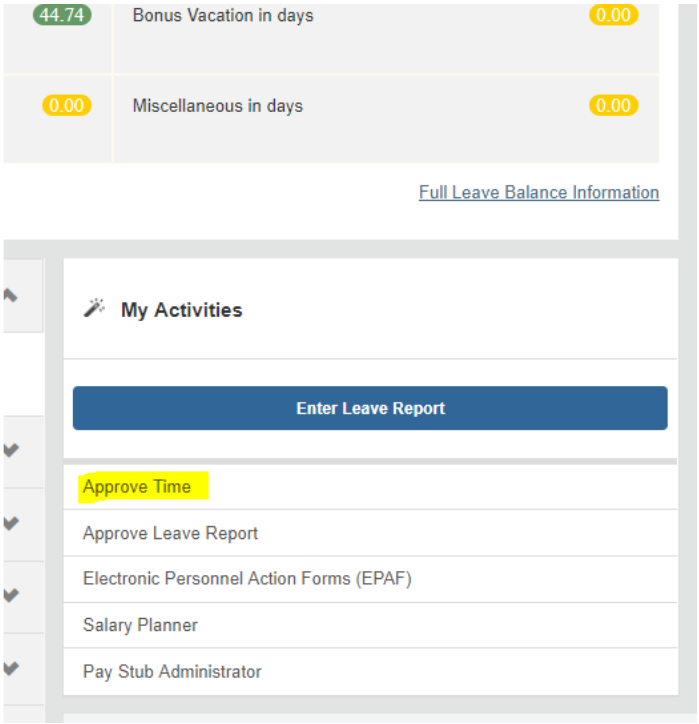
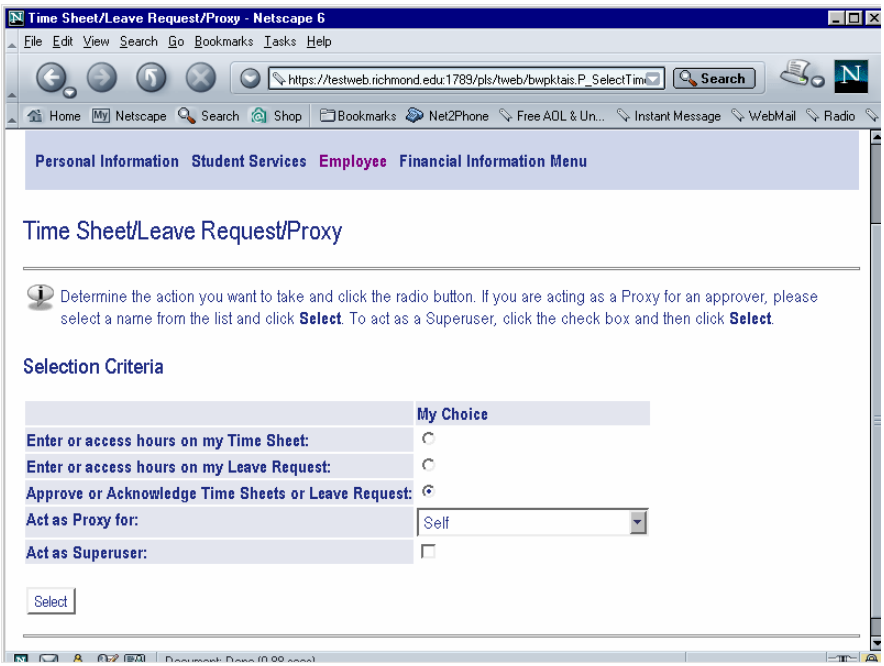
WEB TIME ENTRY – Approving Time

