How to Approve a Time Sheet on Self-Service Banner

Introduction - This document is designed to help walk you through the process of approving a time sheet using Self Service Banner. It does not detail every available function, but will take you through the process we think most people will use the most often. If you need help with different or more advanced features, please contact the Payroll Office (x6420)

Log into Single Sign On from the CC home page:
Once logged in, select the “Employee” category:

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Main Menu

Welcome, [User Name], to the WWW Information System.

Personal Information
Update addresses, contact information; review name; Change your PIN.

Employee
Benefits, leave or job data, pay stubs and W4.
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Select “Time Sheet”:

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Employee

Pay Information
Pay stubs and earnings/deductions history.

Leave Balances

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, benefit statement.

Tax Information
W4 information.

Current Job

Time Sheet
Supervisor Leave Report
Lists all employees current leave balances.
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In case you are gone when a time sheet needs to be approved, you must set up at least one proxy. Do this by clicking on the “Proxy Set Up” link:

Find the appropriate person’s name from the drop-down menu, check the “Add” box, and click “Save.” That’s all there is to adding a proxy – please consider adding multiple proxies so that you’re sure your employees’ timesheets will always get approved! Click on “Time Reporting Selection” to continue.

Proxy Set Up
Choose "Approve or Acknowledge Time" and then click "Select":

![Time Reporting Selection](image)

You will then need to select the department for which your employee works (you may only have one and that will be checked for you). Make sure that you are specifying the correct pay period and click “Select”:

![Approver Selection](image)
Click the employee’s name to review his or her Time Sheet:

Please verify the hours that are entered are correct. If they are then click “Approve.” If the hours are not correct, you can click “Return for Correction” to allow the employee to make the change, or you can simply edit the time and then click “Approve”:
If you see an error and click "Return for Correction," your employee will need to log in to Employee Self Service, correct the error, and then submit it for approval once again. This process continues until the information is correct. After returning a time sheet for correction, you will see the following message:

⚠️ Time transaction successfully returned for correction.

If there are no errors and you click "Approve," you will see the following message and that employee will show up in the "Approved" category.

⚠️ Time transaction successfully approved.

If you have any questions about the process, please contact the Payroll Office at x6420