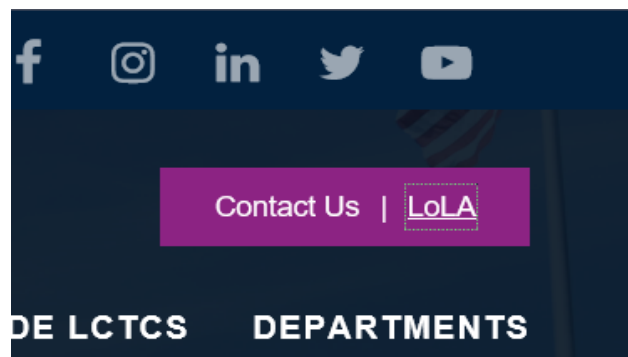


LoLA Access Instructions for New Employees (Exception Time Only)

Go to the LCTCS homepage at www.lctcs.edu



Enter the LoLA portal by clicking on the LoLA icon in the purple box on the upper right corner of the home page.





LOGIN TO LOLA

User Name
[Forgot your username?](#)

Password
[Forgot 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.

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
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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

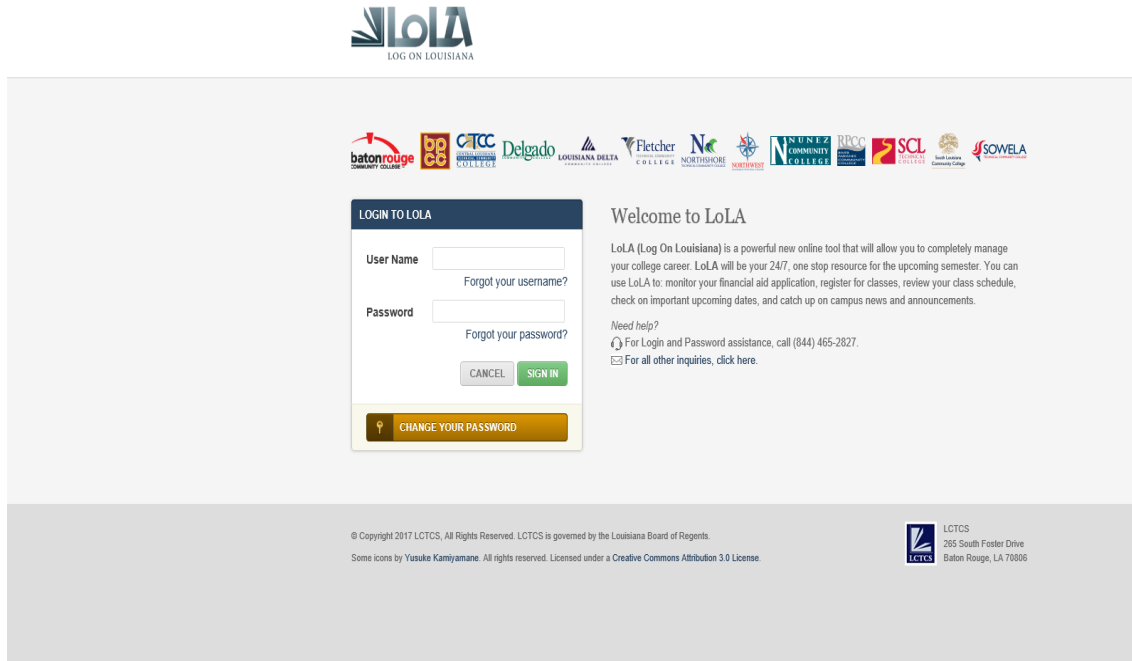
Confirm password

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.

