

LINDSEY
WILSON
COLLEGE

BANNER SELF SERVICE

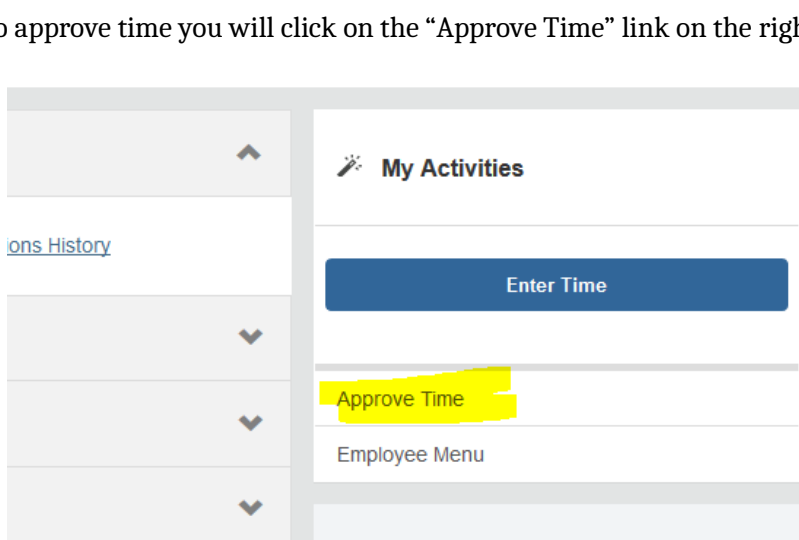
TIME APPROVERS

HANDBOOK

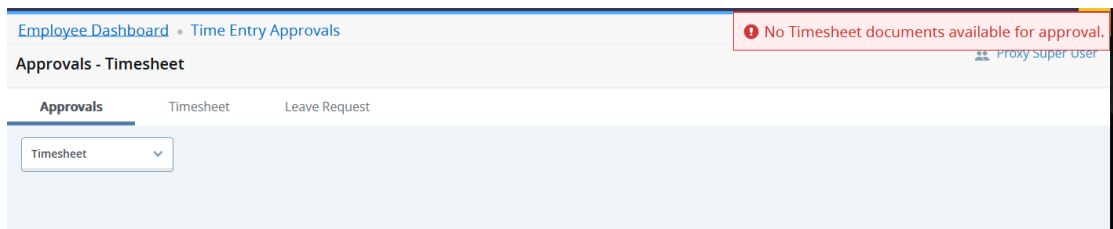
Approving your staff's timesheets in Banner Self Service

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

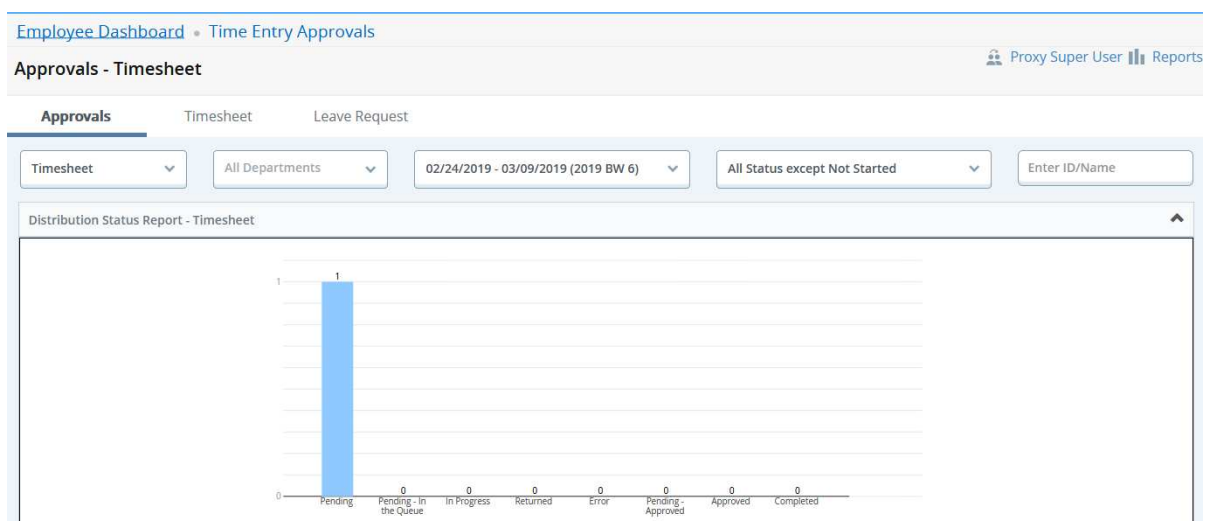
To approve time you will click on the “Approve Time” link on the right side of your Dashboard screen.



