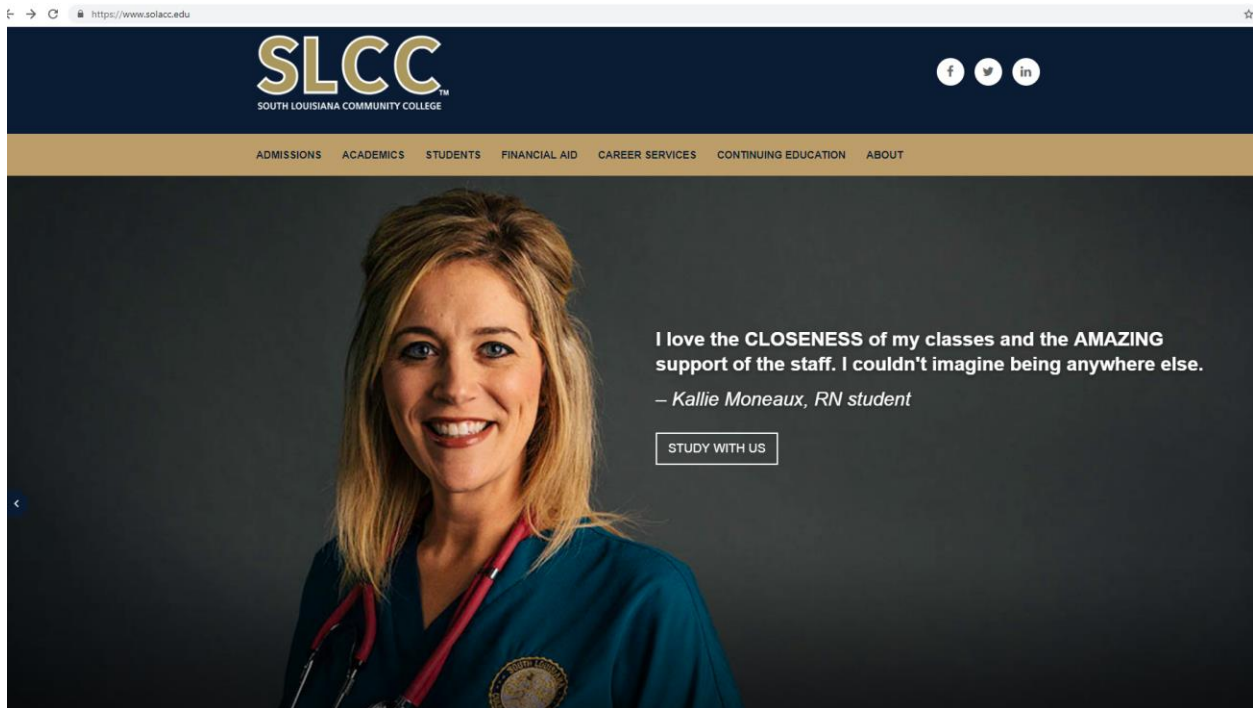


LoLA Access and Timesheet Instructions for New Employees (Exception Time Only)

Go to the SLCC'S homepage at www.solacc.edu



Enter the LoLA portal by clicking on the LoLA icon located on the home page.





LOGIN TO LOLA

User Name

[Forgot your username?](#)

Password

[Forgot your password?](#)

[CANCEL](#) [SIGN IN](#)

[CHANGE YOUR PASSWORD](#)

Welcome to LoLA

LoLA (Log On Louisiana) is a powerful new online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester. You can use LoLA to: monitor your financial aid application, register for classes, review your class schedule, check on important upcoming dates, and catch up on campus news and announcements.

Need help?

For Login and Password assistance, call (844) 465-2827.

For all other inquiries, click [here](#).

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LCTCS
205 South Foster Drive
Baton Rouge, LA 70806

First time LoLA users – click on the gold “CHANGE YOUR PASSWORD” LINK, at the bottom of the LOGIN TO LOLA box.

Reset your password

Welcome! You can use this tool to reset the password for your Log on Louisiana (LoLA) account.

If you have trouble using this tool, please try the following:

- Send an email to support@lctcs.edu
- Chat live with the help desk
- Call the Support Line at (844) 465-2827.

