BW Time Card Submission and Approval Deadlines

Employee Time Card Submission - Monday of pay week at 10:00 am

Employees paid on the Bi-Weekly payroll have until Monday (the week of payroll) at 10:00 am to enter and submit their hours in Banner Web for supervisor approval. If an employee is unable to submit their time card on Monday for any reason, they must contact their supervisor immediately. Supervisors have the ability to enter and submit employee time cards. Employees also have the option of contacting payroll. Payroll can enter hours and submit your time card for approval.

Supervisor Approvals - Monday of pay week at 12:00 pm

Supervisors have until 12:00 pm the same day (Monday of pay week) to approve all time cards showing in their approval queue. If a supervisor is unable to approve by deadline they must contact Payroll via email immediately. The email must include the employee name along with a clear confirmation of the employees worked hours.