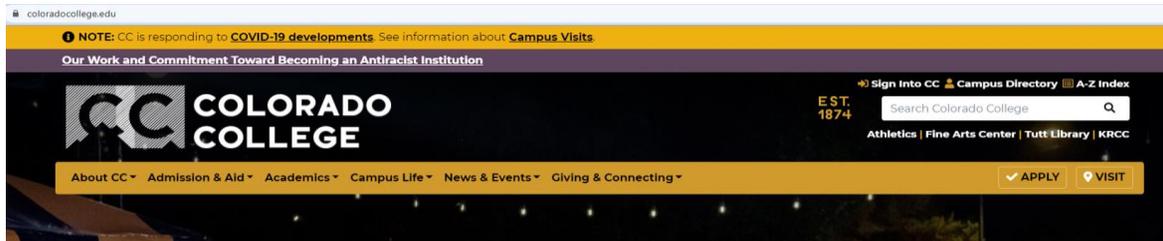


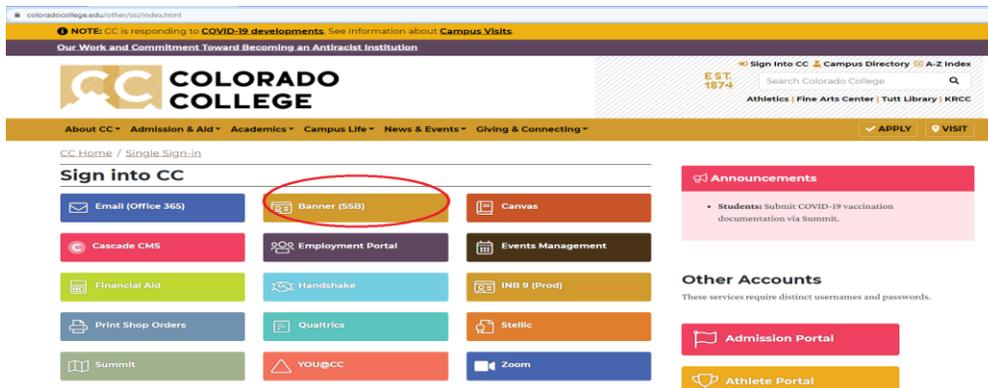
How to Approve a Time Sheet on Self-Service Banner

This document is designed to help walk you through the process of approving a timesheet using Self Service Banner. If you need help with different or more advanced features, please contact the Payroll Office (x6420 / x6221)

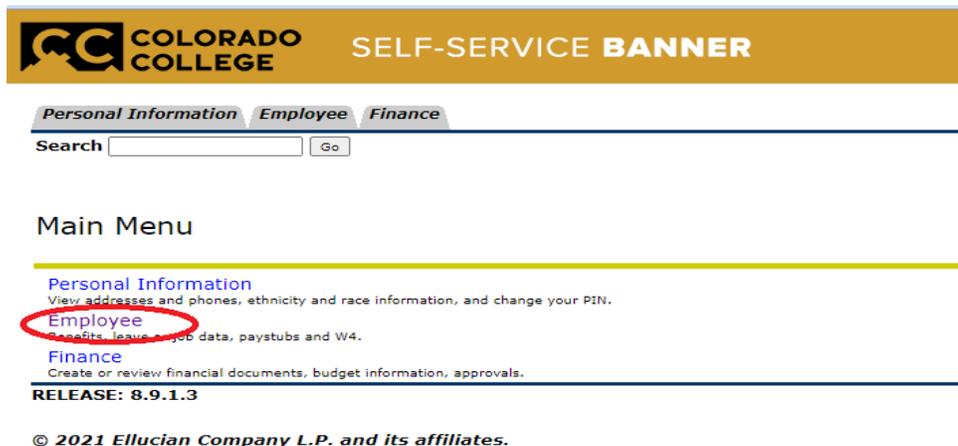
1. To sign on to Self Service Banner from the CC home page, search [Sign into CC](#). A screen will come up prompting you to log on.



2. Click on the “Banner (SSB)”:



3. Select “Employee”:



4. Select “Time Sheet”:

The screenshot shows a web interface with three tabs: "Personal Information", "Employee" (selected), and "Finance". Below the tabs is a search bar with a "Go" button. The main heading is "Employee". A list of links is displayed, with "Time Sheet" circled in red. The links include: "Pay Information" (with subtext "Pay stubs and earnings/deductions history."), "Leave Balances", "Benefits and Deductions" (with subtext "Retirement, health, flexible spending, miscellaneous, benefit statement."), "Tax Information" (with subtext "W2 Forms and W4 Data."), "Current Job", "Time Sheet", "Leave Report", and "Supervisor Leave Report" (with subtext "Lists all employees current leave balances."). At the bottom, it says "RELEASE: 8.9.1.3".

5. 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:

The screenshot shows a form titled "Selection Criteria". It has a table with two columns: "My Choice" and a list of options. The options are: "Access my Time Sheet:" (radio button), "Access my Leave Report:" (radio button), "Access my Leave Request:" (radio button), "Approve or Acknowledge Time:" (radio button, selected), "Act as Proxy:" (dropdown menu showing "Self"), and "Act as Superuser:" (checkbox). Below the table is a "Select" button. In the bottom right corner, there is a link "Proxy Set Up" circled in red.

