

## LoLA Access Instructions for New Employees (Positive Time Entry - Time In/Out)

Go to the SLCC's homepage at [www.solacc.edu](http://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](mailto: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
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Enter your social security number (do not enter any dashes), then enter your birthday information, then click “next”.

Confirm your username

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

Start Over	Next
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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

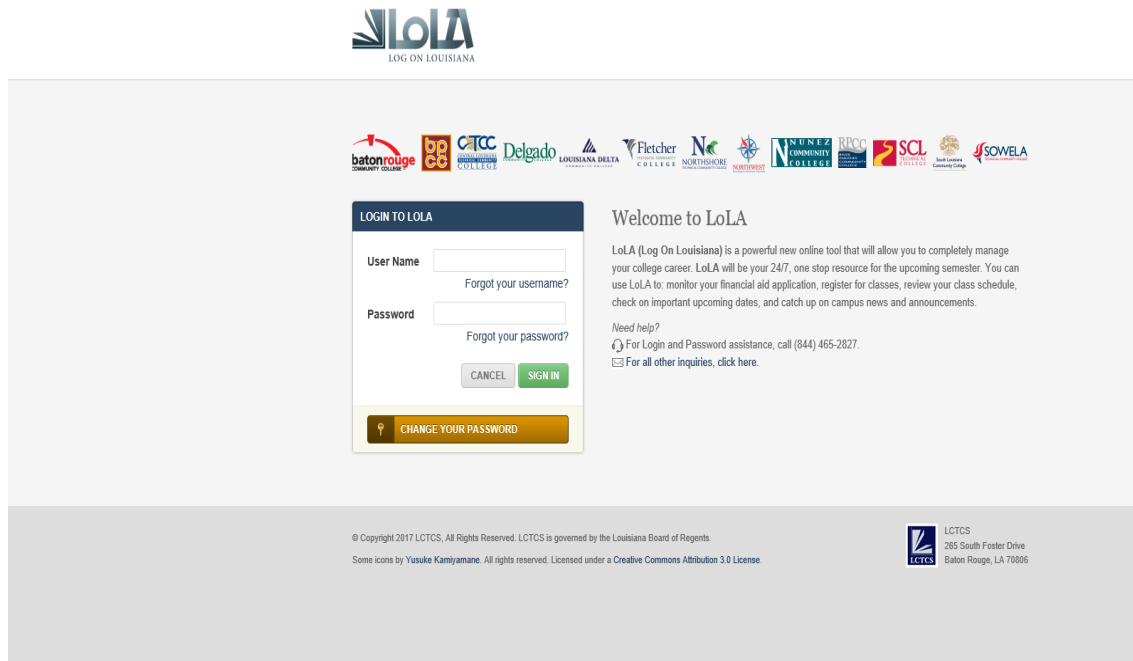
Confirm password

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.

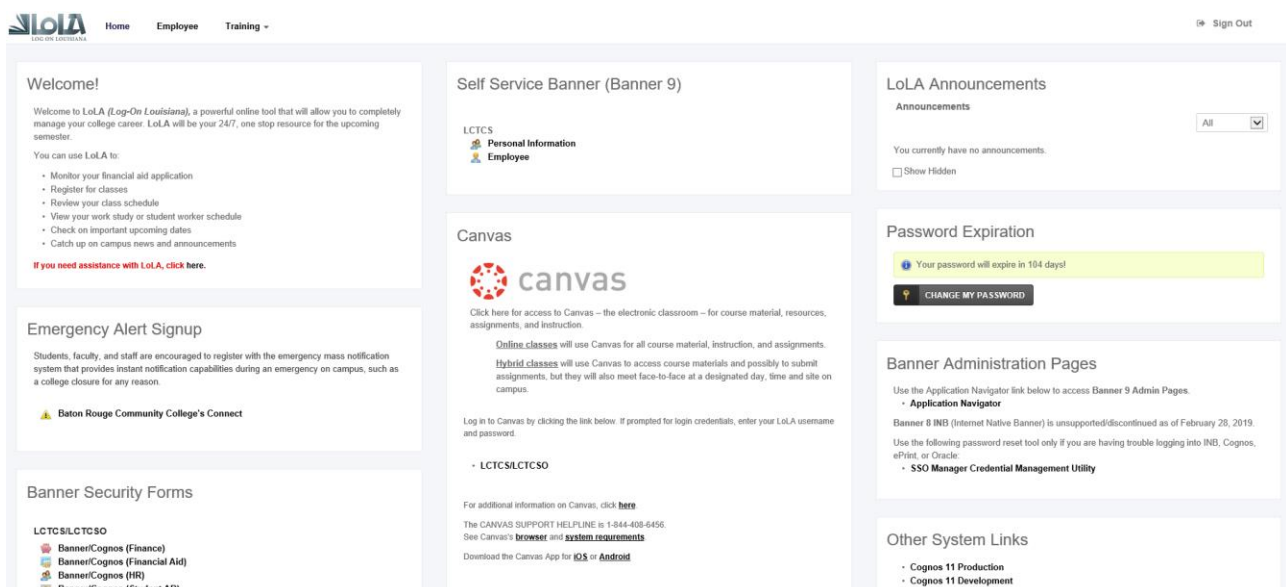
The next page will confirm that your password has been successfully set (or re-set if you are simply changing your password). Click the “Return to LoLA” button.

