# BANNER

# Timesheet Approval Process

# User Documentation

## Version 1.0

## Jan 08, 2020

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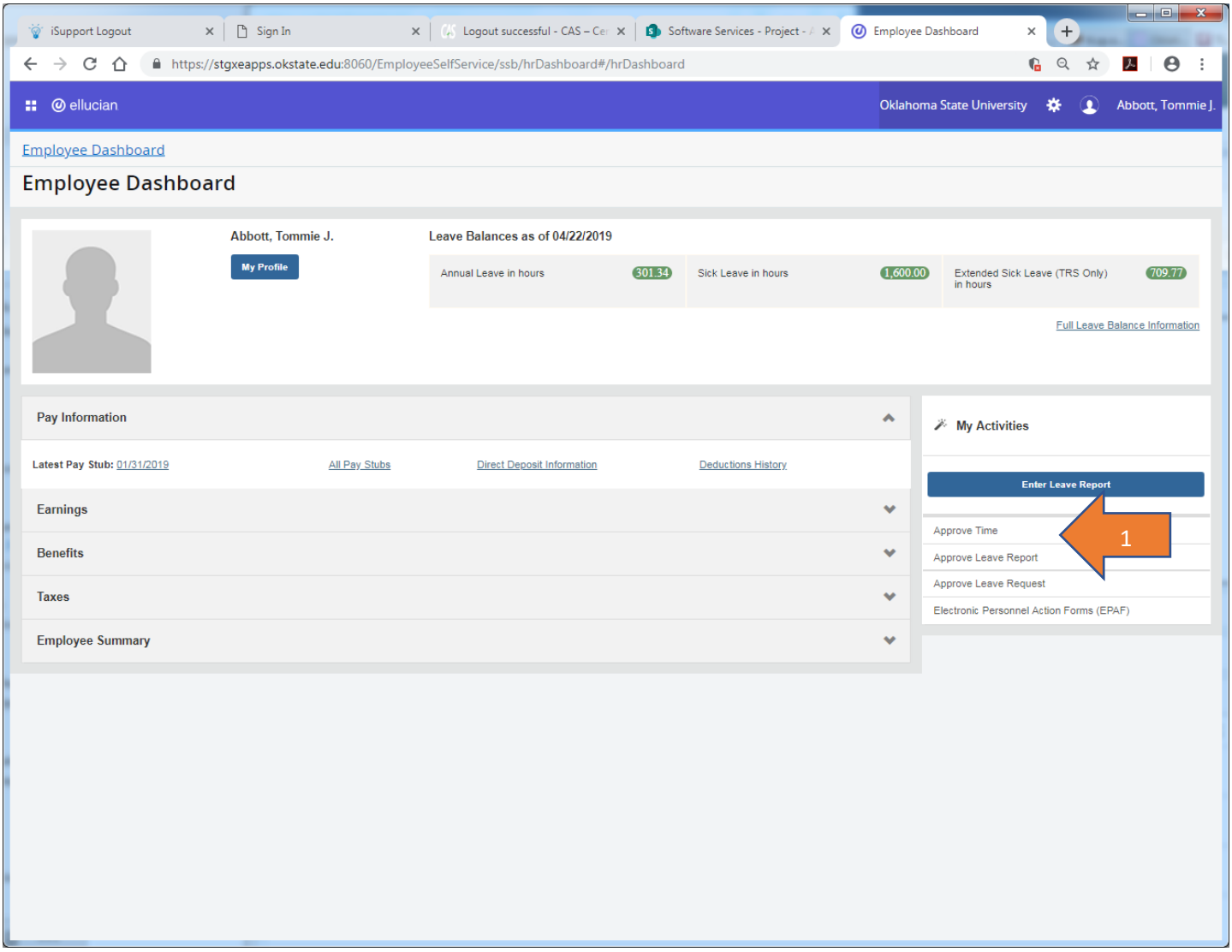
## Timesheet Approval Process