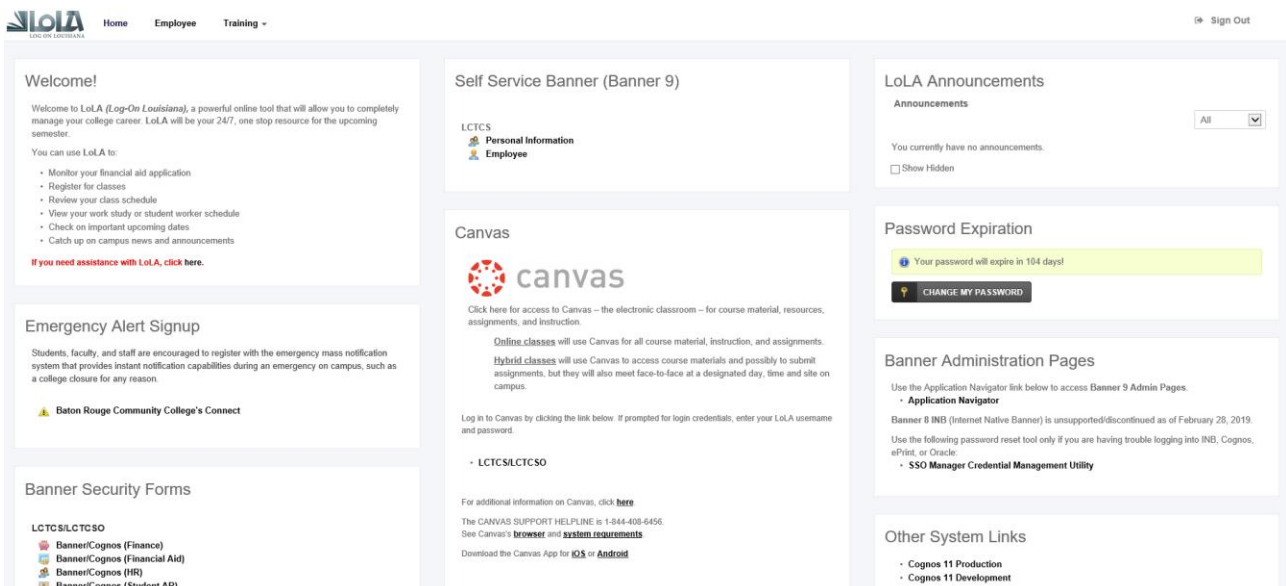
Once you successfully create the password, enter your new password in the “Confirm Password” box. Again, green check marks will appear as you meet each of the requirements. Click the “next” button.

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.

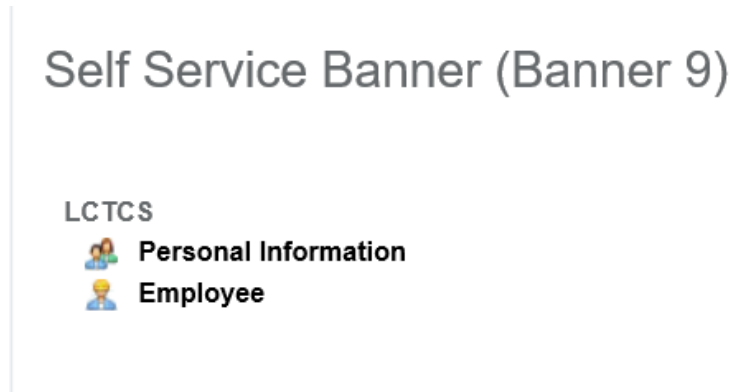
You will be returned to the LoLA login page. Enter your User Name and Password, then click the green “SIGN IN” button.



You will be logged into the LoLA portal.