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



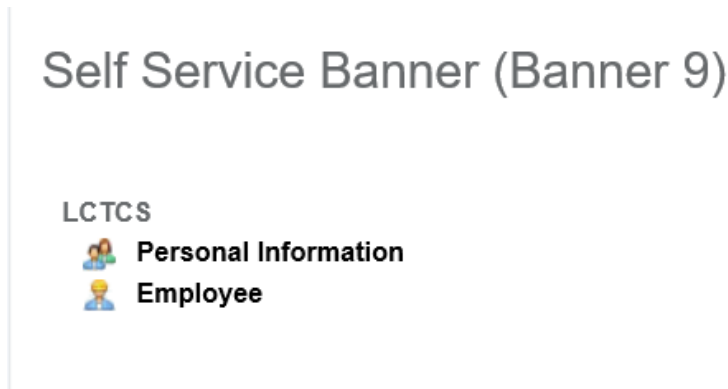
The image shows the LoLA (Log On Louisiana) login page. At the top, there is a header with the LoLA logo and the text "LOG ON LOUISIANA". Below the header, there is a row of logos for various Louisiana community colleges: Baton Rouge Community College, Delgado Community College, Louisiana Delta Community College, Fletcher College, Northshore Community College, Nunez Community College, RPOC, SCL, South Louisiana Community College, 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" section with a paragraph explaining the tool's purpose and a "Need help?" section with links for login/password 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.



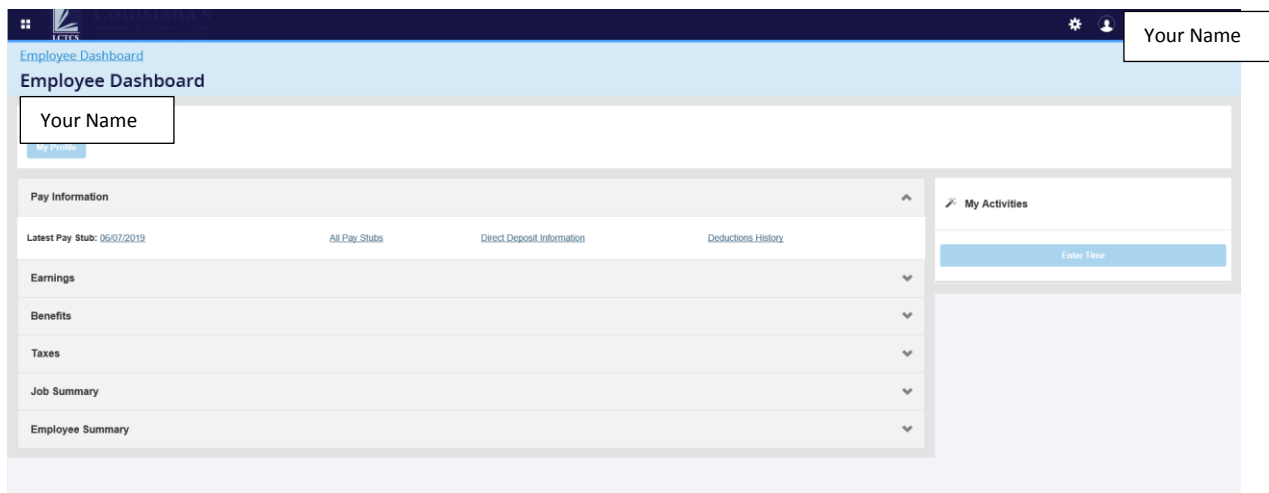
The image shows the LoLA portal dashboard after a successful login. The dashboard is divided into several sections. At the top, there is a header with the LoLA logo and navigation links for "Home", "Employee", and "Training". On the right, there is a "Sign Out" link. The main content area is divided into several sections. On the left, there is a "Welcome!" section with a paragraph explaining the tool's purpose and a list of things you can use LoLA for. 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 an "Employee" link. Below this is a "Canvas" section with a paragraph explaining the system and a link to "Log in to Canvas". On the right, there is a "LoLA Announcements" section with a paragraph explaining the system and a "Show Hidden" link. Below this is a "Password Expiration" section with a paragraph explaining the system and a "CHANGE MY PASSWORD" button. Below that is a "Banner Administration Pages" section with a paragraph explaining the system and a list of links for Banner 9 Admin Pages. At the bottom, there 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.

