## HOW TO CLOCK IN AND OUT

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.

## Xavier University Banner Web



For password resets or other problems related to Banner please visit our Helpdesk
Click here to view current Course Offerings.
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 (mmddyy). Be sure to change your PIN \# after this session. See instructions on how to change your PIN \# at http://www.xula.edu/humanresources/studentemployment.html.

## Xavier University of Louisiana

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    SITE MAP I HELP IEXIT
```


## Welcome to Xavier University's Banner Web

To access this site, you must have a valid Xavier University Identification Number (XULA ID) and Personal Identification Number (PIN). If you do not know your XULA ID or do not have a PIN and wish to request one, please contact one of the offices below for information on processing your request

NOTE: This site is best viewed with Microsoft Internet Explorer.
Employees: Currently Enrolled Students:

Information Technology Center, Help Desk Office of the Registrar
Information Technology
$520-7446$ or $520-7449$
Enter your XULA ID and PIN below. When finished, click Login.
Caution: After two unsuccessful login attempts, we recommend that you enter your User ID and click on the Forgot PIN? button.
Reminder: When you are finished using the site, please Exit and close your browser to protect your privacy.

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

# Xavier University of Louisiana <br> Personal Information Student Financial A 

SITE MAP I HELP I 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
Denefits, leave or job data nyorubs, 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 <br> Leaventport

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 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 Financial Aid Employee
SITE MAP I HELP I EXIT

## Time Sheet Selection

$\square$ Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.
Federal CWSP Human Resources, XF1490-00
Jul 02, 2017 to Jul 15, 2017 In Progress2

3 Office Of Human Resources, 2570


[^0]7. Click once on the clock icon to clock in.

Time and Leave Reporting
$\square$ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period


| Position Selection | Comments | Preview | Submit for Approval | Restart |
| :--- | :--- | :--- | :--- | :--- |

Submitted for Approval By:
8. Click on the "Save" button.

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee
SITE MAP I HELP I 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.


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 I HELP I 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.


| Timesheet | Previous Day |
| :--- | :--- |
| AdNe |  |

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 I HELP I 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

| Clock In |  |  |  |  |  |  | Clock Out |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Shift | System Time In | Clock Time In-TEST |  | Clock Time Adjusted | Comment | Date and Time | System Time Out | Clock Time |  | Clock Time Adjusted | Comment | Date and Time | Activity Date and Time | Total Hours |
| 1 | 09:19:AM | 09:15 | AM V | $\square$ | $\stackrel{\hat{N}}{\hat{\imath}}$ |  |  |  | AM V | $\square$ | $\wedge$ | Jul 10, 2017 <br> $09: 19$ AM$\quad 0$ |  |  |
| Total: |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 |

Timesheet
ious Day
Sanderne Delete
2. Click on "Preview."

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee
SITE MAP I HELP I EXIT
Time and Leave Reporting
$\square$ 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.

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

## Summary of Reported Time

$\square$ Set your printer layout to Landscape before printing.
Your Name
Federal CWSP Human Resources, XF1490-00
Office Of Human Resources, 2570

| $\begin{aligned} & \text { Earning } \\ & \text { Code } \end{aligned}$ | Shift | Total Hours | $\left\lvert\, \begin{array}{\|l\|l\|l\|} \hline \text { Total } \\ \text { Units } \end{array}\right.$ | Sunday Jul 02, 2017 | Monday Jul 03, 2017 | Tuesday, Jul 04, 2017 2017 | Wednesday Jul 05, 2017 | $\begin{array}{\|l\|} \hline \begin{array}{l} \text { Thursday, } \\ \text { Jul 06, } \\ 2017 \end{array} \\ \hline \hline \end{array}$ | $\begin{aligned} & \text { Friday, } \\ & \text { Jul 07, } \end{aligned}$ $2017$ | $\begin{array}{l\|} \hline \text { Saturday, } \\ \text { Jul 08, } \end{array}$ $2017$ | $\begin{aligned} & \text { Sunday, } \\ & \text { Jul 09, } \end{aligned}$ $2017$ | $\begin{aligned} & \text { Monday, } \\ & \text { Jul 10, } \\ & 2017 \end{aligned}$ | $\begin{aligned} & \text { Tuesday, } \\ & \text { Jul 11, } \\ & 2017 \end{aligned}$ | Wednesday Jul 12, 2017 | $\begin{array}{\|l\|} \hline \text { Thursday } \\ \text { Jul 13, } \\ 2017 \end{array}$ | $\begin{aligned} & \text { Friday, } \\ & \text { Jul 14, } \end{aligned}$ $2017$ | Saturday Jul 15, 2017 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Regular Pay | 1 | 19.25 |  |  |  |  | 6.25 |  |  |  |  |  |  |  |  |  |  |
| Total Hour |  | 19.25 |  |  |  |  | 6.25 |  |  |  |  |  |  |  |  |  |  |
| Total Units |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |


| Sunday Jul 02, 2017 | $\begin{array}{\|l\|} \hline \text { Monday } \\ \text { Jul 03, } 2017 \\ \hline \end{array}$ | Tuesday Jul 04, 2017 | Wednesday Jul 052017 | Thursday | $\begin{aligned} & \text { Friday } \\ & \hline \text { jurvi, ZOTr } \end{aligned}$ | Saturday | Sunday | Monday Iul 10. 2017 | Tuesday Jul 11, 2017 | Wednesday Jul 12, 2017 | Thursday Jul 13, 201 | $\begin{array}{\|l\|} \hline \text { Friday } \\ \text { Jul 14, } 2017 \\ \hline \end{array}$ | Saturday Jul 15, 2017 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | 09:45 AM | 09:00 AM 03:00 PM | 09:00 AM 04:00 PM |  |  | 09:15 AM |  |  |  |  |  |

## Previous Menu

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
$\square$ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period

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
SITE MAP I HELP I EXIT

## Comments

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


Save
Previous Menu
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: | $07 / 12 / 2017$ I could not clock out for lunch at 12 pm due to power outage. I returned at 1 pm . <br> 07/13/2017 I could not clock in this morning at 7 am due to fir alarm. We all had to stand outside until the building |

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

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee
SITE MAP I HELP I EXIT

## Comments

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

5. Click on "Preview."

## Xavier University of Louisiana

Personal Information Student Financial Aid Employee
SITE MAP I HELP I EXIT

## Time and Leave Reporting

$\square$ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period

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

## Summary of Reported Time

$\square$ Set your printer layout to Landscape before printing.
Your Name
Federal CWSP Human Resources, XF1490-00
Office Of Human Resources, 2570


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


[^0]:    Time Sheet