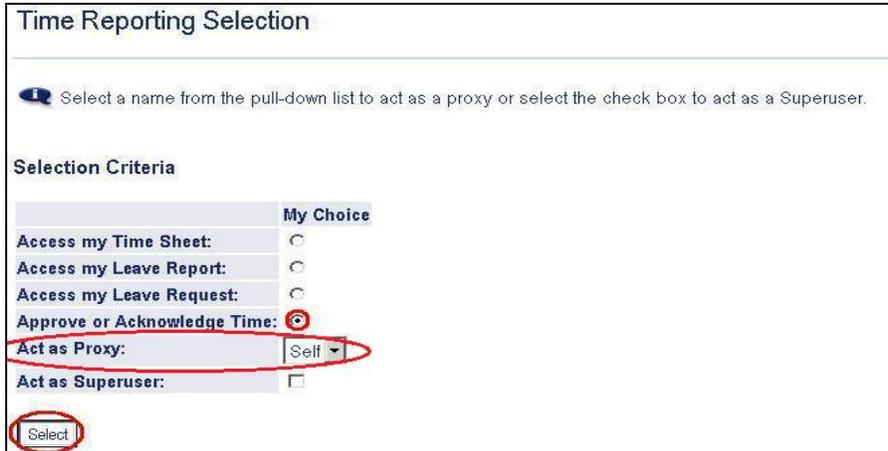
- Find the appropriate person's name from the drop-down menu, check the "Add" box, and click "Save." That's all there is to adding a proxy – please consider adding multiple proxies so that you're sure your employees' timesheets will always get approved! Click on "Time Reporting Selection" to continue.



The image shows a form titled "Proxy Set Up". It features a "Name" dropdown menu with a blue bar, an "Add Remove" checkbox which is checked, and a "Save" button. A blue link labeled "Time Reporting Selection" is located at the bottom right of the form.

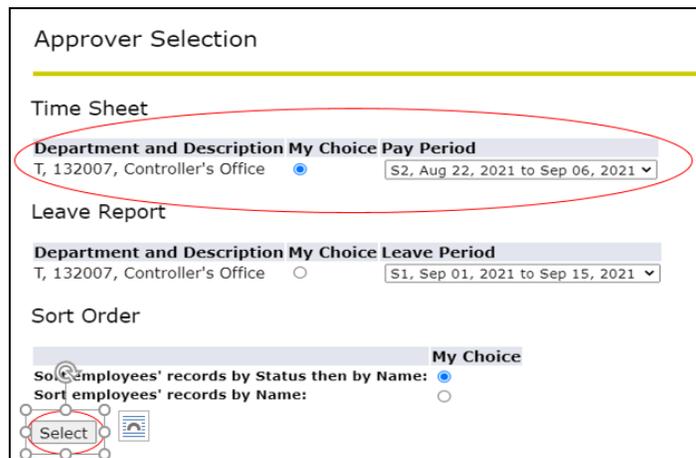
- Choose "Approve or Acknowledge Time" and then click "Select":

If, you are approving for your proxy you need to make sure you select their name in the "act as proxy" selection.



The image shows a form titled "Time Reporting Selection". It includes an information icon and a message: "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." Below this is a "Selection Criteria" section with several options: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:" (which has a radio button selected and is circled in red), "Act as Proxy:" (with a dropdown menu showing "Self" and circled in red), and "Act as Superuser:". A "Select" button is circled in red at the bottom left.

- 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":



The image shows a form titled "Approver Selection". It has three main sections: "Time Sheet", "Leave Report", and "Sort Order". The "Time Sheet" section has a "Department and Description My Choice Pay Period" dropdown menu with "T, 132007, Controller's Office" selected and a "Pay Period" dropdown menu with "S2, Aug 22, 2021 to Sep 06, 2021" selected; both are circled in red. The "Leave Report" section has a "Department and Description My Choice Leave Period" dropdown menu with "T, 132007, Controller's Office" selected and a "Leave Period" dropdown menu with "S1, Sep 01, 2021 to Sep 15, 2021" selected. The "Sort Order" section has a "Sort employees' records by Status then by Name:" radio button selected and a "Sort employees' records by Name:" radio button. A "Select" button is circled in red at the bottom left.

9. Click the employee's name to review his or her Time Sheet:

COA:	T, The Tiger Chart
Department:	132007, Controller's Office
Pay Period:	Aug 22, 2021 to Sep 06, 2021
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Sep 10, 2021, 11:59 PM

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
03076992	[Redacted] Accounting Clerk	Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

10. 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":

[Comments](#) | [Routing Queue](#) | [Account Distribution](#)

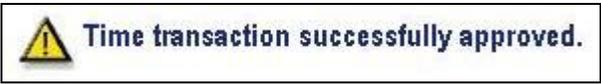
Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Aug 22, 2021	Monday, Aug 23, 2021	Tuesday, Aug 24, 2021	Wednesday, Aug 25, 2021	Thursday, Aug 26, 2021	Friday, Aug 27, 2021	Saturday, Aug 28, 2021	Sunday, Aug 29, 2021	Monday, Aug 30, 2021	Tuesday, Aug 31, 2021	Wednesday, Sep 01, 2021	Thursday, Sep 02, 2021	Friday, Sep 03, 2021	Saturday, Sep 04, 2021	Sunday, Sep 05, 2021	Monday, Sep 06, 2021
Regular Earnings	1		80			8	8	8	8	0				8	8	8	8			8
Personal Leave	1		8							8										
Total Hours:			88			8	8	8	8	8				8	8	8	8			8
Total Units:				0																

11. 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:



12. 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.



If you have any questions about the process, please contact Payroll at x6420 / x6221