WEB TIME ENTRY – Approving Time

- Banner Web:
  - When approving time instead of signing a timecard, go to the University Web page and click on BannerWeb.

- Getting onto the Time Entry portion:
  - Click on Secure Logon
  - Enter your Userid and password - this should be the same as when you took the Employee Web training.
  - Click on Employee Information
  - Click on Time Sheet
  - Select “Approve/Acknowledge Time Sheets or Leave” and click on Select

You will then see this screen:
Select the time period you want to approve time and click on the Select button.
In the “Not Started” area, you will see all those that submit time through the Web, including employees that do not work for you. This is a “quirk” in the Web Time Entry.

- Click on the underlined name and this screen appears:
Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name: 399997777, Bryan O. Begood
Position: 50004444 Library Associate
Organization: 2419 Campus Telecommunications
Transaction Status: Pending

Time Sheet

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Total</th>
<th>Monday, Sep 08, 2002</th>
<th>Tuesday, Sep 10, 2002</th>
<th>Wednesday, Sep 11, 2002</th>
<th>Thursday, Sep 12, 2002</th>
<th>Friday, Sep 13, 2002</th>
<th>Saturday, Sep 14, 2002</th>
<th>Sunday, Sep 15, 2002</th>
<th>Monday, Sep 16, 2002</th>
<th>Tuesday, Sep 17, 2002</th>
<th>Wednesday, Sep 18, 2002</th>
<th>Thursday, Sep 19, 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Pay</td>
<td>7.75</td>
<td>7.75</td>
<td>7.75</td>
<td>7.75</td>
<td>7.75</td>
<td>8</td>
<td>7.75</td>
<td>8</td>
<td>7.75</td>
<td>7.75</td>
<td>7.75</td>
<td>7.75</td>
<td>7.75</td>
</tr>
<tr>
<td></td>
<td>Total Hours</td>
<td>78</td>
<td>78</td>
<td>78</td>
<td>78</td>
<td>78</td>
<td>8</td>
<td>78</td>
<td>8</td>
<td>78</td>
<td>78</td>
<td>78</td>
<td>78</td>
<td>78</td>
</tr>
</tbody>
</table>

Routing Queue

<table>
<thead>
<tr>
<th>Name</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan O. Begood</td>
<td>Originated Sep 20, 2002 10:01 am</td>
</tr>
<tr>
<td>Bryan O. Begood</td>
<td>Submitted Sep 20, 2002 10:14 am</td>
</tr>
<tr>
<td>Pamela A. Harper</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Account Distribution

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 08, 2002</td>
<td>100.00</td>
<td>2443</td>
<td>19306</td>
<td>2443</td>
<td>0111</td>
<td>285</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |
• Once employees have completed their time and submitted for approval, they will be listed under a Pending area. At this time as approver you can do the following:
  o Click the “Approve” button
  o Click the “Return for Correction” button (let the employee know that you have done this) or
  o Click on “Change Record” button. This will bring up the screens just like the employee had for entering time:

  - Follow the same procedures for correcting the time.
  - Looking at the days of the week along the top and the earn codes on the left hand side, double click on the hours for the day/earn code for the time you want to correct.
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:**

- For assigning a proxy, if you are NOT a Banner user, please send an email to Cheryl Richards (crichard@richmond.edu) as to who to assign as your proxy. Please include your network/email user ID and the user ID for your proxy.
- If Account Distribution information needs to be changed, please contact Cheryl or Marty Englert and one of us will show you how that is done.