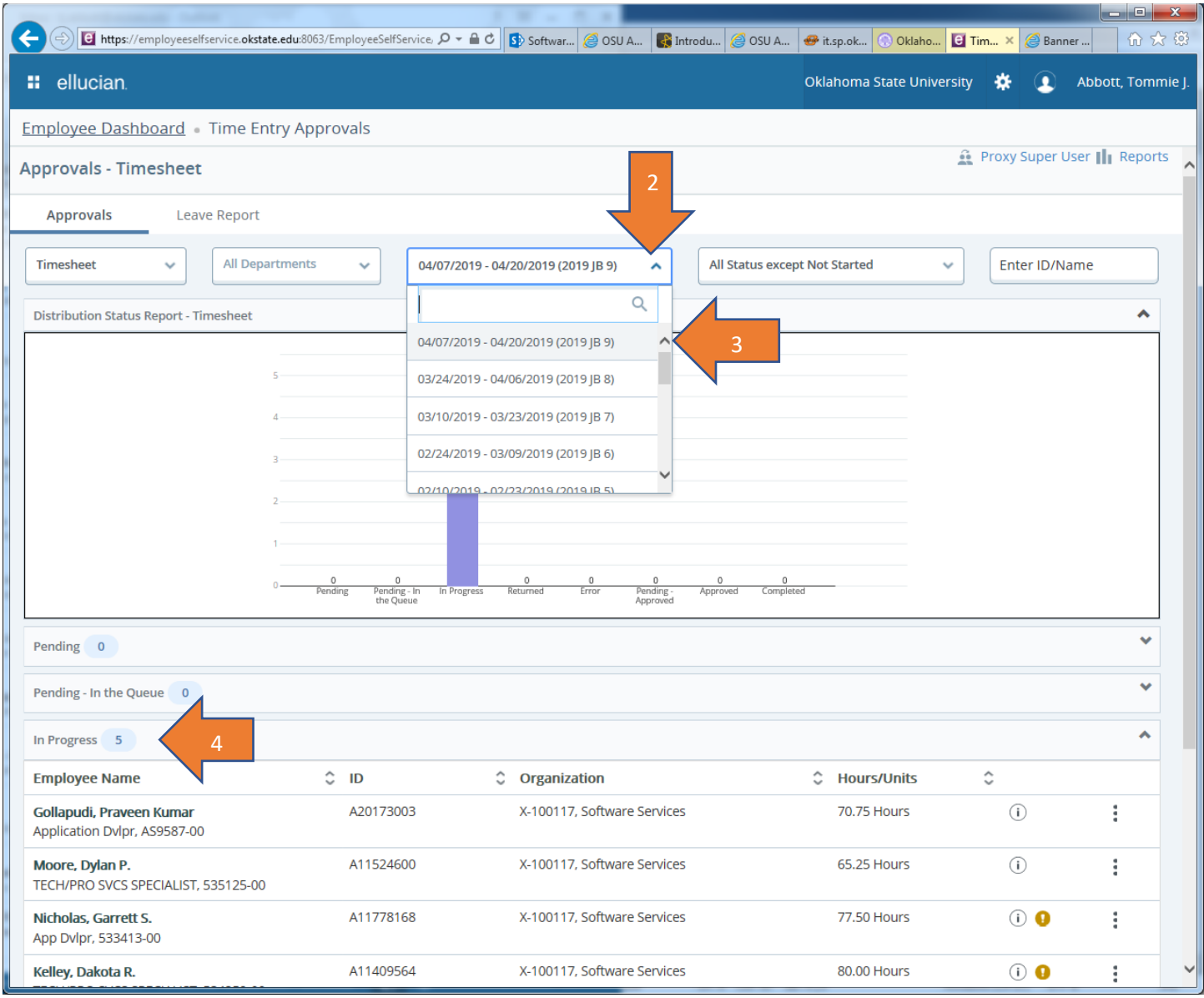
Once you've logged in to Banner Employee Self Service, you will see a page simular to the following page.

(Note, the employee picture may eventually be activated in production, but may still be missing for some individuals that do not have a picture on file. The information pertaining to the employee picture has been removed).

1. Under "My Activities" (on the right had side of the page), you should see a list of options. Click on "Approve Time" (1).