How would you like to start?

[Send E-Mail](#)

[Verify Personal Information](#)

Click on the “Verify Personal Information” box.

Enter your social security number and date of birth.

Social Security		
XXX	XX	XXXX

Birthday		
Year ▼	Month ▼	Day ▼

Start Over	Next
------------	------

Enter your social security number (do not enter any dashes), then enter your birthday information, then click “next”.

Confirm your username

John Doe

☒ Yes, this is the username I use to log on to LoLA.

Start Over	Next
------------	------

Your first and last names should appear, all lower case. Check the box to confirm your name is correct, then click “next”.

Choose a new password

Your new password must meet the following:

Must not contain you first or last name

Must be between 12 and 20 characters in length

Must contain at least one uppercase letter

Must contain at least one number

Must contain at least one of the following: *-=+

Must only contain letters, numbers and one of *-=+

New password and confirmation must match

New Password

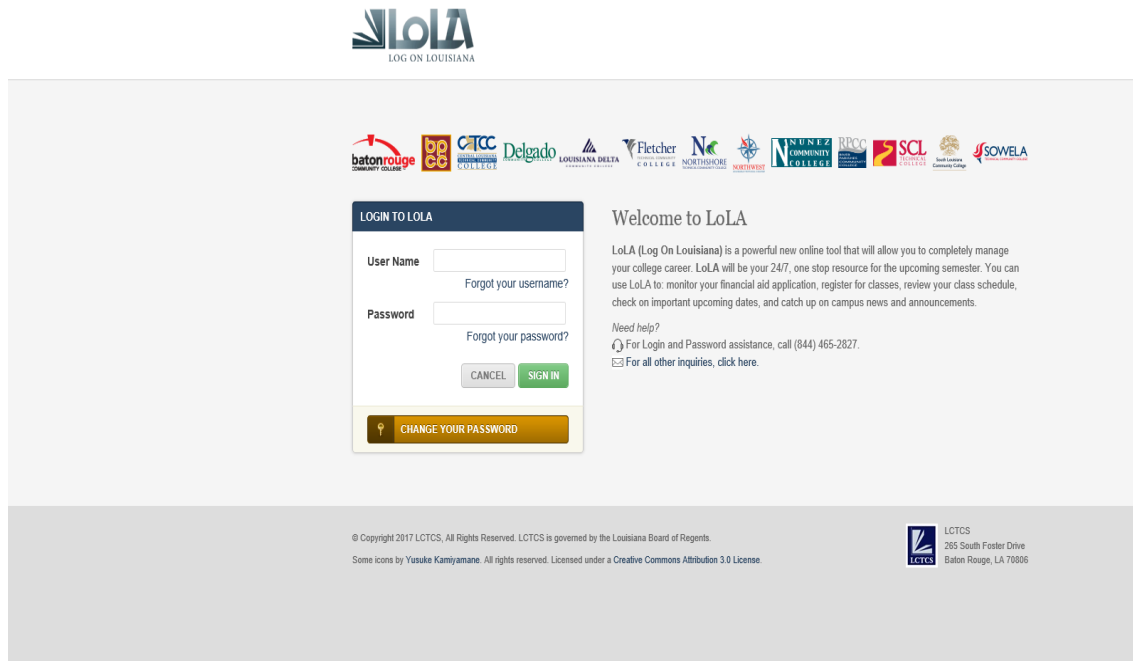
Confirm password

Create your password in the “New Password” box first. As you enter the password, you will see a green check mark appear as you meet each of the requirements on the list.

Once you successfully create the password, enter your new password in the “Confirm Password” box. Again, green check marks will appear as you meet each of the requirements. Click the “next” button.