Click on “Employee” to be directed to your Employee Dashboard.



Your Employee Dashboard contains information on your:

- Pay Stubs, Earnings, Taxes, and Direct Deposit Allocations
- Job Summary
- Employee Summary

Click on the applicable section to see its content.

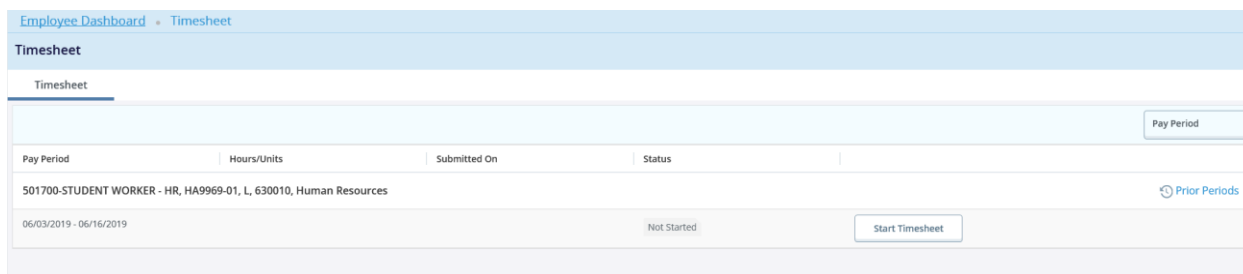
To access your timesheet, go to the “My Activities” section on the right side of the page.

## My Activities

Enter Time

Click on the blue “Enter Time” button.

Your timesheet for the current active pay period is displayed.



Employee Dashboard • Timesheet

Timesheet

Timesheet

Pay Period

Hours/Units

Submitted On

Status

501700-STUDENT WORKER - HR, HA9969-01, L, 630010, Human Resources

06/03/2019 - 06/16/2019

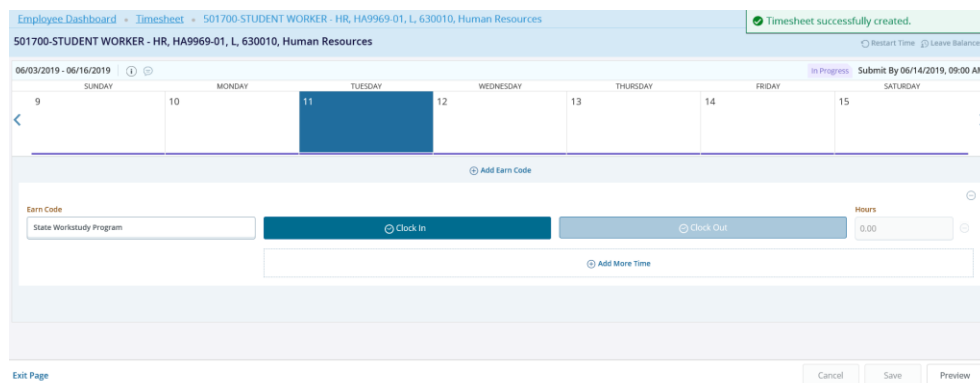
Not Started

Start Timesheet

Prior Periods

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 • 501700-STUDENT WORKER - HR, HA9969-01, L, 630010, Human Resources

501700-STUDENT WORKER - HR, HA9969-01, L, 630010, Human Resources

06/03/2019 - 06/16/2019

Timesheet successfully created.

Restart Time Leave Balances

in Progress Submit By 06/14/2019, 09:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

9 10 11 12 13 14 15

Add Earn Code

Earn Code

State Workstudy Program

Hours

0.00

Exit Page

Cancel Save Preview

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

Click in the box under the date for which you are entering time:

Click on the “Earn Code” box. Enter your “In” Time, and “Out” Time. Use the drop-down arrow to select time by half-hour increments, or manually key in actual times in/out.

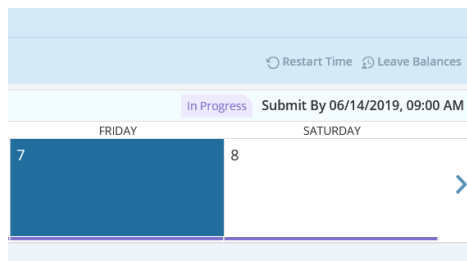
To enter multiple in/out times (for example time out for lunch break, then time in upon return) click on “Add More Time” to add another row for time entry.

If you are prompted by the system to enter a comment, do so. Your comment may be as simple as “clocked in”, “clocked out”, “left early”, etc.

Remember to save your entries by clicking on the “Save” button at the bottom, on the right.





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




Follow the same procedure to enter time in and out for the second week. Save your entries.

There are two “tool” icons that are useful when entering time and completing your timesheet. They will appear 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 time/hours entered and saved.