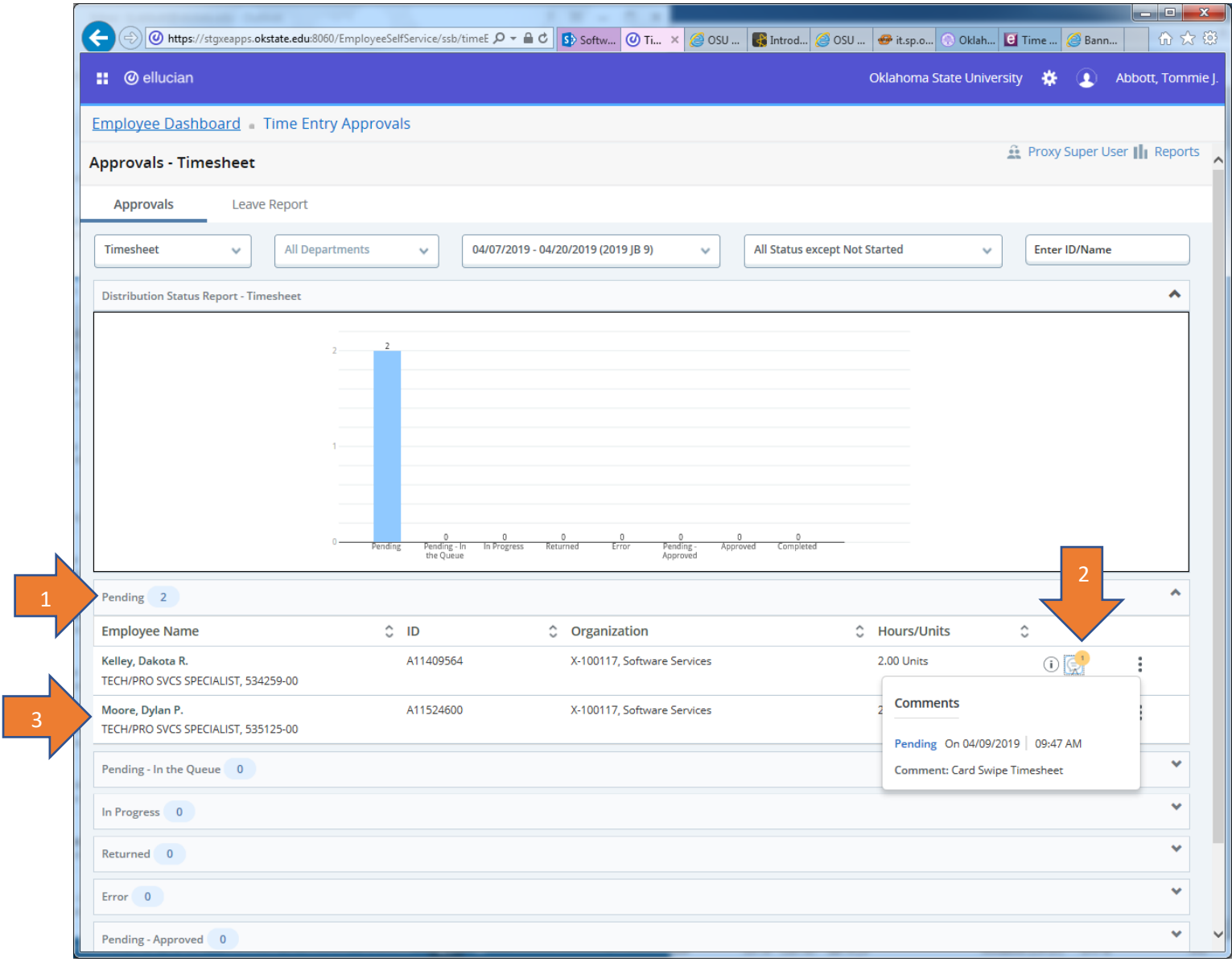


The next page shows the approver a lot of information.




- You can click on any of the drop down arrows to see what options are available (1).
- The current pay period is automatically displayed. To approve time for the previous pay period, click on the drop down arrow in the “Pay Period” box (2), and click on the pay period you want to work with (3).
- The number of Employees who have opened their timesheets, but have not yet submitted their timesheet for approval will show as “In Progress” (4).

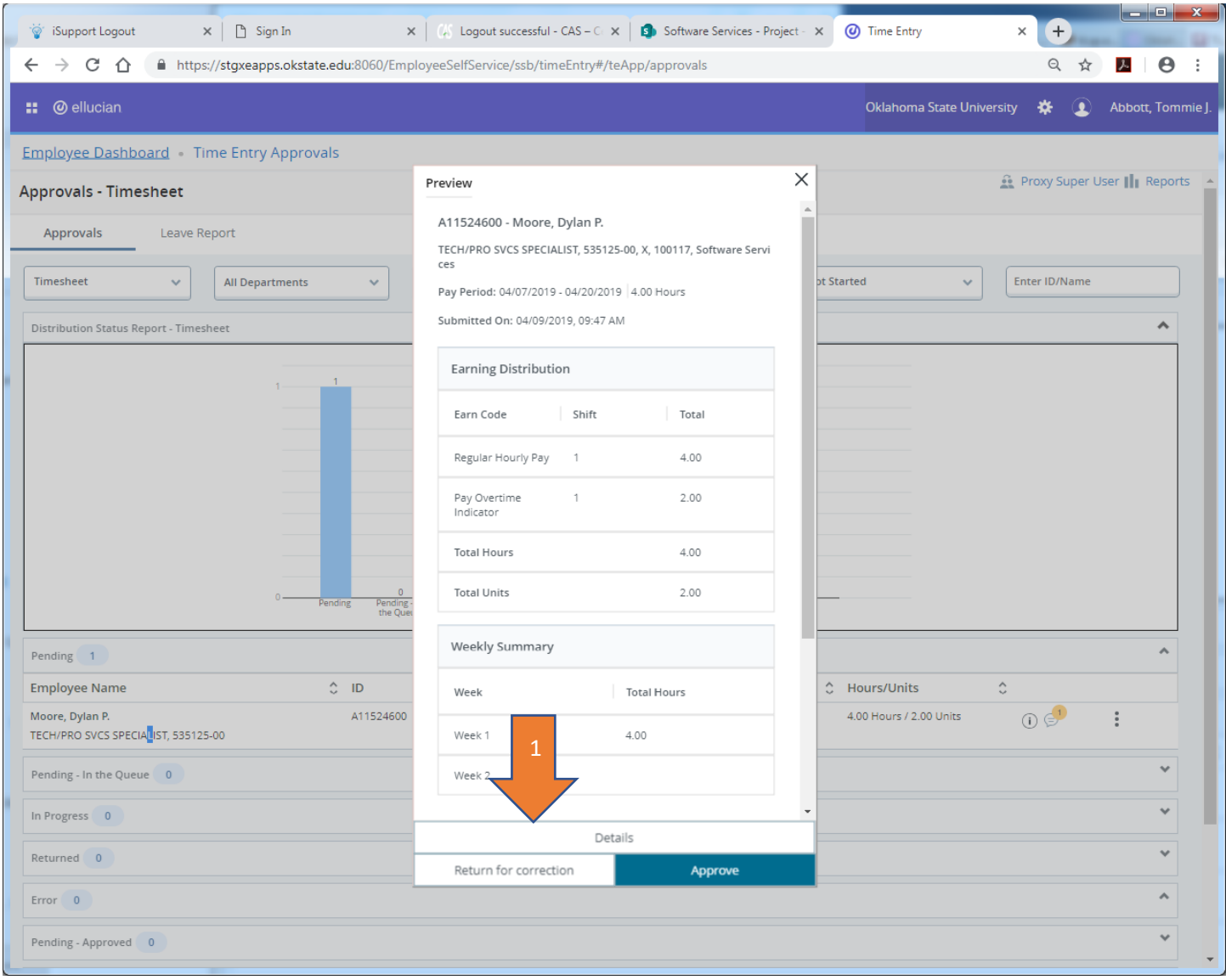
The number of Employees, who have submitted their timesheets to be approved, will show as “Pending” (1).