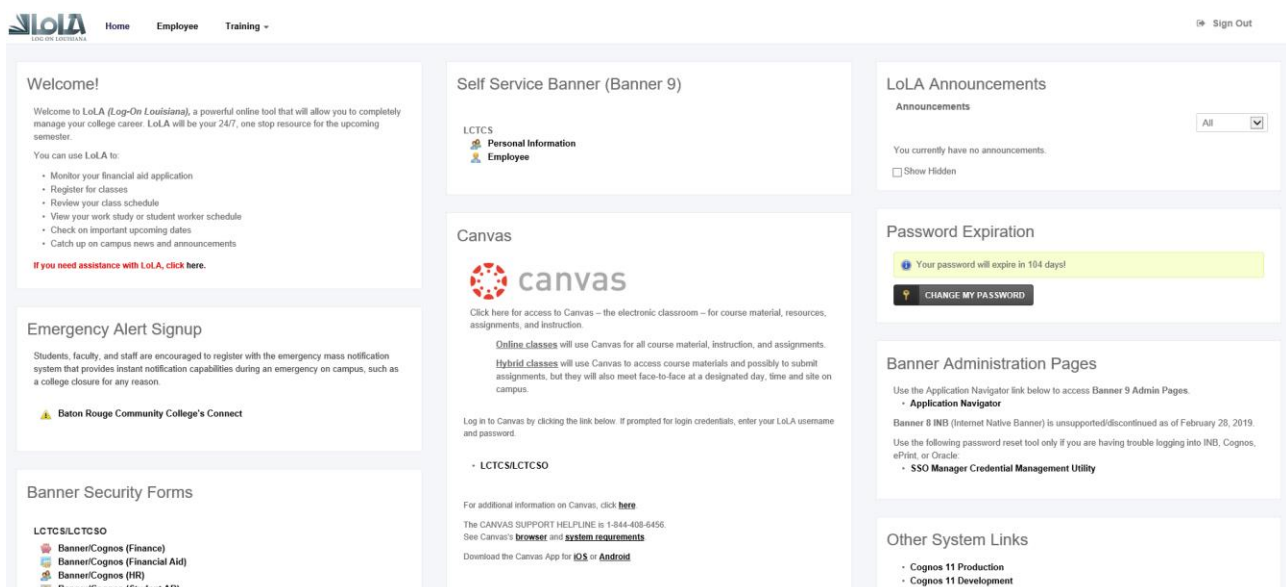
The next page will confirm that your password has been successfully set (or re-set if you are simply changing your password). Click the “Return to LoLA” button.

You will be returned to the LoLA login page. Enter your User Name and Password, then click the green “SIGN IN” button.



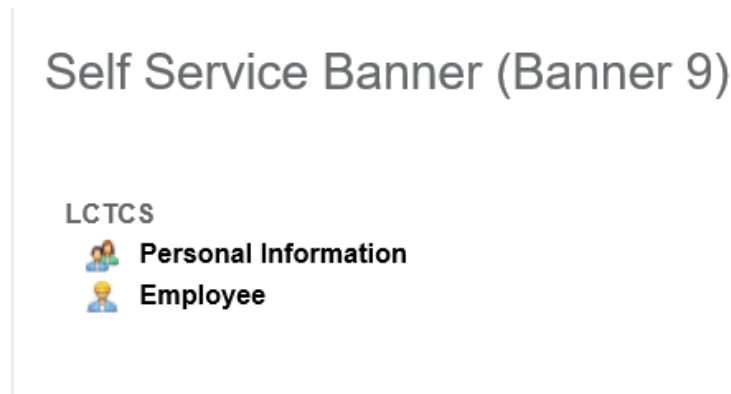
The image shows the LoLA (Log On Louisiana) login page. At the top, there is a header with the LoLA logo and the text "LOG ON LOUISIANA". Below the header, there is a row of logos for various Louisiana community colleges: Baton Rouge Community College, Delgado Community College, Louisiana Delta Community College, Fletcher College, Northshore Community College, Nunez Community College, RPOC, SCL, and SOWELA. The main content area is divided into two sections. On the left, there is a "LOGIN TO LOLA" form with fields for "User Name" and "Password", each with a "Forgot your username?" and "Forgot your password?" link. Below the form are "CANCEL" and "SIGN IN" buttons, and a "CHANGE YOUR PASSWORD" button. On the right, there is a "Welcome to LoLA" message and a paragraph explaining the tool's purpose. Below this, there is a "Need help?" section with links for login assistance and other inquiries. At the bottom, there is a footer with copyright information and the LoLA logo.

