

Web Time Entry for Approvers and Proxies

As an approver, you are responsible for approving the hours submitted by the student(s) working for you. You will need to go to Banner Web to carry out the approval process:

1. Login on Banner Web
2. Click on *Employee Services*
3. Click on *Timesheet*
4. *Approve or Acknowledge Time Sheets* will be marked as the default. If you are an approver, click *Select*. If you are a proxy, on the line for *Act as Proxy for*, click on the drop down box and make sure the approver's name is displayed in the selection box, and then click *Select*.
5. Make sure the button is on the department you're approving and that the sort order is the way you want it. When you look at timesheets to approve, make sure the pay period showing is the correct one. You also have the option of looking at previous, completed timesheets and in progress timesheets that have not been submitted for approval—select the pay period you want to look at. Click *Select* to go to the next screen.
6. You are now on the screen that shows you the timesheets that are ready for your approval—they are under the title Pending. You could also find timesheets that are still In Progress. Remind those students that they need to submit their timesheets for approval so you can approve them and they can be paid.
7. If you click on the student's name, you will bring up the details of the timesheet—the hours/day plus the in/out times. You will have to scroll to the right to see all of the days in the pay period. The students have adequate time after the end of the pay period in which to complete their timesheets and submit them for approval. The pay periods end on the 15th and most months the students have until 10:00 am on the 16th to submit their timesheets for approval. When a student accesses a timesheet for a pay period, the screen tells the student the day and time by which the timesheet needs to be submitted for approval. We encourage students to enter their worked hours each day they work instead of doing it all at one time at the end of the pay period.
8. You have three options:
 - Approve the timesheet as is
 - Return the timesheet to the student to be changed (corrected)
 - Change the hours on the timesheet yourself

If you return the timesheet for correction, you must do so while the student still has access to the timesheet. If it's after the 10:00 am cutoff, you can change the hours on the timesheet yourself. If you do either of these, **you must make a comment**. You do this by clicking on *Add Comment*. This is so the student understands what you're doing or asking him/her to do and why. The comment becomes part of the permanent record. Then you must send an email to the student so that he/she knows to pull up the timesheet to read the comment and if necessary correct the timesheet and resubmit it.

If the student made any comments concerning the time entry, click on the student's name to bring up the timesheet details and scroll down past the hours and in/out times to see the comments. It will also show any comments that you have made.

On the *Add Comment* screen, there is a box for *Confidential* Indicator. If the approval queue has more than one person and this box is checked, an approver can make a comment that is seen only by someone further up the approval queue (the student and anyone below this approver in the queue will not be able to see it).

9. After you have approved your timesheets, you might realize that you should have changed the hours on one of the timesheets. There is a *Return Time* button that will allow you to undo the approval and go back to the *Pending* stage. To access the *Return Time* button, click on the name of the student involved. You are now looking at the student's timesheet and the *Return Time* button is at the top of the page. Click on it, then click on *Change Record*, and you can add, delete, or change hours. After you make the change, save it, then click on *Previous Menu* to go back to the previous screen. Now click on the *Comments* button and explain what you did and why and save it. Click on *Previous Menu* again to go back to the previous page. You can now approve it from here by clicking on the *Approve* button, or you can use the *Previous Menu* button twice more to get back to the list of all students in your department and approve as you normally do.

As an approver, you must have a **proxy** set up for you. You can have more than one if you wish. A proxy has access to the same student timesheets that you do and can approve them if you are not able to do so. A proxy can be set up, removed, changed, whatever you like, whenever you like by emailing me with the details (heikkila@plu.edu).

If a department has several supervisors of student workers, one person can be set up as the approver and the others as proxies. The supervisors can monitor and approve the timesheets for their own students.

Once the timesheets are approved, I can run a process and pull the hours for each student into the student payroll process.

When you access the timesheets, there is a heading that says "Pay Period Time Entry Status." It tells you if the status is still open and until when, or it tells you it's closed. You may approve timesheets after the pay period is closed, but the student cannot make any changes after that date. You will usually have until 10:00 am on the 17th to approve the timesheets. Payday is the 25th of the month.