BannerWeb Time Approval Quick Reference

Library and Information Services

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Use Internet Explorer version 5.0 or higher to access BannerWeb.

1. In the **Address** field of your browser, type **go/bannerweb** and press [Enter].

2. Enter your **User ID** and **PIN** in the fields indicated and click [Login].

    - **User ID** = eight-digit number; your College ID number padded with preceding zeros.
    - **PIN** = your birth date in MMDDYY format (you must change this and set a Personal Security Question and Answer during your 1st login to BannerWeb).

3. Click the **Employee** link or the **Employee** tab.

4. Click the **Time Sheet** link. The **Selection Criteria** page displays.

6. Click on the **Approve or Acknowledge Time** radio button.

7. If you are acting as a Proxy for time approval, select the name of the person for whom you are acting as Proxy from the **Act as Proxy** drop-down list.

8. Click [Select]. The **Approver Selection** page displays.

9. Select and sort the time sheets.

    a. If you approve time in more than one college department, click the radio button associated with the department for which you want to approve time.

    b. From the **Pay Period** drop down list, select the pay period for time approval.

    c. Select the sort order to view employee time records, the choices are:

    - **Sort employees' records by Status then by Name –** sorts by transaction status of the time sheets, and alphabetically by name within the transaction status.
    - **Sort employees' records by Name –** sorts records alphabetically by name.

    d. Click [Select]. The **Department Summary** page opens.

10. To work with a ***Pending*** time sheet of an individual employee, click the name in the **Name and Position** column. The **Employee Details** page displays – it contains 5 sections of information:

    a. **Employee Detail**; name, ID number, position, organization and transaction status of an employee's time sheet.

    b. **Time Sheet**; detail of daily hours.

c. **Comments**; comments from employee.

d. **Routing Queue**; names of persons who must perform actions with the time sheet with the action details and date the action was taken.

e. **Account Distribution**; account information for the labor distribution.

The approver can take the following actions:

- Click Approve to approve the employee's time sheet.
- Click Return for Correction to return the time record to the employee.
- Click Change Record to change the time detail.
- Click Delete to delete the time record.
- Click Add Comment to add a comment to the record.

11. If, on the **Approver Selection** page, you chose to **Sort employees' records by Name**, you may bypass having to open each employee time sheet by using the extra columns displayed.

    - To selectively approve ***Pending*** time sheets or return them for correction:

        a. Click the check box on the employee's record in the **Approve or FYI** or the **Return for Correction** column.

        b. Click Save.

    - To approve all ***Pending*** time sheets:

        a. Click Select All, Approve or FYI.

        b. Click Save.

Notes:

❖ Remember to click Save if you are approving time sheets on the Summary page. The Summary page is the list of all employees for your approval and their transaction status.

❖ Please verify that the employees you intended to approve have been moved from a **Pending** status to an **Approved** status before exiting.