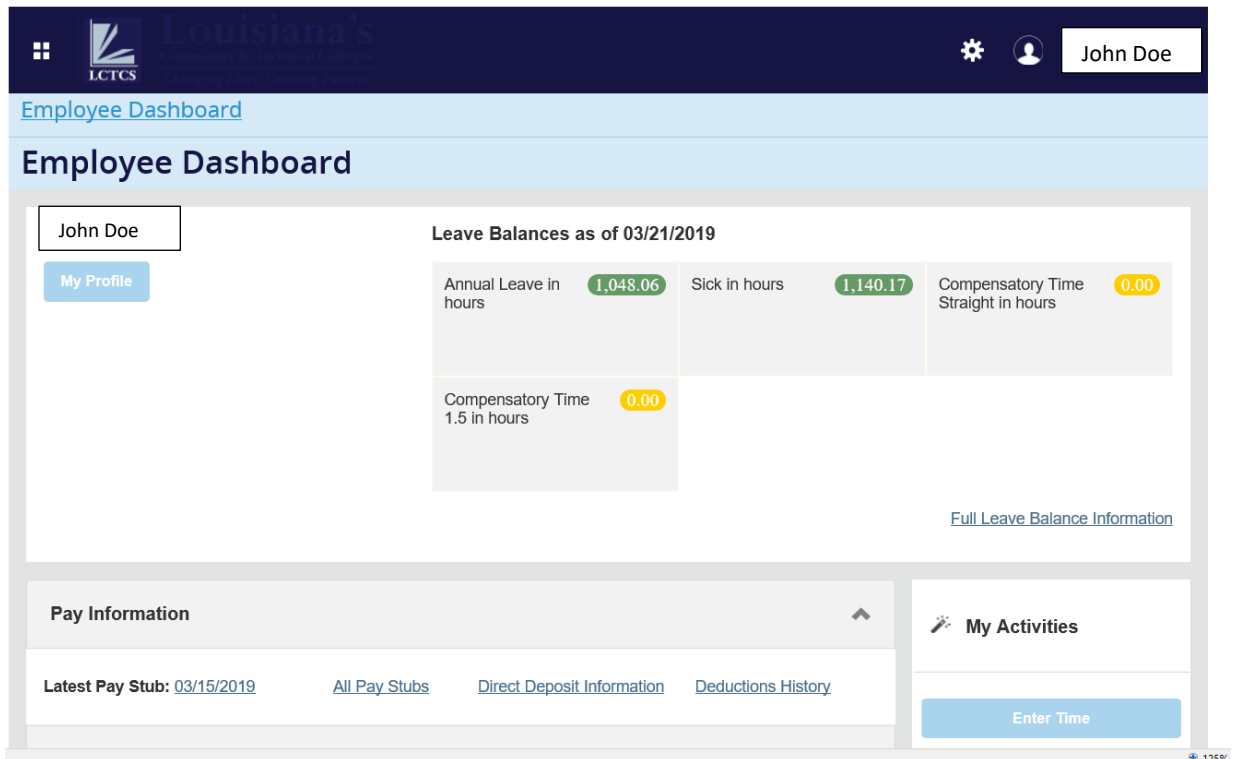


Your “home page” may have different options, based on your job, and access. All employees have the section in the top middle “Self Service Banner (Banner 9)”, as well as the “Home”, “Employee”, and “Training” tabs at the top left on the page.



If you click on “Personal Information” you will be able to view and update your biographical and demographic information.

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.

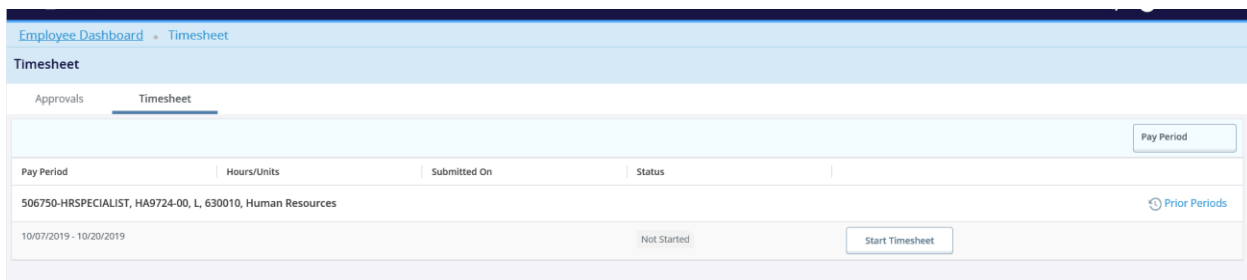
To access your timesheet, go to the “My Activities” section on the right side of the page.

My Activities

Enter Time

Click on the blue “Enter Time” button.

This takes you to your timesheet for the current pay period.