You will be logged into the LoLA portal.



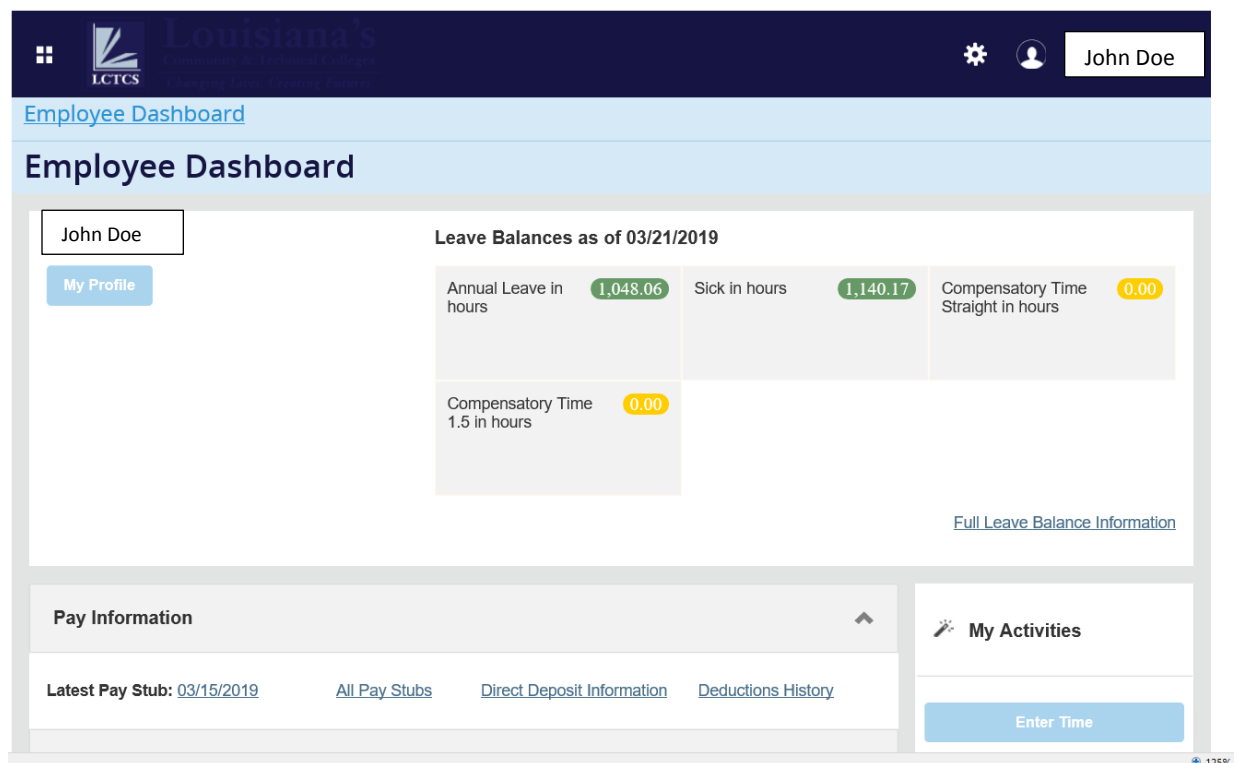
The image shows the LoLA portal dashboard. At the top, there is a header with the LoLA logo and navigation links: Home, Employee, Training, and a "Sign Out" button. The dashboard is divided into several sections. On the left, there is a "Welcome!" section with a paragraph explaining the tool's purpose and a list of features. Below this is an "Emergency Alert Signup" section with a paragraph explaining the system and a link to "Baton Rouge Community College's Connect". Below that is a "Banner Security Forms" section with a list of links for Banner/Cognos forms. In the center, there is a "Self Service Banner (Banner 9)" section with a "Personal Information" link and a "Canvas" section with a paragraph explaining the system and a link to "Canvas". Below this is a "Banner Administration Pages" section with a paragraph explaining the system and a link to "Banner 9 Admin Pages". On the right, there is a "LoLA Announcements" section with a paragraph explaining the system and a link to "Show Hidden". Below this is a "Password Expiration" section with a paragraph explaining the system and a link to "CHANGE MY PASSWORD". Below that is an "Other System Links" section with a list of links for Cognos 11 Production and Cognos 11 Development.

