

Login to ExpressLane

From Lane's home page, click on **ExpressLane/Banner for Staff**
Click on **ExpressLane Login**.

The screenshot shows a Windows Internet Explorer browser window displaying the Lane Community College ExpressLane/Banner page. The address bar shows the URL <http://www.lanecc.edu/explanestaff/>. The page header includes the Lane Community College logo with the tagline "ACHIEVING DREAMS" and the address "4000 East 30th Ave. Eugene, OR 97405 (541) 463-3000". Navigation links include "Lane Home Page", "Search Lane", "Contact Us", and "Website Accessibility". The main heading is "ExpressLane/Banner (For Lane employees only)". Below this, there is an "ExpressLane" logo and a link to "ExpressLane Login". A list of links includes "ExpressLane Login & Navigation Help", "Banner Demographic Data Standards (.doc)", and "Banner Demographic Data Standards (.pdf requires Adobe Reader)". Further down, there are links for "Native Banner", "Native Banner using Java - preferred", "Discoverer Plus", and "Discoverer Viewer". A red banner at the bottom of the main content area contains the text ">> Go to: [TEST environment](#)". At the very bottom, there are links to "Return to Lane's Home Page" and "Return to top of page", followed by contact information: "Please direct comments about this site to webmaster@lanecc.edu", "Revised 1/21/10 (llb)", and "© 1996-present Lane Community College". The status bar at the bottom indicates "Trusted sites" and "100%".

Enter your **L#** and **Personal Identification Number (PIN)**.
Click on Login.

The screenshot shows a web browser window titled "User Login - Windows Internet Explorer". The address bar displays the URL: https://exp.lanecc.edu/pls/lane/twbkwbis.P_WWWLogin?ret_code=0. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows icons for back, forward, home, search, and other standard browser functions. The page content features the Lane Community College logo on the left, which includes the text "Lane Community College" and "ACHIEVING DREAMS". On the right, there is a large image of a building and the ExpressLane logo. Below the logos, the text "User Login" is displayed. The main content area contains instructions: "Please enter your User ID (a capital 'L' followed by 8 numbers) and PIN then click 'Login'." followed by a warning: "In ExpressLane: DO NOT use your browser's BACK button to navigate - unpredictable results may occur! For Help with Login Problems - click this link." There are links for "HELP" and "EXIT". A question mark icon is followed by the text "Need your User ID/L Number?". Below this, there are input fields for "User ID:" and "PIN:". At the bottom of the form are two buttons: "Login" and "Forgot PIN?". At the very bottom of the page, it says "RELEASE: 8.2" and "powered by SUNGARD SCT HIGHER EDUCATION". The browser's status bar at the bottom shows "Internet" and "100%".

User Login - Windows Internet Explorer

https://exp.lanecc.edu/pls/lane/twbkwbis.P_WWWLogin?ret_code=0

File Edit View Favorites Tools Help

User Login

Lane Community College
ACHIEVING DREAMS

ExpressLane

HELP | EXIT

Please enter your User ID (a capital 'L' followed by 8 numbers) and PIN then click 'Login'.
In ExpressLane: DO NOT use your browser's BACK button to navigate - unpredictable results may occur!
For Help with Login Problems - click this link.

? Need your User ID/L Number?

User ID:

PIN:

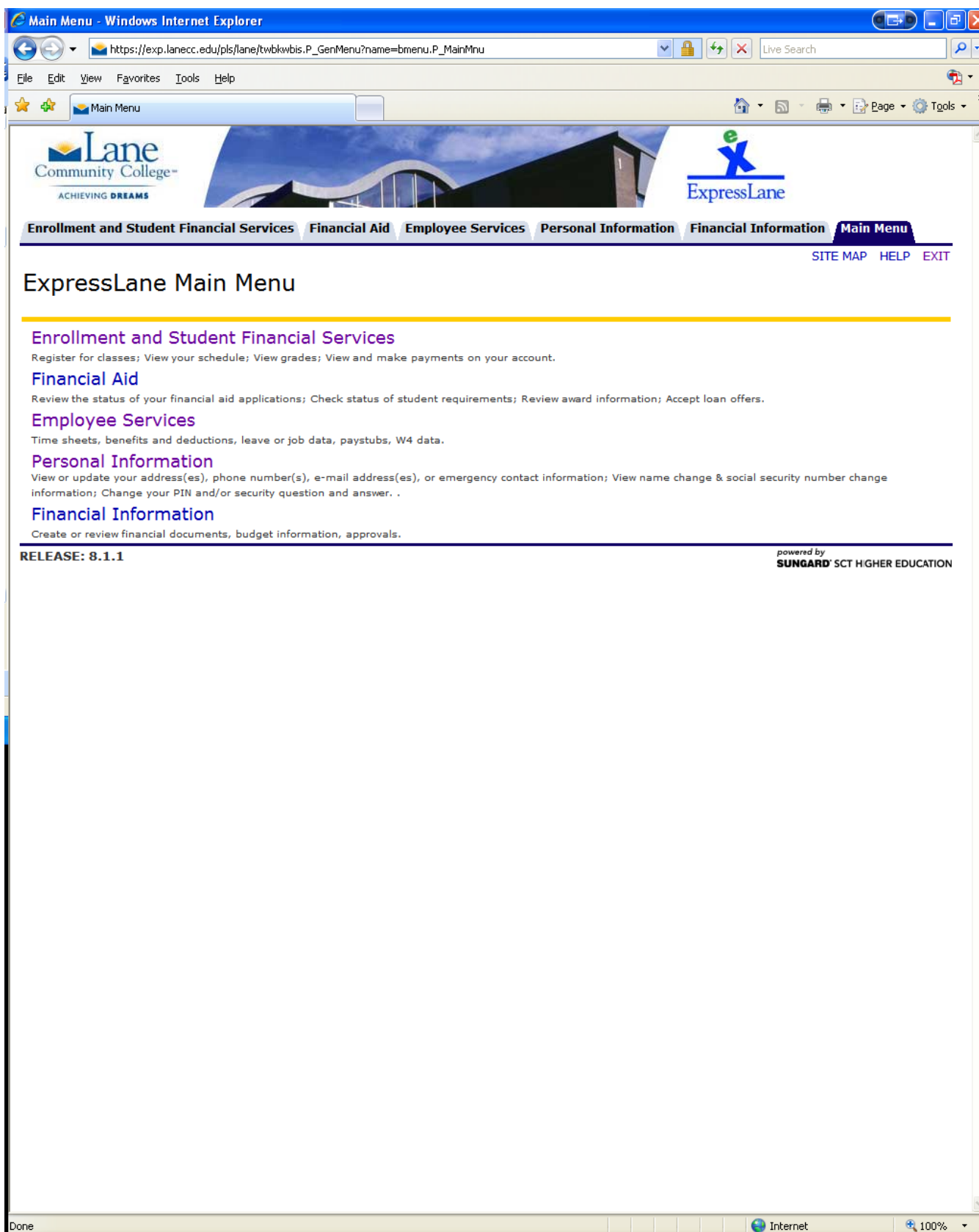
Login Forgot PIN?

RELEASE: 8.2

powered by
SUNGARD SCT HIGHER EDUCATION

Internet 100%

Click on **Employee Services**.



The screenshot shows a web browser window titled "Main Menu - Windows Internet Explorer". The address bar displays the URL "https://exp.lanec.edu/pls/lane/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A "Live Search" box is located in the top right corner of the browser window.

The web page itself features the "Lane Community College" logo on the left, with the tagline "ACHIEVING DREAMS". On the right is the "ExpressLane" logo. Below the logos is a horizontal navigation bar with the following tabs: "Enrollment and Student Financial Services", "Financial Aid", "Employee Services", "Personal Information", "Financial Information", and "Main Menu". The "Main Menu" tab is currently selected. To the right of this bar are links for "SITE MAP", "HELP", and "EXIT".

