Approving Time in BannerWeb in 6 Clicks

Tips for smooth time approval:

- Approving time is quick and easy if time sheets are accurate and on time. Foster strong work habits and personal responsibility in your student employees by setting a clear expectation that time sheets be submitted by the end of each pay period.
- Create a reminder in your calendar to approve time at a time that works for you (late Monday or early Tuesday after the close of each pay period).

1. Sign in to BannerWeb (instructions below for first time BannerWeb users)
2. Click the Employee tab.
3. Click the Time Sheet link.
4. On the Time Reporting Selection page, the Approve or Acknowledge Time radio button will be highlighted.
   
   Click [Select].

5. On the Approver Selection page select and sort the time sheets.
   a. The department for which you want to approve time will be listed.
   b. From the Pay Period drop down list, select the current pay period for time approval.
   c. Click [Select].

   (For Sort order, “Sort employees’ records by Status then by Name” will default. This preferred option sorts by transaction status of the time sheets, and alphabetically by name within the transaction status.)

6. The Department Summary page lists time cards by status. Pending time sheets are ready for approval. Other status options are: In Progress - time sheet is started but not submitted for approval, Not Started - time sheet has not been started.

Review Pending time sheets. The hours entered by the student will appear in the Total Hours column.

To approve all Pending time sheets:

Click [Select All, Approve or FY1]

Click [Save]. All Time sheets have been approved and saved, approval process is complete.

If you would like to review an individual time sheet detail, click on the student’s name. You 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.

To sign in to 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).