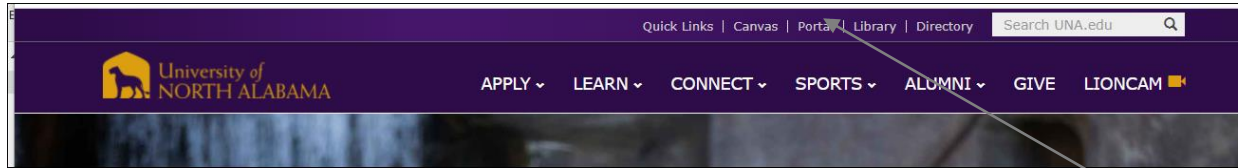


Step 1



Log into Portal

Step 2

A screenshot of the login page for the University of North Alabama Production Systems Access. The page features the university logo on the left and the text "University of North Alabama Production Systems Access" on the right. Below this, there is a prompt: "Please enter your UNA username and password". There are two input fields: the first contains the username "leolion@una.edu" and the second contains a masked password ".....". A blue "Sign in" button is located below the input fields. At the bottom of the page, there is a disclaimer: "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

The screenshot shows a dashboard with several menu sections:

- Employee Resources**: Employee Dashboard, Tuition Remission Request, VPN Request Form, Employee Forms and Links, Edit/View Direct Deposit Information.
- Time Approval and Submis...**: Timesheet Approval, Leave Approval, **Enter/Submit Timesheet** (circled in red), Enter/Submit Leave.
- Finance Self-Service**: My Finance Dashboard, Create A Purchase Requisition, Self-Service Budget Query, Prize Purchase Pre-Approval Request.
- Banner Admin Pages**: Banner Admin Pages (with a warning message: "Banner Admin Pages is only available from a University-owned and managed device that is connected to the campus network. Please connect to UNA's network prior to attempting to access Banner Admin Pages. Please click the button below to access your Banner Admin Pages account: Banner Admin Pages").
- Workflow**: Your Worklist is ONLY VIEWABLE inside Workflow. Check often to ensure your tasks have been completed.
- Personal Information**: Update Lion Alert, My IJMA Parking Portal.
- Office 365 Apps**: Outlook, Word.

On the Employee menu, select "Enter/Submit Timesheet".

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.

The screenshot shows the University of North Alabama timesheet interface. At the top, the user is identified as 'Lion Habitat Supervisor'. The page title is 'Employee Dashboard > Timesheet > The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat'. The date range is '06/16/2024 - 06/29/2024' with a total of '40.00 Hours'. The current status is 'In Progress' and the submission deadline is '07/01/2024, 02:00 PM'. A calendar view shows hours for days 16 through 22. Below the calendar, the 'Add Earn Code' section is active, showing a dropdown menu with 'Biweekly Pay' selected and a text input field containing the number '8'. Buttons for 'Cancel', 'Save', and 'Preview' are visible at the bottom.

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

This screenshot is identical to the one above, but the dropdown menu in the 'Add Earn Code' section is set to 'Holiday (PT Temp not eligible)' instead of 'Biweekly Pay'. The 'Hours' field still contains the number '8'. The rest of the interface, including the calendar and navigation buttons, remains the same.

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.

University of NORTH ALABAMA
Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat
Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

06/16/2024 - 06/29/2024 | 40.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Add Earn Code

Earn Code: Annual Leave | Hours*: 8

Exit Page | Cancel | Save | Preview

Enter "Annual Leave" for vacation time/requested time off.

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

University of NORTH ALABAMA
Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat
Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

06/16/2024 - 06/29/2024 | 40.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Add Earn Code

Earn Code: Sick Leave | Hours*: 8

Exit Page | Task View | Cancel | Save | Preview

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.

University of NORTH ALABAMA
Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat
Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

06/16/2024 - 06/29/2024 | 40.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Add Earn Code

Earn Code: Personal Leave | Hours*: 8

Exit Page | Cancel | Save | Preview

University of NORTH ALABAMA
 Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat
 Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

06/16/2024 - 06/29/2024 | 40.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

➕ Add Earn Code

Earn Code: Overtime | Hours*: 2

Exit Page | Cancel | Save | Preview

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.

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.

University of NORTH ALABAMA
 The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat
 Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

06/16/2024 - 06/29/2024 | 40.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

➕ Add Earn Code

Earn Code: Comp Time Worked (Earned) | Hours*: 2

University of NORTH ALABAMA
 Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat
 Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

06/16/2024 - 06/29/2024 | 40.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

➕ Add Earn Code

Earn Code: Comp Time Taken (Leave) | Hours*: 2

Exit Page | Cancel | Save | Preview

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.

University of NORTH ALABAMA
Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

Restart Time Leave Balances

06/16/2024 - 06/29/2024 40.00 Hours In Progress Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 10.25 Hours	18 11.25 Hours	19 8.00 Hours	20 10.50 Hours	21 0.00 Hours	22

Add Earn Code

Earn Code Hours*

Comp Time Worked (Earned) 4

Total: 0.00 Hours

Exit Page Cancel Save Preview

Remember to “Click Save” to save your hours each day.

Click “Preview” to review your hours.

University of NORTH ALABAMA
Employee Dashboard • Timesheet • The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

Restart Time Leave Balances

06/16/2024 - 06/29/2024 40.00 Hours In Progress Submit By 07/01/2024, 02:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 10.25 Hours	18 11.25 Hours	19 8.00 Hours	20 10.50 Hours	21 0.00 Hours	22

Add Earn Code

Biweekly Pay 10.50 Hours

Total: 10.50 Hours Account Distribution

Exit Page Cancel Save Preview

Timesheet Detail Summary

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

Pay Period: 06/16/2024 - 06/29/2024 | 80.00 Hours | In Progress | Submit By 07/01/2024, 02:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
06/17/2024	BW, Biweekly Pay	1	10.25 Hours
06/18/2024	BW, Biweekly Pay	1	11.25 Hours
06/19/2024	HOL, Holiday (PT Temp not eligible)	1	8.00 Hours
06/20/2024	BW, Biweekly Pay	1	10.50 Hours
06/24/2024	BW, Biweekly Pay	1	10.00 Hours
06/25/2024	BW, Biweekly Pay	1	10.00 Hours
06/26/2024	BW, Biweekly Pay	1	10.00 Hours
06/27/2024	BW, Biweekly Pay	1	10.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
BW, Biweekly Pay	1	32.00	40.00	72.00 Hours
HOL, Holiday (PT Temp not eligible)	1	8.00		8.00 Hours
Total Hours		40.00	40.00	

[Return](#) [Submit](#)

Once you have reviewed your daily hours and the summary section, click "Submit" to send your timesheet to your supervisor for approval.