

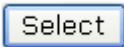



BannerWeb Time Approval Quick Reference

Library and Information Services

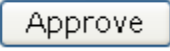


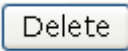

Revised September 12, 2005

Use Internet Explorer version 5.0 or higher to access BannerWeb.


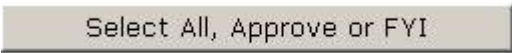

1. In the **Address** field of your browser, type **go/bannerweb** and press .
2. Enter your **User ID** and **PIN** in the fields indicated and click 
 - **User ID** = eight-digit number; your College ID number padded with preceding zeros.
 - **PIN** = your birth date in MMDDYY format (you must change 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 . 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 . 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  to approve the employee's time sheet.
- Click  to return the time record to the employee.
- Click  to change the time detail.
- Click  to delete the time record.
- Click  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 .
- To approve all **Pending** time sheets:
 - a. Click .
 - b. Click .

Notes:

- ❖ Remember to click  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.