Your “home page” may have different options, based on your job, and access. All employees have the section in the top middle “Self Service Banner (Banner 9)”, as well as the “Home”, “Employee”, and “Training” tabs at the top left on the page.



If you click on “Personal Information” you will be able to view and update your biographical and demographic information. You will also be able to create, view, and update your direct deposit allocations.

If you click on “Employee”, you will be taken to your Employee Dashboard

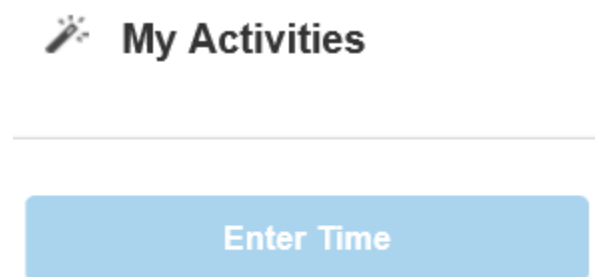


Your Employee Dashboard contains information on your:

- Leave Balances (as of “today’s date”)
- Pay Stubs, Earnings, Taxes, and Direct Deposit Allocations
- Benefits, and Deductions History
- Job Summary
- Employee Summary

Click on the applicable section to see its content.

To access your timesheet, go to the “My Activities” section on the right side of the page.



Click on the blue “Enter Time” button.

Your timesheet for the current active pay period is displayed.

A screenshot of the Employee Dashboard Timesheet interface. The top navigation bar is dark blue with the Louisiana State University logo and 'LCSU' text. A user profile dropdown shows 'Your Name'. Below the navigation bar, there's a breadcrumb trail: 'Employee Dashboard > Timesheet'. The main section is titled 'Timesheet' and has two tabs: 'Approvals' and 'Timesheet' (which is active). The 'Timesheet' tab displays a table with columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The first row shows the pay period '06/03/2019 - 06/16/2019', the status 'Not Started', and a 'Start Timesheet' button. On the right side of the table, there is a 'Pay Period' dropdown and a 'Prior Periods' link.

To view a prior pay period timesheet, click on the “Prior Periods” link on the right side of the page. You will see the submission history of your timesheets.

To start your timesheet, click on the box “Start Timesheet”. The first week of the pay period will be displayed, and you will see the message “Timesheet successfully created” in a green box on the top right:

Employee Dashboard • Timesheet • 506750-HRSPECIALIST, HA9724-00, L, 630010, Human Resources

506750-HRSPECIALIST, HA9724-00, L, 630010, Human Resources

06/03/2019 - 06/16/2019 | In Progress | Submit By 06/14/2019, 09:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

2 3 4 5 6 7 8

Add Earn Code

Earn Code

Select Earn Code

Your timesheet will include your Title and Position number, Department, Time Sheet Period, and Submit By date (the date you must submit your timesheet to your supervisor for approval).

To enter leave taken, click on the box under the date for which you are entering leave hours:

Employee Dashboard • Timesheet • 506750-HRSPECIALIST, HA9724-00, L, 630010, Human Resources

506750-HRSPECIALIST, HA9724-00, L, 630010, Human Resources

06/03/2019 - 06/16/2019 | In Progress | Submit By 06/14/2019, 09:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

2 3 4 5 6 7 8

Add Earn Code

Earn Code

Select Earn Code

Click in the box on the bottom left for the “Earn Code” drop-down menu. This will provide a listing of all leave categories you are eligible to use. Select the applicable leave type, then enter the number of hours you are taking in the “Hours” box.