Clicking on the highlighted Exclamation Point icon (2), will show you the Timesheet Comments.

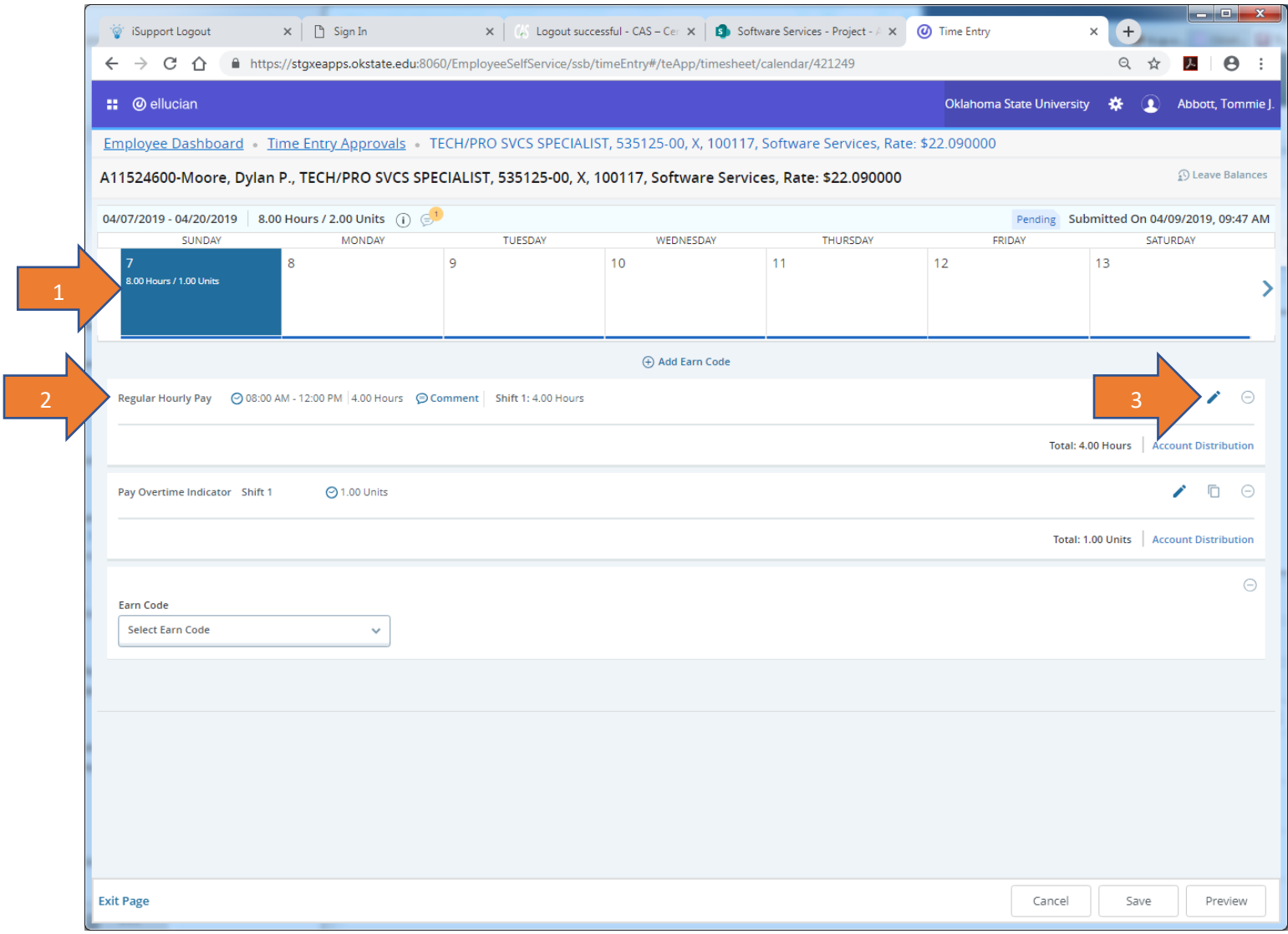
Clicking on an employee’s name (3) causes the Preview box pop up as shown below.

To see individual days, click on Details (1).

