

**BANNER**

**Timesheet Approval Process**

**User Documentation**

**Version 1.0**

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## Timesheet Approval Process

Once you've logged in to Banner Employee Self Service, you will see a page similar 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 hand side of the page), you should see a list of options. Click on "Approve Time" (1).

The screenshot displays the Banner Employee Self Service interface. The top navigation bar includes the ellucian logo, the text 'Oklahoma State University', and the user's name 'Abbott, Tommie J.'. The main heading is 'Employee Dashboard'.

Below the heading, the dashboard is divided into several sections:

- Employee Profile:** Includes a placeholder for a profile picture, the name 'Abbott, Tommie J.', and a 'My Profile' button.
- Leave Balances as of 04/22/2019:** A table showing current leave balances.

Leave Type	Balance
Annual Leave in hours	301.34
Sick Leave in hours	1,600.00
Extended Sick Leave (TRS Only) in hours	709.77
- Pay Information:** A section with expandable/collapsible options for 'Latest Pay Stub: 01/31/2019', 'All Pay Stubs', 'Direct Deposit Information', 'Deductions History', 'Earnings', 'Benefits', 'Taxes', and 'Employee Summary'.
- My Activities:** A sidebar on the right containing a list of actions: 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', and 'Electronic Personnel Action Forms (EPAF)'. An orange arrow labeled '1' points to the 'Approve Time' option.

The next page shows the approver a lot of information.

The screenshot shows the 'Approvals - Timesheet' page in the Employee Self-Service portal. The page includes a 'Distribution Status Report - Timesheet' chart and a table of employees with their timesheet status. Four orange arrows point to specific features:

- Arrow 1 points to the 'Timesheet' dropdown menu.
- Arrow 2 points to the 'Pay Period' dropdown menu.
- Arrow 3 points to the 'Pay Period' dropdown menu options.
- Arrow 4 points to the 'In Progress' status bar.

The 'Distribution Status Report - Timesheet' chart shows the following data:

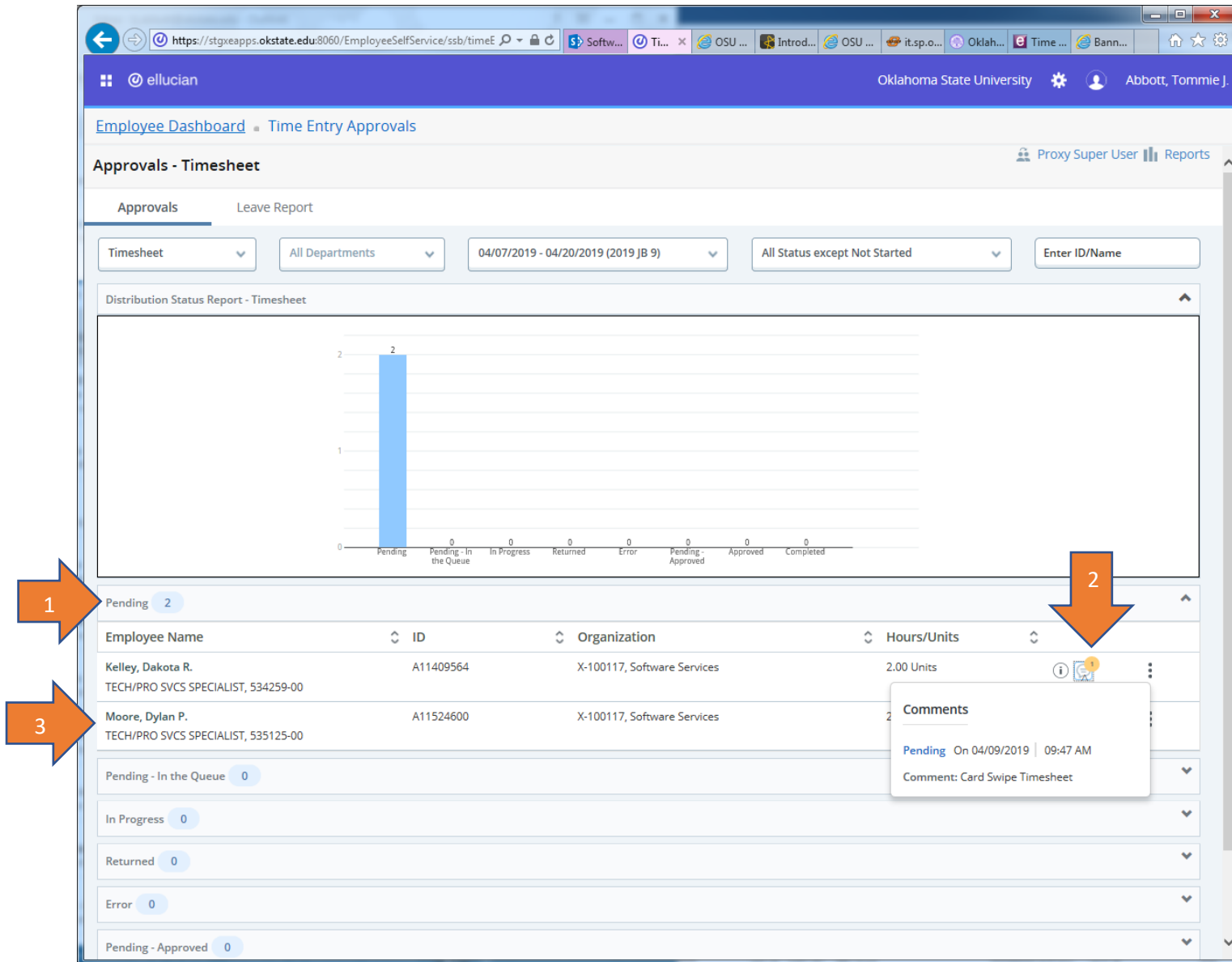
Status	Count
Pending	0
Pending - In the Queue	0
In Progress	5
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