The “copy”  icon allows you to copy a daily entry to other days within the pay period if the hours worked are the same for each day.

The “dots”  are a delete tool. Click on the dots to delete a time 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 (all hours worked have been entered and saved), click on the “Preview” button at the bottom left of the page, next to the “Save” button. A preview box will be displayed:

**Preview**

501700-STUDENT WORKER - HR, HA9969-01, L, 630010, Human Resources

Pay Period: 06/03/2019 - 06/16/2019 | 44.00 Hours

Submit By: 06/14/2019, 09:00 AM

Earning Distribution		
Earn Code	Shift	Total
State Workstudy Program	1	44.00
Total Hours		44.00
Total Units		0.00

The “Earning Distribution” section lists the number of hours worked for the entire pay period.

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

**Preview**

Weekly Summary	
Week	Total Hours
Week 1	29.00
Week 2	15.00
Week 3	

Comment (Optional):

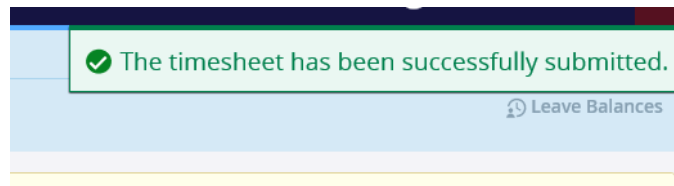
Add Comment

2000 characters remaining

Cancel Submit

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.

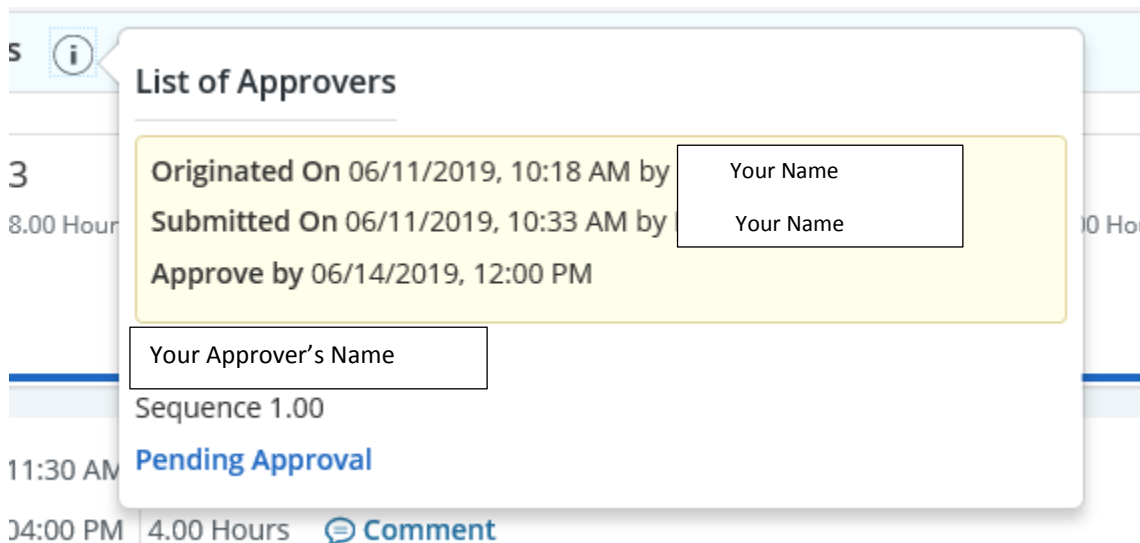
You will receive this message in the upper right corner of the page:



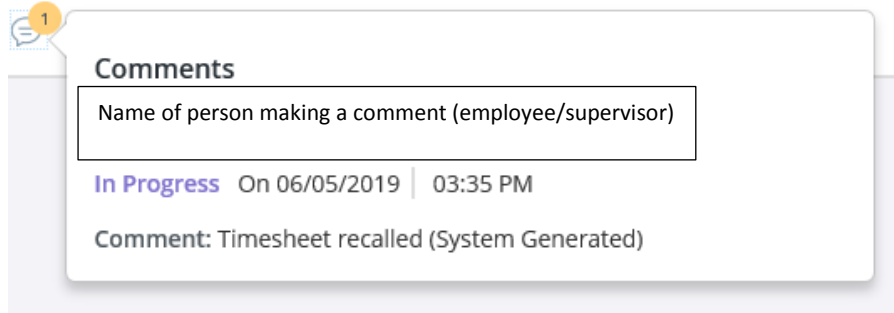
*If you receive a different message, or an error that you are unable to correct, contact your Human Resources office for assistance.*

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:



Comments may be viewed by clicking on the ⓘ icon:



1

### Comments

Name of person making a comment (employee/supervisor)

**In Progress** On 06/05/2019 | 03:35 PM

**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.