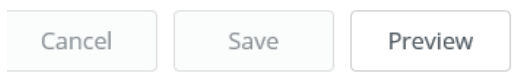
Earn Code

Annual Leave Taken ROLL

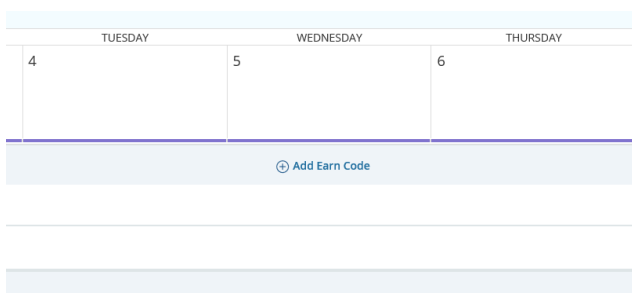
Hours

8

Next, click on the “Save” button on the bottom left of the page (you may need to scroll down to see this button).

Three buttons are displayed horizontally: "Cancel", "Save", and "Preview". The "Save" button is highlighted with a light blue background.

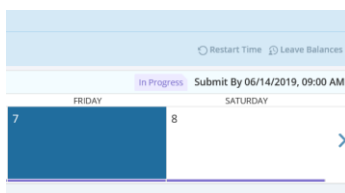
You may at some time need to use more than one category of leave on a particular day, for example, sick leave for your own doctor’s appointment in the morning, and annual leave to attend a meeting at your child’s school in the afternoon. In this situation, you will select one leave category from the Earn Code drop down menu, and enter hours taken for that leave type. Then click on the blue “Add Earn Code” link in the center of the page:

A screenshot of a timesheet interface. It shows three columns for days: TUESDAY (4), WEDNESDAY (5), and THURSDAY (6). Below these columns is a light blue bar with a blue arrow and the text "Add Earn Code".

Select the appropriate leave category from the drop-down menu, then enter the number of hours taken. Once you have entered all leave hours for that date, remember to click save.

If you take no leave within the pay period, enter **ONE** zero (0) in any date on the timesheet, and click “Save”. (Use any leave category from the Earn Code list. Most employees select annual leave.)

Click on the blue arrow on the right side of your timesheet to scroll to the second week of the pay period.


A screenshot of a timesheet interface showing days 7 (FRIDAY) and 8 (SATURDAY). A blue arrow on the right side of the interface indicates a scroll function to move to the next week.


Follow the same procedures to enter leave taken for week two (if any), remember to save your entries.


There are three “tool” icons that are useful when entering time and completing your timesheet. They are on the right side of the page, just under the days of the week:



When should you use these tools?

The “pencil”  is an edit tool. Click on the pencil to make changes to leave entered and saved.

The “paper”  is a copy tool. Click on the paper to copy leave hours from one day to another. This tool is especially helpful when you are entering leave for multiple days, an entire week, or the entire pay period. Just copy, save, and done!

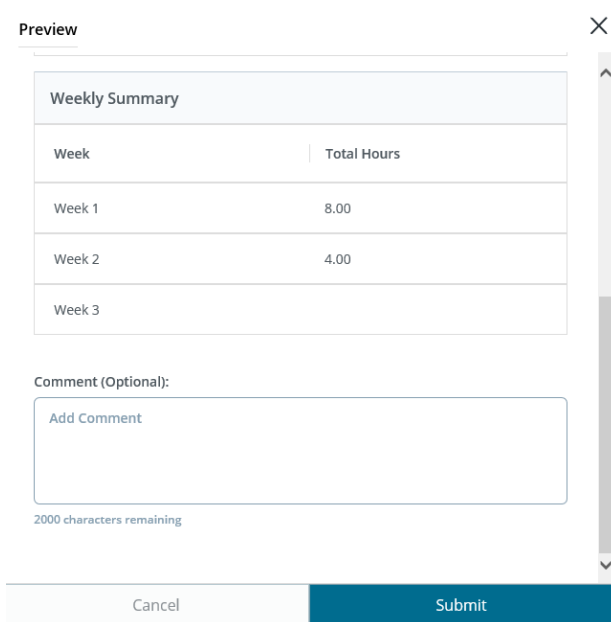
The “dots”  are a delete tool. Click on the dots to delete a leave entry. You will be prompted to confirm that you really want to delete the entry, click on yes or no, as appropriate. Always preview your changes, then save.