The main content area is titled "ExpressLane Main Menu". It lists several service categories with brief descriptions:

- Enrollment and Student Financial Services**: Register for classes; View your schedule; View grades; View and make payments on your account.
- Financial Aid**: Review the status of your financial aid applications; Check status of student requirements; Review award information; Accept loan offers.
- Employee Services**: Time sheets, benefits and deductions, leave or job data, paystubs, W4 data.
- Personal Information**: View or update your address(es), phone number(s), e-mail address(es), or emergency contact information; View name change & social security number change information; Change your PIN and/or security question and answer.
- Financial Information**: Create or review financial documents, budget information, approvals.

At the bottom of the page, the text "RELEASE: 8.1.1" is on the left, and "powered by SUNGARD SGT HIGHER EDUCATION" is on the right. The browser's status bar at the very bottom shows "Done", "Internet", and "100%".

Click on [Time and/or Leave Entry](#). This will bring you to the Time Sheet or Leave Request Selection.

The screenshot shows a web browser window titled "Employee - Windows Internet Explorer". The address bar displays the URL: https://exp.lanecc.edu/pls/lane/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a search bar with "Live Search" and various navigation icons. The page content features the Lane Community College logo with the tagline "ACHIEVING DREAMS" and the ExpressLane logo. A navigation bar contains links for Enrollment and Student Financial Services, Financial Aid, Employee Services (which is highlighted), Personal Information, Financial Information, and Main Menu. Below this is a "Module Navigation Links" section. The main heading is "Employee Services - Main Menu". A list of links is provided, each with a brief description: "Time and/or Leave Entry" (Enter your time and/or leave information for current pay period.), "Complete an Online Survey", "Employee Directory", "Benefits and Deductions" (View your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions.), "Pay Information" (View your Direct Deposit allocation; View your Earnings and Deductions History; View your Pay Stubs.), "Tax Forms" (View your prior year W2 Information and your current W4 information..), "Jobs Summary", "Leave Balances and History", "Classified Seniority List", "Finance Dashboard", and "Lane Alert Notification Options". A footer section contains a list of links in brackets: [Time and/or Leave Entry | Complete an Online Survey | Employee Directory | Benefits and Deductions | Pay Information | Tax Forms | Jobs Summary | Leave Balances and History | Classified Seniority List | Finance Dashboard | Lane Alert Notification Options]. The footer also includes the text "RELEASE: 8.2.1" and "powered by SUNGARD SCT HIGHER EDUCATION". The browser's status bar at the bottom shows "Internet" and "100%".

Employee - Windows Internet Explorer

https://exp.lanecc.edu/pls/lane/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

Employee

Lane Community College™
ACHIEVING DREAMS

ExpressLane

Enrollment and Student Financial Services Financial Aid **Employee Services** Personal Information Financial Information Main Menu

Module Navigation Links

RETURN TO MAIN MENU SITE MAP HELP EXIT

Employee Services - Main Menu

[Time and/or Leave Entry](#)
Enter your time and/or leave information for current pay period.

[Complete an Online Survey](#)

[Employee Directory](#)

[Benefits and Deductions](#)
View your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions.

[Pay Information](#)
View your Direct Deposit allocation; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
View your **prior year W2** Information and your **current W4** information..

[Jobs Summary](#)

[Leave Balances and History](#)

[Classified Seniority List](#)

[Finance Dashboard](#)

[Lane Alert Notification Options](#)

[[Time and/or Leave Entry](#) | [Complete an Online Survey](#) | [Employee Directory](#) | [Benefits and Deductions](#) | [Pay Information](#) | [Tax Forms](#) | [Jobs Summary](#) | [Leave Balances and History](#) | [Classified Seniority List](#) | [Finance Dashboard](#) | [Lane Alert Notification Options](#)]

RELEASE: 8.2.1

powered by
SUNGARD SCT HIGHER EDUCATION

Internet 100%

Click on **Approve or Acknowledge Time**

Are you acting as Proxy for someone else? If so, chose the individual you can act as proxy for. If not, leave as **Self**.

