LINDSEY WILSON COLLEGE

BANNER SELF SERVICE

TIME APPROVERS

HANDBOOK

Approving your staff's timesheets in Banner Self Service

Access Banner 9 Self Service at https://banner.lindsey.edu/EmployeeSelfService

To approve time you will click on the "Approve Time" link on the right side of your Dashboard screen.

	*	My Activities
ons History		Enter Time
	*	
	*	Approve Time Employee Menu
	~	

If no one in your staff has submitted a timesheet you will see a red message that says "No Timesheet documents available for approval".

Employee Dashboard • Time Entry Approvals		y Approvals	No Timesheet documents available for approva		
Approvals - Timesheet			👥 Proxy Super User		
Approvals	Timesheet	Leave Request			
Timesheet	~				

If your staff has submitted timesheets you will see some selection boxes and a Distribution Report that will show you how many are in each status (Pending, In Progress, Approved, Complete, etc.) and each name below that:

.pprovals Time	heet Le	eave Reques	t						
nesheet 🗸	All Departments	~	02/24/2019	03/09/2019 (2019 BW	6) 🗸	All Status excep	t Not Started	~	Enter ID/Name
tribution Status Report - Time	sheet		6			2			
	1	1							
	1	1							
	1	1							
	1	1							
		1							
		T							

Pending 1					^
Employee Name	≎ ID	Organization	0 Hou	rs/Units 🗘	
Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	W-410000, Finance Office	80.00	Hours	:
Pending - In the Queue 0					~
In Progress 0					~
Returned 0					~
Error 0					~
Pending - Approved 0					~
Approved 0					~
Completed 0					~

You will go to each person you need to approve and click on the action menu for each one to Preview the time submitted and/or look at leave balances:



When you select the preview you will see the staff's information with a breakdown of each type of leave submitted and at the bottom your choices are "return for correction" or "Approve".

P	Preview			×	
	W22356914 - Os	he <mark>l,</mark> Debi G.			
	Payroll Specialist,	000604-00, W, 41	9 80.00 Hours		
	Submitted On: 03/	08/2019, 08:51 A	M	E.	
	Earning Distri	bution			
) Ng ue	Earn Code	Shift	Total		
	Regular Pay	1	69.50	-	
	Sick Leave	1	2.50		C Hour
91	Holiday	1	8.00		80.00
	Total Hours		80.00		
		Details			
	Return for corre	ection	Approve		

If you do not agree with the hours submitted you will "Return for Correction" or if you agree click "Approve". You will do this for each employee. If they are absent and you need to change anything for them you can click on the "Details" button to open the timesheet and make corrections/changes. After making changes you will click "preview" then "Approve" if you agree.

Employee Dashboard • Time Entry Approvals Timesheet successfully approved. Proxy Super Oser III Reports Approvals - Timesheet Approvals Timesheet Leave Request Timesheet All Departments ~ 02/24/2019 - 03/09/2019 (2019 BW 6) × All Status except Not Started × Enter ID/Name × ~ Distribution Status Report - Timesheet U Pending -Approved

Once you have approved you will see that staff members move over to the Approved column.

You also have a "Reports" option now to view that will show you more information about your staff and the leave time they have used. Top right corner.

Employee Dashbo Approvals - Time	oard • Time Entry Approvals esheet	🚊 Proxy Super User 📙 Reports
Approvals	Timesheet Leave Request	
Timesheet	All Departments V 02/24/2019 - 03/09/2019 (2019 BW 6) V All Status except Not Started	► Enter ID/Name
Distribution Status Re	eport - Timesheet	~

imesheet v Entered Earni v	All Departments 🗸	02/24/2019 - 03/09/2019 (2019 BW 6) 🗸 🗛	ll EarnCodes 🗸 🗸	Enter ID/Name
Earning Report	Employee Name 🗘	ID 0	Hours/Days/Units 🗘	Organization 🗘	Earn Code
3.2%	Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	8.00 Hours	410000-Finance Office	Holiday
10.1% Sick Holiday Leave	Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	68.50 Hours	410000-Finance Office	Regular Pay
79 Total Hours	Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	2.50 Hours	410000-Finance Office	Sick Leave
86.7% Regular Pay					
	Results found: 3		K K Page	1 of 1 >	Per Page 10 🔻

When you click the Reports you will see a break down for that pay period for hours reported like below:

To get back you can click the Approvals button that now shows up where the Reports button was, or click back on your menu ribbon to go back to Time Entry Approvals or clear back to your Dashboard:

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Employee Dashboard • Time Entry Approvals • Reports
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