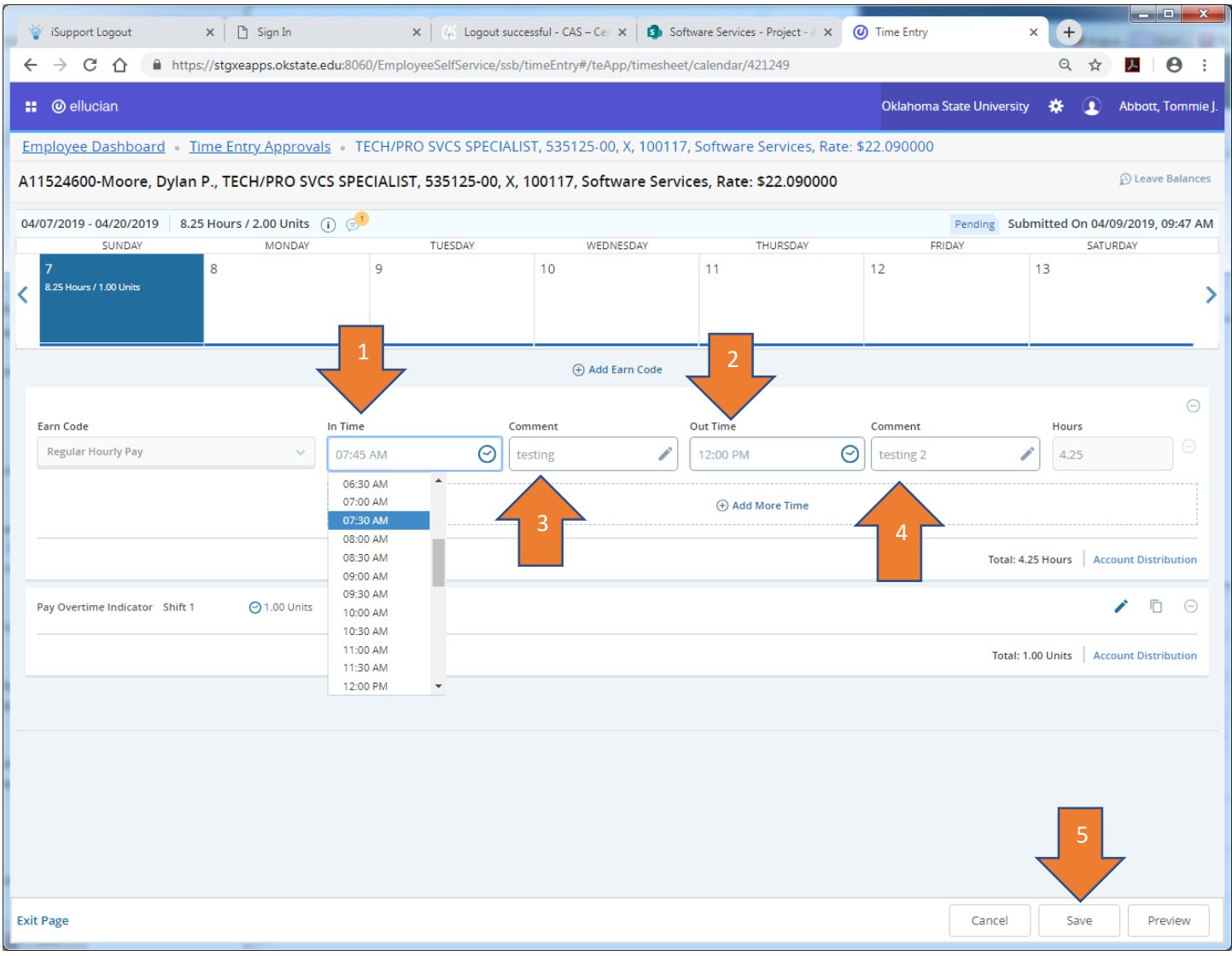


Click on the calendar day of the pay period that you want to view in detail (1). You will see all Earnings Codes that the employee has reported time against for that day (2).