It is necessary to click on **Act as Superuser** if it is past the Web Approval deadline.

Click on **Select**

Time Sheet or Leave Request Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Search Address https://inb.lanec.edu:4446/pls/lane/bwpktais.P_SelectTimeSheetRoll Go

Lane Community College™ ExpressLane

Enrollment Services Financial Aid **Employee** Personal Information Main Menu

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Time Sheet or Leave Request Selection

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

[[Proxy Set Up](#)]

[[Time and/or Leave Entry](#) | [Answer a Survey](#) | [Employee Directory](#) | [Benefits and Deductions](#) | [Pay Information](#) | [Tax Forms](#) | [Jobs Summary](#) | [Leave Balances and History](#) | [Classified Seniority List](#)]

Done Internet

start Novell GroupWi... 3 Internet Ex... Search Results Address Book Document1 - Mi... 9:06 AM

This screen displays timesheets in the selected timesheet org and what their status is. Click on the employee's name to review their timesheet. **Review of individual timesheets must be done before department mass time approval.**

https://exp.lanecc.edu/pls/lane/bwptais.P_ProcSelectSuperUserAction - Windows Internet Explorer

https://exp.lanecc.edu/pls/lane/bwptais.P_ProcSelectSuperUserAction

File Edit View Favorites Tools Help

https://exp.lanecc.edu/pls/lane/bwptais.P_ProcSele...

Lane Community College™
ACHIEVING DREAMS

ExpressLane

Enrollment and Student Financial Services Financial Aid **Employee Services** Personal Information Financial Information Main Menu

SITE MAP HELP EXIT

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: L, Lane Community College
Department: 150505, Payroll - General
Pay ID: SM, Semi-Monthly
Pay Period: Feb 16, 2010 to Feb 28, 2010
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Mar 03, 2010, 12:00 P.M.

Select New Department

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
L00000003	Carol F Goldsberry C13738 - 00 HR Analyst		.00	.00	Leave Balances

Not Started		
ID	Name, Position and Title	Other Information
L00194775	Janis Irene Brew M12234 - 00 Human Resources Manager	Extract
L00530744	Aneita P Coates C13042 - 00 HR Analyst	Extract

Pay Event Transactions

Action required by all approvers:	2
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	2
Total Hours:	.00
Total Units:	.00

Select New Department

[Time and/or Leave Entry | Complete an Online Survey | Employee Directory | Benefits and Deductions | Pay Information | Tax Forms | Jobs Summary | Leave Balances and History | Classified Seniority List | Finance Dashboard | Lane Alert Notification Options]

RELEASE: 8.2.1

powered by
SUNGARD SCT HIGHER EDUCATION

Internet 100%

https://exp.lanecc.edu/pls/ane/bwptapp.P_ButtonsDriver - Windows Internet Explorer

https://exp.lanecc.edu/pls/ane/bwptapp.P_ButtonsDriver

File Edit View Favorites Tools Help

https://exp.lanecc.edu/pls/ane/bwptapp.P_Buttons...

Lane Community College
ACHIEVING DREAMS

ExpressLane

Enrollment and Student Financial Services **Financial Aid** **Employee Services** **Personal Information** **Financial Information** **Main Menu**

[SITE MAP](#) [HELP](#) [EXIT](#)

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

No hours entered.

Employee ID and Name: L00000003 Carol F Goldsberry
Title: C13738-00 HR Analyst
Department and Description: L 150505 Payroll - General
Transaction Status: Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

[Error or Warning Messages](#) | [Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday, Feb 16, 2010	Wednesday, Feb 17, 2010	Thursday, Feb 18, 2010	Friday, Feb 19, 2010	Saturday, Feb 20, 2010	Sunday, Feb 21, 2010	Monday, Feb 22, 2010	Tuesday, Feb 23, 2010	Wednesday, Feb 24, 2010	Thursday, Feb 25, 2010
Total Hours:			0											
Total Units:				0										

Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message
WARNING No hours entered.				