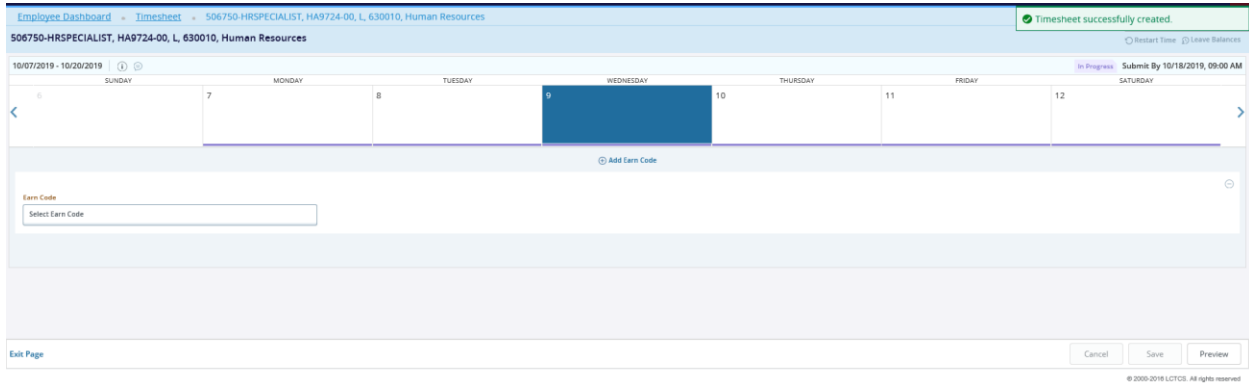


The screenshot shows the 'Employee Dashboard' with a breadcrumb trail 'Employee Dashboard > Timesheet'. The main heading is 'Timesheet'. Below this, there are two tabs: 'Approvals' and 'Timesheet', with 'Timesheet' being the active tab. A 'Pay Period' dropdown menu is visible on the right. The main content area is a table with the following columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The first row of data shows the pay period '10/07/2019 - 10/20/2019', the status 'Not Started', and a 'Start Timesheet' button. A 'Prior Periods' link is also present on the right side of the table.

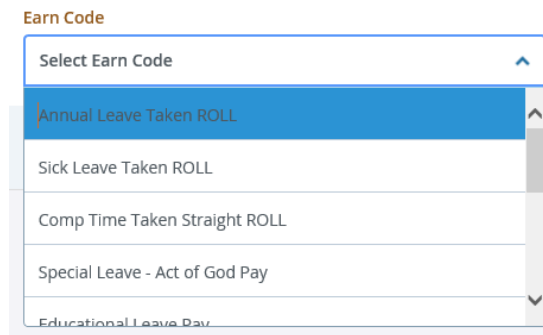
Pay Period	Hours/Units	Submitted On	Status
10/07/2019 - 10/20/2019			Not Started

Your timesheet will have your Title and Position number, Department, timesheet period, and the current status of the timesheet. When accessing your timesheet the first time for a new pay period, click on the “Start Timesheet” button.

The first week of the pay period will display when you initially click on the “Time Sheet” button. (You will also see a green box on the upper right, letting you know your timesheet was successfully created.)



To enter leave taken, click the applicable date on your timesheet, then click the box on the right “Select Earn Code”. Choose the type of leave you are taking from the drop-down menu, scrolling down as necessary.



Once you select your leave type, enter the number of hours taken for the specified date.

Earn Code	Hours
<input type="text" value="Annual Leave Taken ROLL"/>	<input type="text" value="0"/>

Click the “Save” button on the bottom right of the page to save your entries.



You should see the message in the upper right corner  Timesheet data successfully saved.

To access the second week of the pay period, use the blue arrow on the left. (To return to the first week, you will have an arrow on the right.)



If you take no leave within the pay period, enter a zero (0) in any date on the timesheet – using any leave code - then click 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 gray “Submit for Approval” button.

Routing Queue

Name	Action and Date
John Doe	Originated Mar 25, 2019 07:09 am
John Doe	Submitted Mar 25, 2019 07:11 am
John’s Approver	Pending

You will see your name, when you initially accessed your timesheet, when you submitted it to your supervisor for approval, and the name of the person who is to approve your timesheet. (You will also see “Timesheet Successfully Submitted” above the “Earnings” section on your timesheet.)

Once your supervisor has approved the timesheet, the routing queue will reflect the timesheet has been approved:

Routing Queue

Name	Action and Date
John Doe	Originated Mar 12, 2019 07:03 am
John Doe	Submitted Mar 20, 2019 03:20 pm
John’s Approver	Approved Mar 22, 2019 08:31 am

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.