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

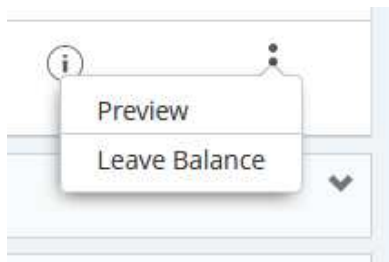


If your staff has submitted timesheets you will see some selection boxes and a Distribution Report that will show you how many are in each status (Pending, In Progress, Approved, Complete, etc.) and each name below that:



Pending	1								
Employee Name	ID	Organization	Hours/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".

Preview

W22356914 - Oshel, Debi G.

Payroll Specialist, 000604-00, W, 410000, Finance Office

Pay Period: 02/24/2019 - 03/09/2019 | 80.00 Hours

Submitted On: 03/08/2019, 08:51 AM

Earning Distribution

Earn Code	Shift	Total
Regular Pay	1	69.50
Sick Leave	1	2.50
Holiday	1	8.00
Total Hours		80.00

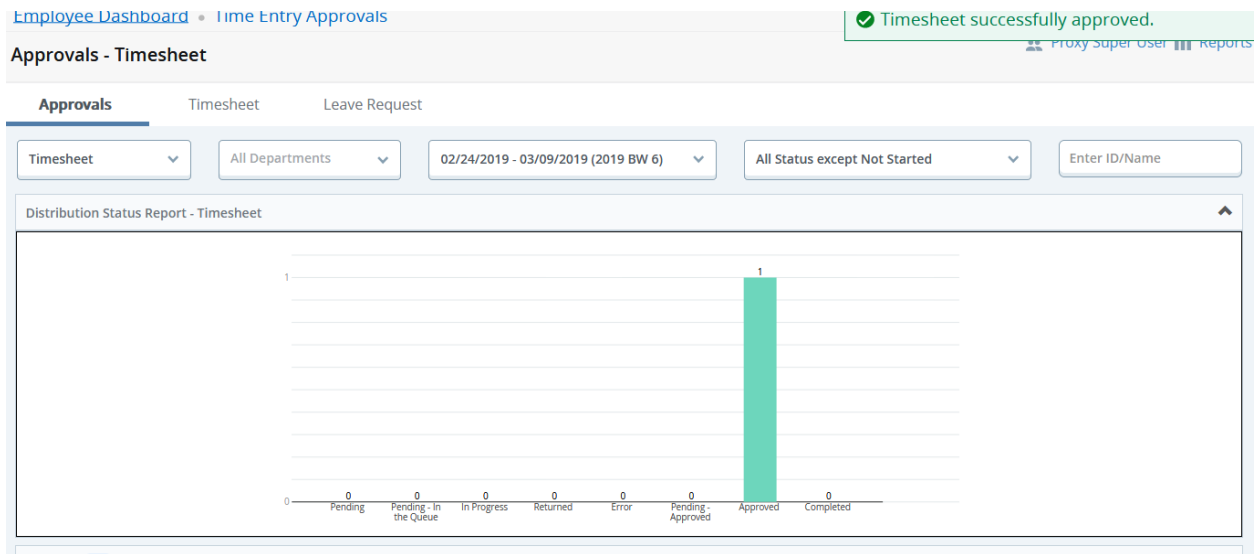
Details

Return for correction

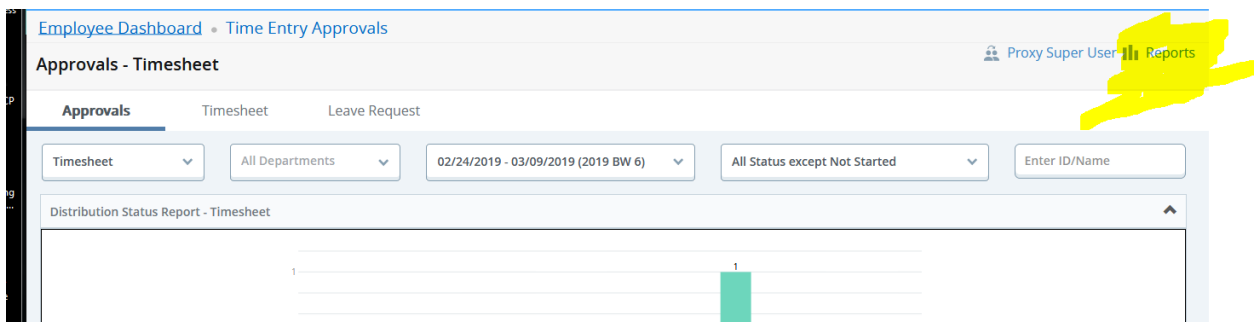
Approve

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.

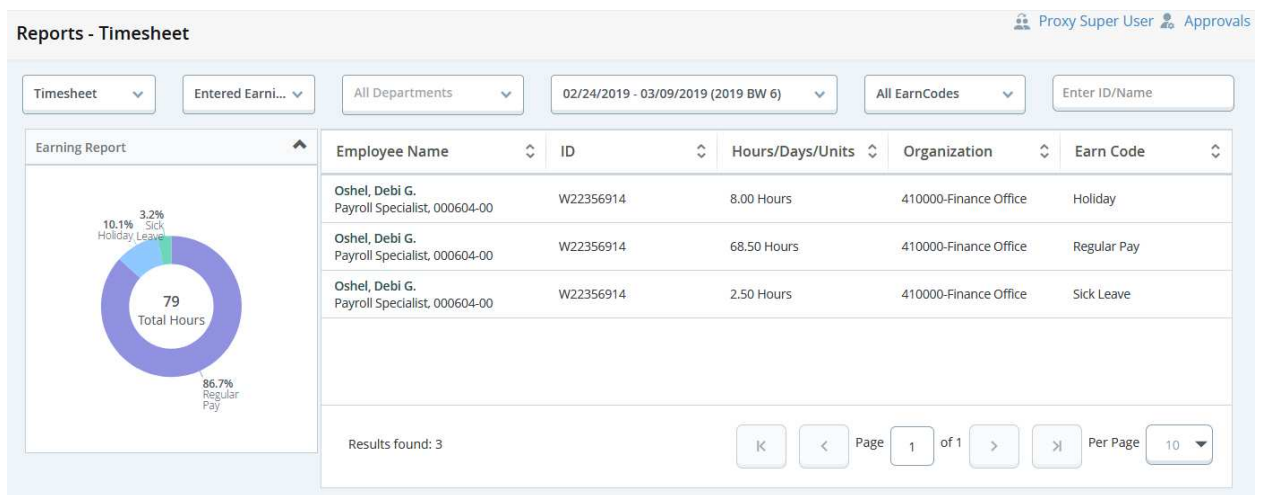
Once you have approved you will see that staff members move over to the Approved column.



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.



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:

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Reports](#)