Routing Queue

Name	Action and Date
Carol F Goldsberry	Originated Feb 16, 2010 07:32 am
Carol F Goldsberry	Submitted Feb 23, 2010 09:47 am
Germaine R Mock	Pending
Dennis B Carr (Mandatory)	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Feb 16, 2010	100.00		111100	150005	520300	510000				

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

[Time Sheet](#) | [Error or Warning Messages](#) | [Routing Queue](#) | [Account Distribution](#)

[[Time and/or Leave Entry](#) | [Complete an Online Survey](#) | [Employee Directory](#) | [Benefits and Deductions](#) | [Pay Information](#) | [Tax Forms](#) | [Jobs Summary](#) | [Leave Balances and History](#) | [Classified Seniority List](#) | [Finance Dashboard](#) | [Lane Alert Notification Options](#)]

RELEASE: 8.2.0.1

powered by
SUNGARD SCT HIGHER EDUCATION

If the timesheet is correct select **Approve**. If the timesheet needs correction, select either **Change Record** and enter the corrections and select **Approve** OR select **Return for Correction** for the employee to make the corrections themselves. Then to continue with the mass department timesheet approval process after individual timesheet approval, click on **Previous Menu**.

If your department payroll approver has previously reviewed all of the timesheets in the timesheet org, proceed by clicking on **Select All, Approve or FYI**.

https://inb.lanecce.edu:4446/pls/lanec/bwptais.P_ProcSelectSuperUserAction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Address https://inb.lanecce.edu:4446/pls/lanec/bwptais.P_ProcSelectSuperUserAction Go

Search the Web Search Address

Enrollment Services Financial Aid **Employee** Personal Information Main Menu

SITE MAP HELP EXIT

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: L, Lane Community College
 Department: 150005, HR Administration - General
 Pay ID: SM, Semi-Monthly
 Pay Period: Feb 16, 2006 to Feb 28, 2006
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Mar 02, 2006, 10:00 A.M.

Select New Department Select All, Approve or FYI Reset Save

Pending

ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
L00399727	Pam M K Farmer M12226 - 00	Override	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
L00000098	Kathy K Rasmussen C93062 - 00	Override	19.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

Returned for Correction

ID	Name and Position	Total Hours	Total Units	Other Information
L00137848	Thomas Earl Davis C13042 - 00		2.50	.00 Comments

In Progress

ID	Name and Position	Total Hours	Total Units	Other Information
L00329842	Deborah J Anderson W64062 - 00		7.50	.00
L00026089	Heidi R Chase C13062 - 00		.75	.00

Done Internet

Transaction Status

Timesheets must have a status of Not Started or Approved to be able to move through the payroll process.

Status	Description	Correction Required?
Not Started	The timesheet has not been extracted (opened) by the employee	Yes, if a contracted position
In Progress	The timesheet has been opened, but time has not been completed by the employee. This type of time transaction has not been submitted for approval	Yes
Pending	The timesheet has been submitted for approval. It will remain as Pending until all approvers in the queue have completed their approvals.	Yes
Approved	The timesheet has been approved by all approvers in the routing queue and is ready for processing by the Mass Time Entry Process	No
Completed	The timesheet has been fully processed through the Mass Time Entry Process	No
Error	The timesheet has either been submitted or approved with problems.	If the timesheet is in error status because an employee has entered zero hours and then submitted for approval, no action is necessary. For all other error conditions, contact Payroll
Return for Correction	The timesheet has been returned to the employee for correction	Yes
Cancelled	If this is clicked on during the payroll approval process, it tends to cause error problems and so should not be used. If a timesheet needs to be deleted, the delete function should be used instead	Contact Payroll if cancelled is accidentally clicked on