Once your timesheet is completed for the pay period (any/all leave hours taken have been entered, OR you have entered a “zero” to confirm no leave was taken for the pay period), click on the “Preview” button at the bottom left of the page, next to the “Save” button. A preview box will be displayed:

Preview		
506750-HRSPECIALIST, HA9724-00, L, 630010, Human Resources		
Pay Period: 06/03/2019 - 06/16/2019 12.00 Hours		
Submit By: 06/14/2019, 09:00 AM		
Earning Distribution		
Earn Code	Shift	Total
Annual Leave Taken ROLL	1	8.00
Sick Leave Taken ROLL	1	4.00
Total Hours		12.00
Total Units		0.00

The “Earning Distribution” section lists the number of hours and categories of leave taken for the entire pay period.

Use the scroll bar to view the “Weekly Summary” section, which lists the total hours of leave taken each week:



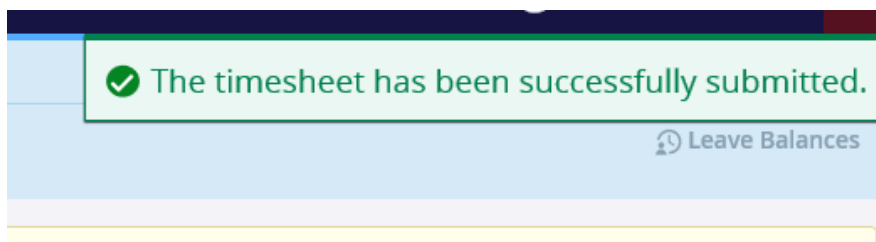
The screenshot shows a 'Preview' window with a close button (X) in the top right corner. Inside the window, there is a 'Weekly Summary' section with a table. The table has two columns: 'Week' and 'Total Hours'. The data rows are: Week 1 with 8.00 hours, Week 2 with 4.00 hours, and Week 3. Below the table is a 'Comment (Optional):' section with a text input field containing the placeholder 'Add Comment' and a character count '2000 characters remaining'. At the bottom of the window are two buttons: 'Cancel' and 'Submit'.

Week	Total Hours
Week 1	8.00
Week 2	4.00
Week 3	

There is a section where you may add comments (optional).

Once you have reviewed your timesheet entries via the preview box, and are ready to submit to your supervisor for approval, click on the teal “Submit” button at the bottom of the preview box.

You will receive this message in the upper right corner of the page:



If you receive a different message, or an error that you are unable to correct, contact your Human Resources office for assistance.

Any time you access your timesheet, you will see the current status of your timesheet. Once you have submitted it to your supervisor for approval, you will see information regarding when it was submitted.

Additional information may be obtained by clicking on the ⓘ icon:

Any time you access your timesheet, you will see the current status of your timesheet. Once you have submitted it to your supervisor for approval, you will see information regarding when it was submitted.

Additional information may be obtained by clicking on the ⓘ icon:

The screenshot shows a web interface with a status bar at the top. On the left, there's a 'Status' dropdown menu. In the center, there's a box labeled 'Your Approver'. On the right, there's a 'Prior Periods' link with a clock icon. Below the status bar, there's a section labeled 'In Progress' with a purple background. A pop-up window titled 'List of Approvers' is displayed over this section. The pop-up contains the following information: 'Originated On 06/05/2019, 12:02 PM by Donna B Perez', 'Submit By 06/14/2019, 09:00 AM', 'Gena Faul Doucet', 'Sequence 1.00', and a link 'In the Queue'.

Comments may be viewed by clicking on the 💬 icon:

The screenshot shows a 'Comments' section. At the top, there's a 'Your Name' input field. Below it, there's a comment entry. The entry starts with 'In Progress' in purple, followed by 'On 06/05/2019 | 03:35 PM'. The comment text is 'Comment: Timesheet recalled (System Generated)'.

Log out of LoLA by clicking on the “Sign Out” button in the top right-hand corner of the page.

LoLA timesheets can be opened/completed/submitted/approved, from anywhere there is internet access.

If you are unable to complete and submit your timesheet for approval by the deadline, or if your supervisor is unable to approve your submitted timesheet by the deadline, please contact HR for a paper timesheet.