Approving Electronic Staff Time Sheets - Quick Guide

1. Login to Banner Web for Employees.

2. Under the **Employee** Tab, click **Time Sheet**.

3. On the Time Sheet/Leave Request/Proxy page, select **Approve or Acknowledge Time.**

4. Choose the Department and Pay Period. You may only approve time for the current period. Sort employees' records by Status then by Name. Click the **Select** Button.

5. On the **Summary** Page, view all your employees. You will be able to approve time for employees with a **Pending** status only. Click on each individual employee to see the details of the time sheet submitted.

6. Review hours. If they are accurate, click **Approve.**

    a. If the hours are incorrect and there is time for the employee to adjust them, click **"Add Comment",** tell the employee why you're returning, and click **"Return for Correction".** Please notify the employee.

    b. If the hours are incorrect and there is not time for the employee to adjust them, click **"Add Comment"** and note the reason for change and click **"Change Record"** to adjust the time sheet for the say in question.

7. Once you've finished approving a record you will see the message **"Time transaction successfully approved".** Then click **Next** to move on to the next employee record, if applicable.

For a more thorough explanation, see the Approver's Handbook. If you have any issues feel free to all Payroll (x5304) or Human Resources (x5146).