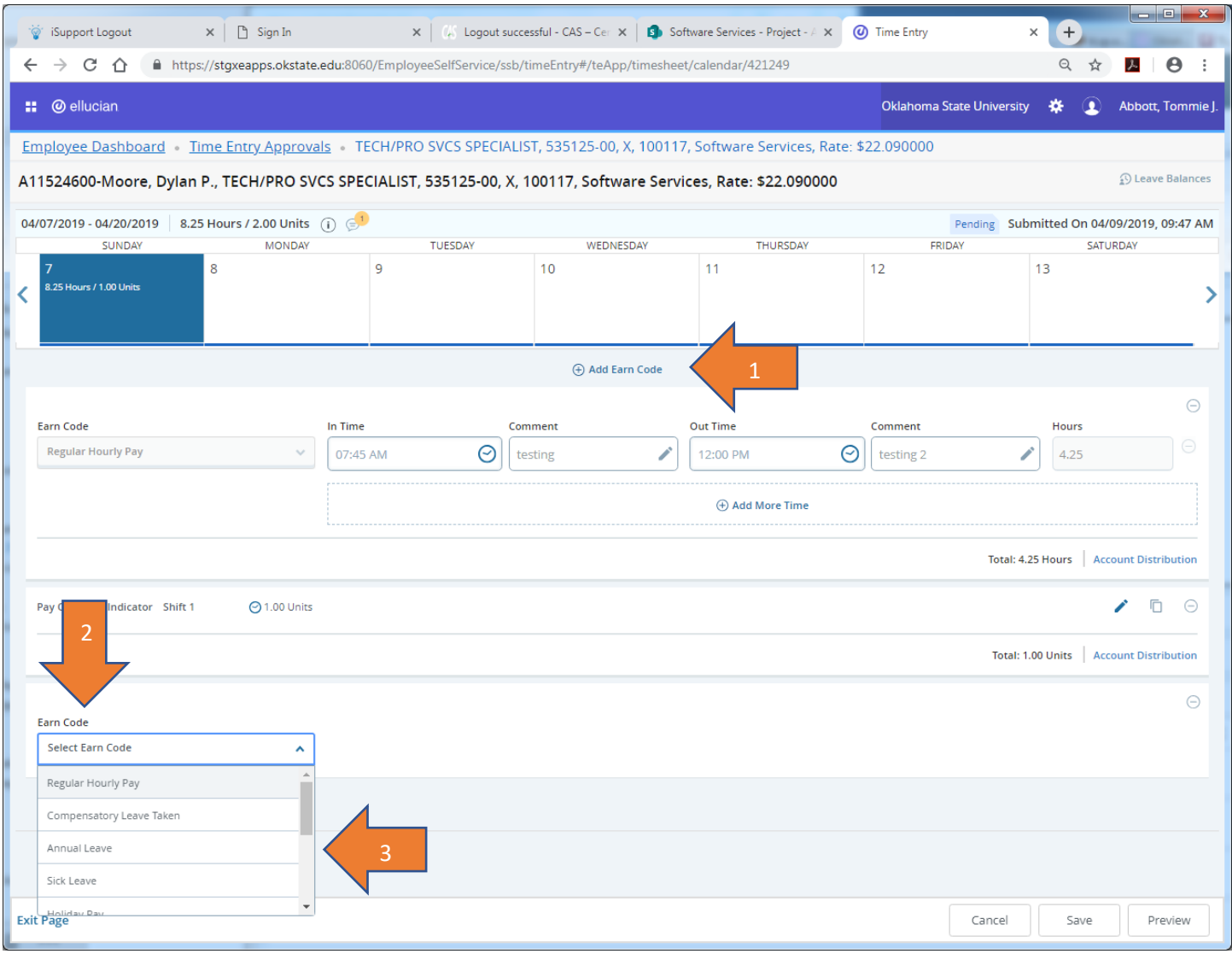
To edit existing time, click on the pencil on the righthand side of the page (3).



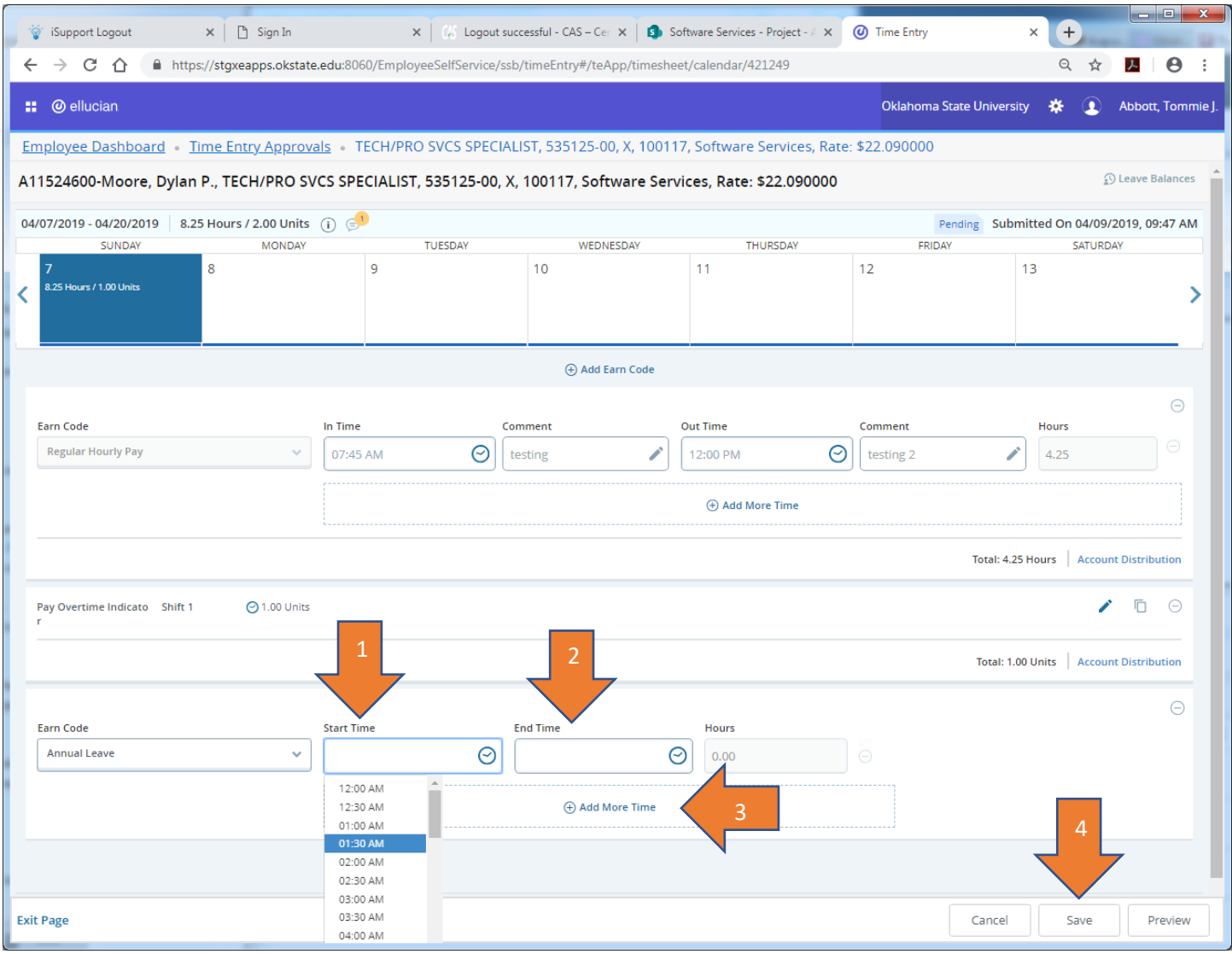
To adjust existing worked time, click on either the In Time (1) or Out Time box (2) and select the appropriate time from the drop down box, or you can enter the time directly into the box(es). Time format is Hour:Minutes (space) AM or PM (for example 11:15 AM). Enter a comment for each box being adjusted (3 & 4). Once you are satisfied with the adjusted time, click on the Save button (5).



