You	
	Jul 13, 2017	
	07/12/2017 I could not clock out for lunch at 12pm due to power outage. I returned at 1pm.	^
Enter or Edit Comment:	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	~

5. Click on "Preview."



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

Set your																	
Your Nam Federal CW		luman Re	sources	, XF1490	-00										Office Of H	uman Res	ources, 25
Time Sheet																	
Earning Code	Shift		Unito	Sunday Jul 02, 2017	, Monday Jul 03, 2017	, Tuesday Jul 04, 2017	Wednesd Jul 05, 20		y , 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						5.25	6	7		7		6			
Total Hours	c	32.25						5.25	6	7		7	,	6			
Total Units:			0														
Time In and	l Out,	Regular	Pay													-	
Sunday			Tuesda Jul 04, 2		dnesday T 05, 2017 Ju			Saturday Jul 08, 2017	Sunday Jul 09, 2017	Monday Jul 10, 201	Tuesday 7 Jul 11, 2		day Thurso 2017 Jul 13	day Friday 2017 Jul 14,	Satur 2017 Jul 15		
				09:4 04:0		9:00 AM 3:00 PM	09:00 AM 04:00 PM			09:15 AM 04:15 PM		08:45 AM 02:45 PM	08:45 AI	и			
Commente																	
Date ul 13, 2017 02::		Made b								Comme				and outside until th			

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