The table below shows the employees and their timesheet status:

Employee Name	ID	Organization	Hours/Units	Status
Gollapudi, Praveen Kumar Application Dvlpr, AS9587-00	A20173003	X-100117, Software Services	70.75 Hours	In Progress
Moore, Dylan P. TECH/PRO SVCS SPECIALIST, 535125-00	A11524600	X-100117, Software Services	65.25 Hours	In Progress
Nicholas, Garrett S. App Dvlpr, 533413-00	A11778168	X-100117, Software Services	77.50 Hours	In Progress
Kelley, Dakota R.	A11409564	X-100117, Software Services	80.00 Hours	In Progress

- 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).

The screenshot displays the 'Employee Dashboard - Time Entry Approvals' interface. The 'Approvals - Timesheet' section is active, showing a 'Distribution Status Report - Timesheet' with a bar chart indicating 1 pending item. Below the chart, a list of pending items is shown, including 'Moore, Dylan P.' with ID 'A11524600'. A 'Preview' modal is open, displaying details for the selected entry. The modal includes a 'Weekly Summary' table with 1 week of data (4.00 hours). An orange arrow labeled '1' points to the 'Details' button at the bottom of the modal. The background also shows a 'Pending - In the Queue' section with 0 items and an 'Error' section with 0 items.

**Preview**

A11524600 - Moore, Dylan P.  
TECH/PRO SVCS SPECIALIST, 535125-00, X, 100117, Software Services  
Pay Period: 04/07/2019 - 04/20/2019 | 4.00 Hours  
Submitted On: 04/09/2019, 09:47 AM

**Earning Distribution**

Earn Code	Shift	Total
Regular Hourly Pay	1	4.00
Pay Overtime Indicator	1	2.00
<b>Total Hours</b>		4.00
<b>Total Units</b>		2.00

**Weekly Summary**

Week	Total Hours
Week 1	4.00
Week 2	

**Details**

Return for correction | **Approve**

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).

The screenshot shows the 'Time Entry' interface for an employee at Oklahoma State University. The browser address bar shows the URL: <https://stgxeapps.okstate.edu:8060/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/calendar/421249>. The user is logged in as 'Abbott, Tommie J.'.

The interface displays a calendar for the pay period 04/07/2019 - 04/20/2019. The calendar shows Sunday (7) with 8.00 Hours / 1.00 Units, Monday (8), Tuesday (9), Wednesday (10), Thursday (11), Friday (12), and Saturday (13). An orange arrow labeled '1' points to the Sunday (7) entry.

Below the calendar, the 'Add Earn Code' section is visible. It shows 'Regular Hourly Pay' for 08:00 AM - 12:00 PM, 4.00 Hours, with a 'Comment' link and 'Shift 1: 4.00 Hours'. An orange arrow labeled '2' points to this section. The 'Total: 4.00 Hours' and 'Account Distribution' link are also visible.

Below the 'Add Earn Code' section, the 'Pay Overtime Indicator' section shows 'Shift 1' for 1.00 Units. An orange arrow labeled '3' points to the pencil icon on the right side of this section.

At the bottom, there is an 'Earn Code' dropdown menu with 'Select Earn Code' as the current selection. The bottom of the page includes an 'Exit Page' link and 'Cancel', 'Save', and 'Preview' buttons.

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).

The screenshot shows the 'Time Entry' interface for an employee named Dylan P. Moore. The interface includes a calendar view at the top showing the week of 04/07/2019 to 04/20/2019. Below the calendar, there are fields for 'In Time', 'Out Time', and 'Hours'. The 'In Time' field is set to 07:45 AM, and the 'Out Time' field is set to 12:00 PM. The 'Hours' field shows 4.25. There are also 'Comment' fields for both 'In Time' and 'Out Time', with 'testing' and 'testing 2' entered respectively. A dropdown menu is open for the 'In Time' field, showing a list of times from 06:30 AM to 12:00 PM. The 'Save' button is located at the bottom right of the interface.

