Step 1

Log into Portal

Step 2

Please enter your UNA username and password

leolion@una.edu

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Sign in

By accessing this system, you are agreeing to all policies governing the University of North Alabama’s (UNA’s) systems. Current policies can be viewed here. Unauthorized users should disconnect immediately.
Step 3

On the Employee menu, select “Enter/Submit Timesheet”.

Updated: 06/20/2024 – Banner Time Submission Instructions
Step 4

Enter hours for everyday in the entire time period. Best practice is to enter your hours on a daily basis. The following pages will demonstrate when to enter the different types of codes on your timesheet.

Select the earnings code to be used and enter the number of hours used. Most days will be entered as Biweekly Pay.

If the University was closed for a holiday during the pay period being updated then enter “holiday” (no more than 8 hours per day) for the paid holidays, including Christmas and Spring Break.
Enter “Annual Leave” for vacation time/requested time off.

Enter “Sick Leave” for doctor appointments and illnesses for yourself or your immediate family.

Enter “Personal Leave” for handling personal matters. Personal leave must be approved in advance and is limited to 2 days per year. It is charged against your sick leave balance.
Enter “Comp Time Taken” when you want to use your earned compensatory time. Comp time taken is used in place of entering annual leave or sick leave.

Enter “Comp Time Worked” if you choose compensatory time off for overtime at the rate of time and one-half in lieu of entering overtime hours. Please note that you can not earn comp time and use comp time in the same week.

Enter “Overtime” for any hours worked in excess of 40 hours in a 7-day work cycle. Paid absences (e.g., annual, sick, and personal leave) are calculated as hours worked. Holiday pay and compensatory time taken is not included in the calculation of overtime.
Remember to “Click Save” to save your hours each day.

Click “Preview” to review your hours.
Once you have reviewed your daily hours and the summary section, click “Submit” to send your timesheet to your supervisor for approval.