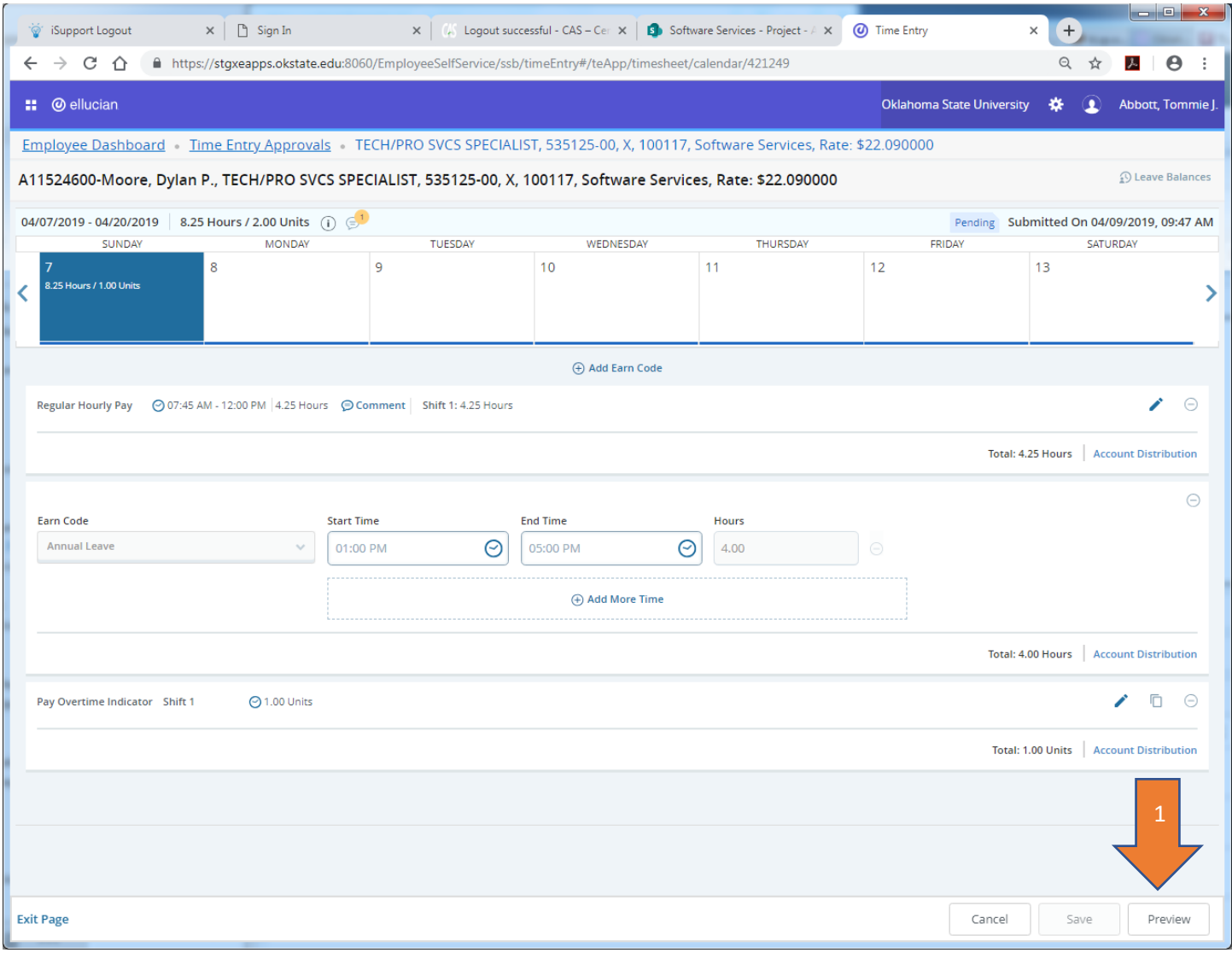
To add time against another Earnings Code, click on the Add Earn Code line (1). You will see a new line appear requesting that you Select Earn Code (2). Click on the arrow in the box and select an Earnings Code from the drop down list (3).



