

Washburn University Supervisor Approval Instructions

Instructions for approving staff's timesheets in Banner 9 Self Service

Supervisors are required to review and approve employee time sheets. Approving employee time sheets is an audit process that confirms that an employee recorded accurate time and leave information that will ultimately have an impact on the compensation received by the employee.

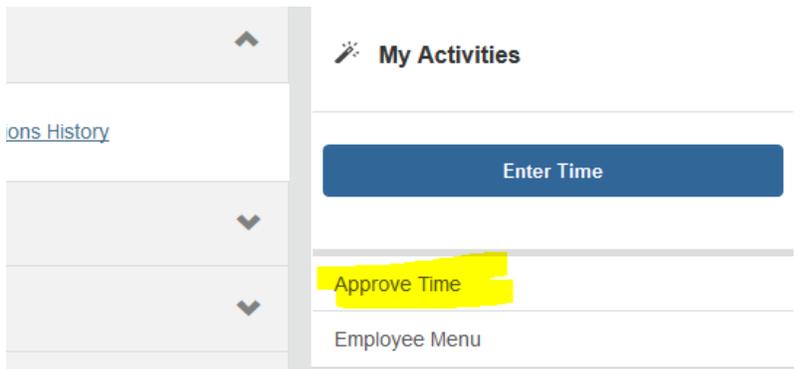
A time sheet approver may perform any of the following time sheet actions:

- 1) Review time sheets for accuracy and completeness;
- 2) Enter Approver comments;
- 3) Reject time sheets (Return for correction); and
- 4) Approve time sheets.

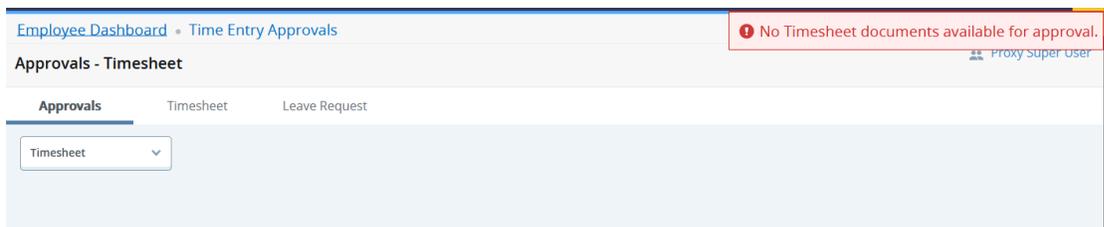
A time sheet approver may NOT approve his/her own time sheet.

You may setup a proxy to approve time sheets when you are sick or on personal leave, however a proxy should not be used every pay period and only in your absence or extreme emergencies. It is your duty as a supervisor to approve time sheets for the staff you supervise.

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 chart.

Please keep in mind the system defaults to the most current pay period where staff have opened a timesheet. So if it is Monday afternoon and you are wanting to approve timesheets it will default to the

new current pay period and not the last two weeks' pay period that you are wanting to approve time for so double check the pay period drop down box for the correct dates you are wanting to approve.

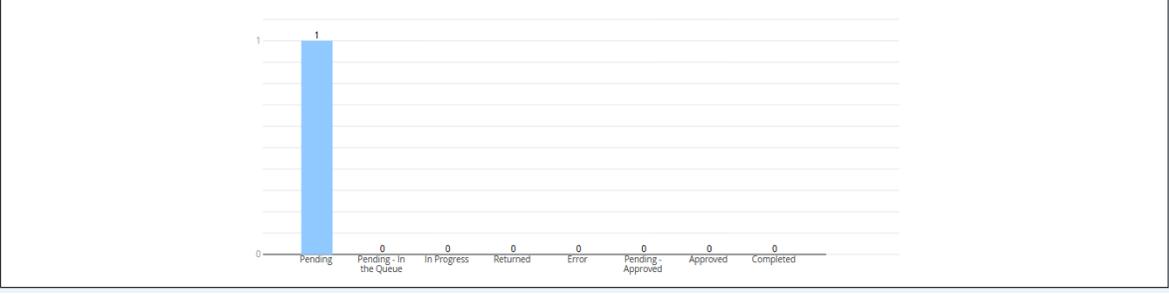
Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User | Reports

Approvals Timesheet Leave Request

Timesheet All Departments 02/24/2019 - 03/09/2019 (2019 BW 6) All Status except Not Started Enter ID/Name

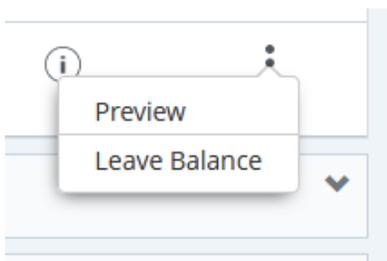
Distribution Status Report - Timesheet



Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

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.

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

Approvals - Timesheet

Timesheet successfully approved.

Proxy Super User | Reports

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

Status	Count
Pending	0
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	1
Completed	0

You also have a “Reports” option now to view that will show you more information about your staff and the SL/PL they have used. Top right corner.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User Reports

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

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

Reports - Timesheet Proxy Super User Approvals

Timesheet Entered Earni... All Departments 02/24/2019 - 03/09/2019 (2019 BW 6) All EarnCodes Enter ID/Name

Earning Report

Employee Name	ID	Hours/Days/Units	Organization	Earn Code
Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	8.00 Hours	410000-Finance Office	Holiday
Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	68.50 Hours	410000-Finance Office	Regular Pay
Oshel, Debi G. Payroll Specialist, 000604-00	W22356914	2.50 Hours	410000-Finance Office	Sick Leave

Results found: 3

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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](#)