1. Click on the In Time box.

2. Click on the Out Time box.

3. Click on the Comment box for In Time.

4. Click on the Comment box for Out Time.

5. Click on the Save button.

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).

Support Logout x Sign In x Logout successful - CAS - Ce x Software Services - Project - x Time Entry x

https://stgxeapps.okstate.edu:8060/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/calendar/421249

ellucian Oklahoma State University Abbott, Tommie J.

Employee Dashboard • Time Entry Approvals • TECH/PRO SVCS SPECIALIST, 535125-00, X, 100117, Software Services, Rate: \$22.090000

A11524600-Moore, Dylan P., TECH/PRO SVCS SPECIALIST, 535125-00, X, 100117, Software Services, Rate: \$22.090000 Leave Balances

04/07/2019 - 04/20/2019 8.25 Hours / 2.00 Units Pending Submitted On 04/09/2019, 09:47 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 8.25 Hours / 1.00 Units	8	9	10	11	12	13

+ Add Earn Code 1

Earn Code	In Time	Comment	Out Time	Comment	Hours
Regular Hourly Pay	07:45 AM	testing	12:00 PM	testing 2	4.25
+ Add More Time					

Total: 4.25 Hours Account Distribution

Pay Code Indicator Shift 1 1.00 Units

2

Earn Code

- Select Earn Code
- Regular Hourly Pay
- Compensatory Leave Taken
- Annual Leave
- Sick Leave
- Holiday Pay

3

Exit Page Cancel Save Preview

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).

The screenshot shows the 'Time Entry' interface for an employee at Oklahoma State University. The interface includes a calendar view for the week of 04/07/2019 to 04/20/2019. The user is logged in as Tommie J. Abbott. The interface displays a list of time entries for the selected week. The first entry is for Sunday, 04/07/2019, with a start time of 07:45 AM and an end time of 12:00 PM, totaling 4.25 hours. The second entry is for Monday, 04/08/2019, with a start time of 01:30 AM and an end time of 02:00 AM, totaling 1.00 unit. The interface includes fields for Earn Code, In Time, Out Time, Comment, and Hours. The 'Add More Time' button is visible below the first entry. The 'Save' button is at the bottom right.

Annotations in the image:

- 1: Points to the 'Start Time' field of the second entry.
- 2: Points to the 'End Time' field of the second entry.
- 3: Points to the 'Add More Time' button below the second entry.
- 4: Points to the 'Save' button at the bottom right.

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

Support Logout | Sign In | Logout successful - CAS - Ce | Software Services - Project - / | Time Entry

https://stgxeapps.okstate.edu:8060/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/calendar/421249

ellucian | Oklahoma State University | Abbott, Tommie J.

Employee Dashboard | Time Entry Approvals | TECH/PRO SVCS SPECIALIST, 535125-00, X, 100117, Software Services, Rate: \$22.090000

A11524600-Moore, Dylan P., TECH/PRO SVCS SPECIALIST, 535125-00, X, 100117, Software Services, Rate: \$22.090000 | Leave Balances

04/07/2019 - 04/20/2019 | 8.25 Hours / 2.00 Units | Pending | Submitted On 04/09/2019, 09:47 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 8.25 Hours / 1.00 Units	8	9	10	11	12	13

+ Add Earn Code

Regular Hourly Pay | 07:45 AM - 12:00 PM | 4.25 Hours | Comment | Shift 1: 4.25 Hours

Total: 4.25 Hours | Account Distribution

Earn Code | Start Time | End Time | Hours

Annual Leave | 01:00 PM | 05:00 PM | 4.00

+ Add More Time

Total: 4.00 Hours | Account Distribution

Pay Overtime Indicator | Shift 1 | 1.00 Units

Total: 1.00 Units | Account Distribution

Exit Page | Cancel | Save | Preview

1

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.

The screenshot shows the 'Time Entry Approvals' page for employee A11524600-Moore, Dylan P. The Preview window is open, showing the following details:

- Employee:** A11524600 - Moore, Dylan P.
- Job Title:** TECH/PRO SVCS SPECIALIST, 535125-00, X, 100117, Software Services
- Pay Period:** 04/07/2019 - 04/20/2019 | 8.25 Hours
- Submitted On:** 04/09/2019, 09:47 AM

**Earning Distribution Table:**

Earn Code	Shift	Total
Regular Hourly Pay	1	4.25
Annual Leave	1	4.00
Pay Overtime Indicator	1	2.00
<b>Total Hours</b>		<b>8.25</b>
<b>Total Units</b>		<b>2.00</b>

**Weekly Summary Table:**

Week	Total Hours
Week 1	8.25
Week 2	

At the bottom of the Preview window, there are two buttons: 'Return for correction' (labeled 2) and 'Approve' (labeled 1). In the top right corner of the Preview window, there is a close button (labeled 3).

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