



# How to Approve Time

## Login to Banner Self-Service.

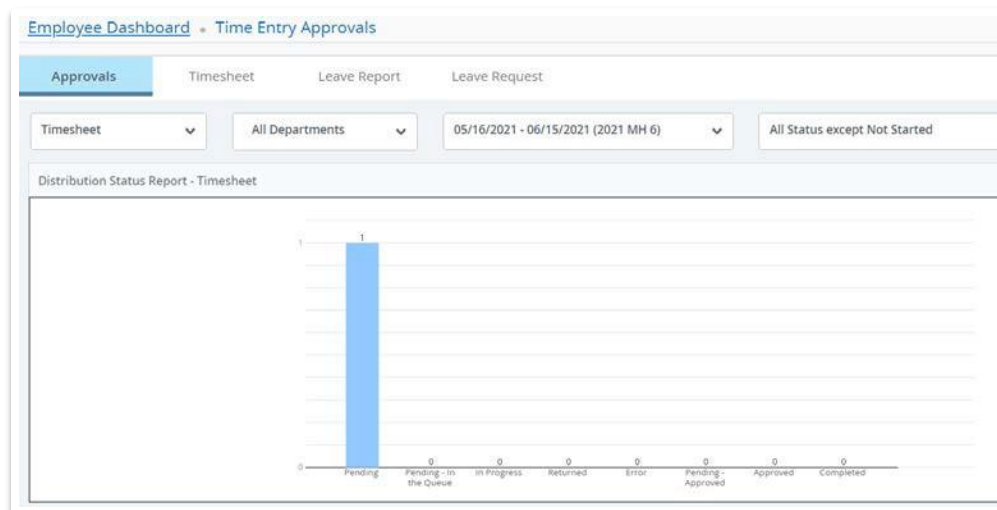
On the Employee Dashboard, click on Approve Time.

The screenshot shows the Employee Dashboard interface. At the top, there is a navigation bar with 'Employee Dashboard' and buttons for 'My Profile' and 'My Team'. Below this is a summary section for leave balances:

Annual Leave in hours	320.25	Personal Time in hours	16.00	Sick Leave in hours	594.20
Compensatory Leave in hours	0.50	Sick Bank in hours	40.00	No Pay Leave in hours	0.00

Below the summary is a 'Full Leave Balance Information' link. The main content area is divided into two columns. The left column contains sections for 'Pay Information', 'Earnings', 'Benefits', and 'Taxes'. The right column is titled 'My Activities' and contains three buttons: 'Enter Time', 'Enter Leave Report', and 'Request Time Off'. A red arrow points to the 'Approve Time' link located at the bottom of the right column.

You will see a Distribution State Report chart for the current reporting period.





Below the chart, you will see the status of the timesheets.

**Pending** – Employee has submitted timesheet and is awaiting approval.

**In Progress** – Employee has started the timesheet but has not submitted for approval.

**Returned** – Supervisor has returned the timesheet to the employee for correction.

**Error** – There is an error on the timesheet.

**Approved/Completed** – The timesheet has been completely approved.

Employee Name	ID	Organization	Hours/Units
Rubble, Betty Clerk Human Resources, SS9777-00	A01150619	1-603020, Human Resources	52.00 Hours

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0

Under pending, click on the employee's name to approve time.

Employee Name	ID	Organization	Hours/Units
Rubble, Betty Clerk Human Resources, SS9777-00	A01150619	1-603020, Human Resources	52.00 Hours

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0



The preview box will show the total number of hours the employee worked and a weekly summary. There are three options to choose: Details, Return for Correction, or Approve.

If the timesheet is correct, click on Approve.

The screenshot shows the 'Employee Dashboard' for 'Time Entry Approvals'. A preview box is open for employee 'A01150619 - Rubble, Betty'. The preview box contains the following information:

- Employee: A01150619 - Rubble, Betty
- Position: Clerk Human Resources, SS9777-00, 1, 603020, Human Resources
- Pay Period: 05/16/2021 - 06/15/2021 | 52.00 Hours
- Submitted On: 05/24/2021, 02:26 PM

Earning Distribution		
Earn Code	Shift	Total
Regular	1	52.00
<b>Total Hours</b>		52.00
<b>Total Units</b>		0.00

Below the table is a 'Weekly Summary' section with a 'Details' link. At the bottom of the preview box are three buttons: 'Return for correction', 'Approve', and 'Approve'. A red arrow points to the 'Approve' button.

To see more details, click on Details.

This screenshot is similar to the previous one, but the 'Details' link in the 'Weekly Summary' section of the preview box is highlighted with a blue arrow.



You will be able to see the employee's timesheet by day.

A01150619-Rubble, Betty, Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000 Leave Balances

05/16/2021 - 06/15/2021 | 52.00 Hours | Pending Submitted On 05/24/2021, 02:26 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24 4.00 Hours	25 4.00 Hours	26	27 6.00 Hours	28	29

[Add Earn Code](#)

Regular

- 08:00 AM - 12:00 PM 4.00 Hours
- 01:00 PM - 03:00 PM 2.00 Hours

[Add More Time](#)

Total: 6.00 Hours | [Account Distribution](#)

After reviewing the timesheet, you can return the timesheet to the employee for correction if needed. Click on Preview at the bottom of the page.

A01150619-Rubble, Betty, Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000 Leave Balances

05/16/2021 - 06/15/2021 | 52.00 Hours | Pending Submitted On 05/24/2021, 02:26 PM

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Total: 6.00 Hours | [Account Distribution](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)





Then choose Return for Correction on the pop-up box.

The screenshot shows the 'Time Entry Approvals' interface for employee A01150619-Rubble, Betty. The main view displays a timesheet for the period 05/16/2021 - 06/15/2021 with 52.00 hours. A 'Preview' pop-up box is open, showing details for the entry: Clerk Human Resources, 559777-00, 1, 603020, Human Resources. The pay period is 05/16/2021 - 06/15/2021 for 52.00 hours, submitted on 05/24/2021 at 02:26 PM. The 'Earning Distribution' table is as follows:

Earn Code	Shift	Total
Regular	1	52.00
<b>Total Hours</b>		<b>52.00</b>
<b>Total Units</b>		<b>0.00</b>

At the bottom of the pop-up box, there are two buttons: 'Return for correction' and 'Approve'. A red arrow points to the 'Return for correction' button.

After reviewing the details and the timesheet is ready for approval, click on Approve on the pop-up box.

This screenshot is identical to the one above, showing the 'Preview' pop-up box for the same time entry. In this instance, a blue arrow points to the 'Approve' button at the bottom right of the pop-up box.