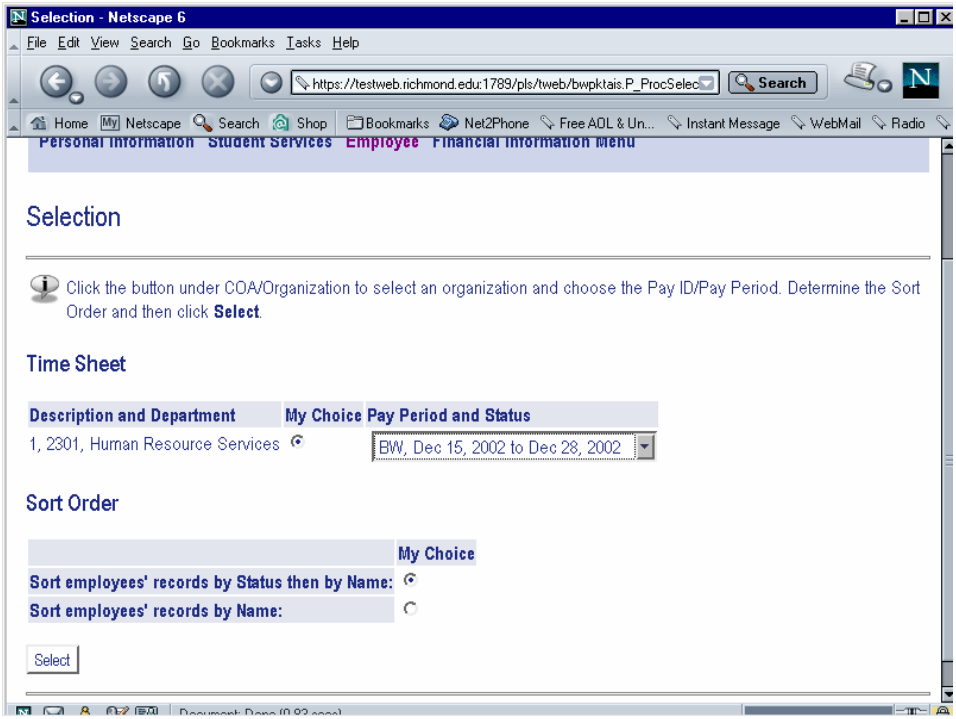
- Log in to Banner Web:
  - From the Main Menu, select Employee Information
  - Select Employee Self-Service
  - Find "My Activities" on the right side of the screen and select Approve Time



  - On the next page, the selection will default to "Approve or Acknowledge Time Sheets or Leave Request." If you are the approver for the timesheets being approved, click the Select button at the bottom of the page.
  - If you are acting as a proxy for the approver, click for the drop-down menu for "Act as Proxy" and select the person for whom you are acting. (Being a proxy must be set up in the system in advance, contact payroll@richmond.edu for more information.)



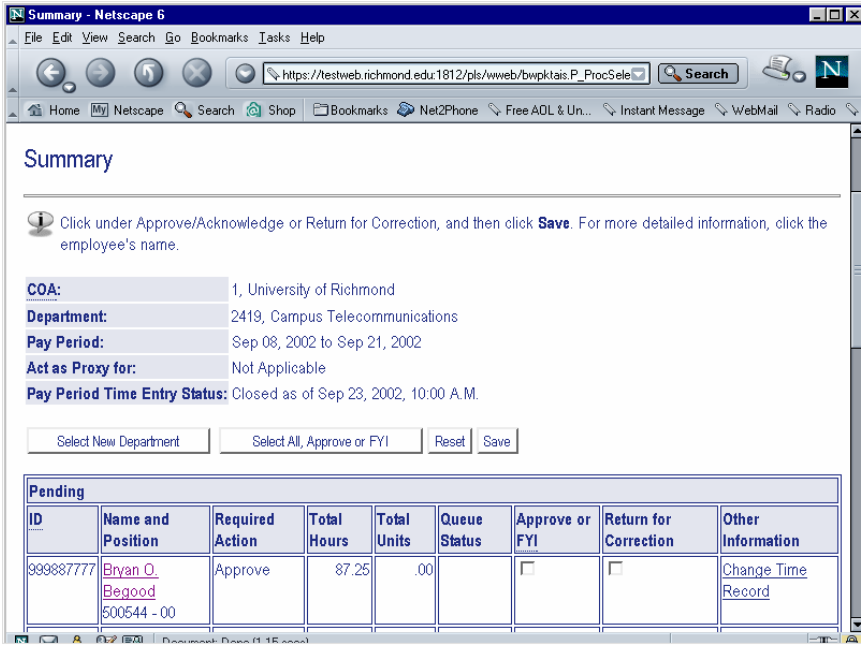
- You will then see this screen:



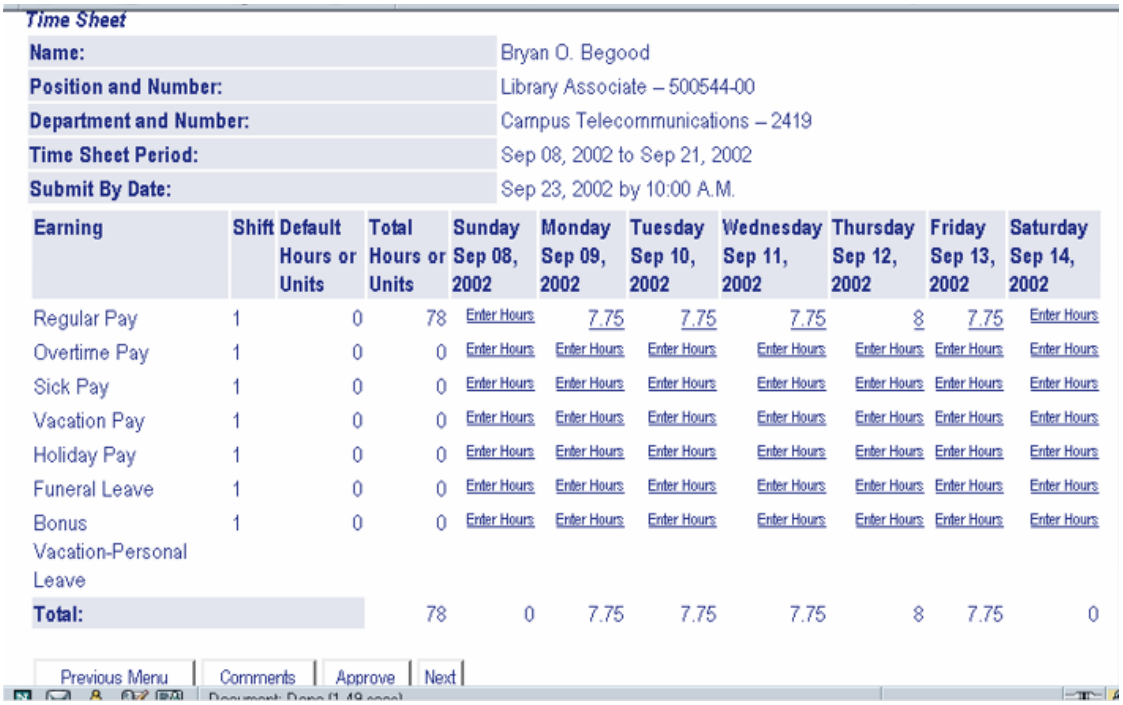
- Select the time period you want to approve time and click on the Select button. If you approve for more than one organization # and/or for monthly employee leave reports, you will see multiple options from which to select on this screen. Be sure to click the radio button for "My Choice" first before selecting the appropriate pay period.

- A Summary page will appear. You may see employees in different "stages" of the process—Nor Started, In Progress, Pending Approval, Returned for Correction. You may see employees within your organization for whom you are not the approver. Once those employees open their timesheet, it will only appear for their approver and no longer appear when you view the summary. (Note: If you

receive a message that you have no records to view, then none of the employees for whom you approve have opened their timesheets.)



- Once employees have completed their time and submitted for approval, they will be as Pending Approval.
    - Select the Employee's underlined name to display his or her timesheet. <u>This is important!! Do not approve on the Summary screen based solely on total hours. Many approvers have done so and mistakenly approved overtime hours that should not have been approved</u>. You need to bring up the employee's timesheet and review the day-by-fay time entered in order to make a valid approval.
- At this time as approver you can do the following:
    - Click the "Approve" button
    - Click the "Return for Correction" button (let the employee know that you have done this) or
    - Click on "Change Record" button. This will bring up the employee's timesheet:



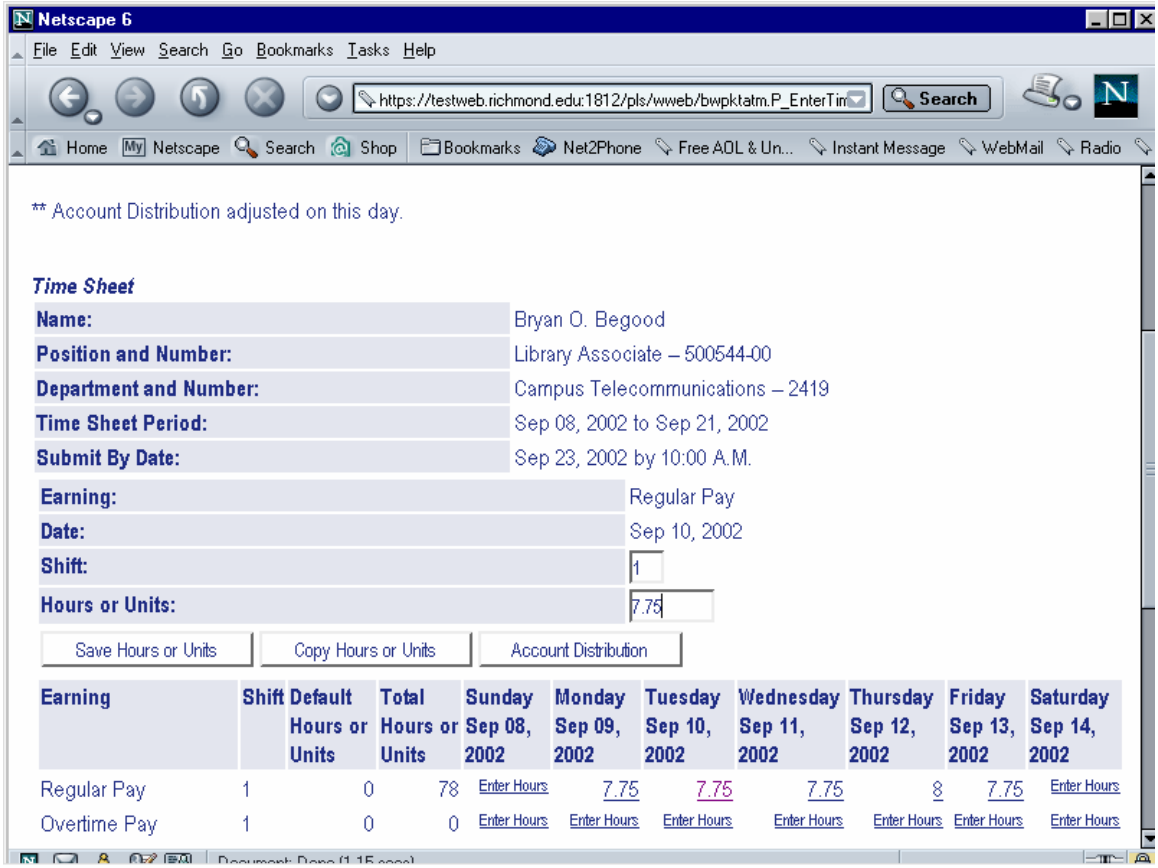
Time Sheet

Name:	Bryan O. Begood
Position and Number:	Library Associate – 500544-00
Department and Number:	Campus Telecommunications – 2419
Time Sheet Period:	Sep 08, 2002 to Sep 21, 2002
Submit By Date:	Sep 23, 2002 by 10:00 A.M.

Earning	Shift	Default Hours or Units	Total Hours or Units	Sunday Sep 08, 2002	Monday Sep 09, 2002	Tuesday Sep 10, 2002	Wednesday Sep 11, 2002	Thursday Sep 12, 2002	Friday Sep 13, 2002	Saturday Sep 14, 2002
Regular Pay	1	0	78	Enter Hours	7.75	7.75	7.75	8	7.75	Enter Hours
Overtime Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Vacation-Personal Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total:			78	0	7.75	7.75	7.75	8	7.75	0

Previous Menu | Comments | Approve | Next

- Looking at the days of the week along the top and the earn codes on the left, double click on the hours for the day/earn code for which a correction is needed.

- Enter the changed time in the Hours/Units box and Save Hours/Units.
- When finished correcting the timesheet, click on Approve at the bottom of the screen.
- 

- **NOTES:**
  - To assign a proxy, send an email with the following information: your id #, the name of your election for proxy and that individual's network user name and UR ID.