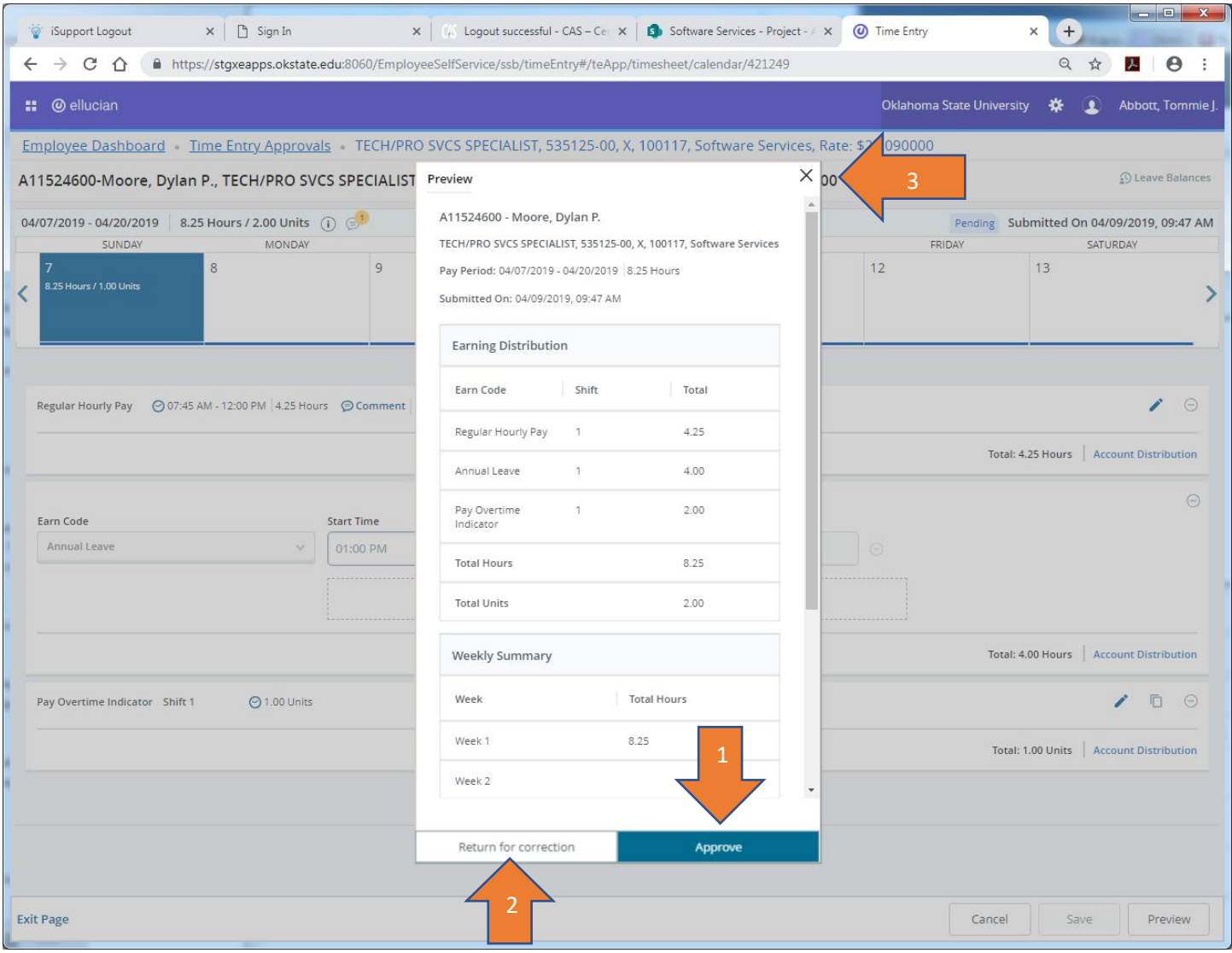
Next you will be asked to enter time for the new EC. Enter the Start and End Times (1 & 2). Time format is Hour:Minutes (space) AM or PM (for example 11:15 AM). If you need to add more time, click on the Add More Time line (3). Then click the Save button (4).



You can now click on the Preview button (1) to see the summary of the employee's timesheet.



You can approve the timesheet by clicking on the Approve Button (1), or you can route it back to the employee for correction (2). You should not approve a timesheet until all hours have been completed for the pay period (employee has recorded the last working day and entered any leave hours for the remaining working days for the pay period). If you do not wish to take action at this time, you can click on the 'X' (3) in the upper right corner of the Preview Window to return to the employee timesheet.




At this point, you can go back to the Time Entry Approvals page and select the next employee's Timesheet for approval.