

Procedure for Approvers

You cannot approve from the reminder window that will pop up when you have a timesheet in the “waiting for approval” mode.

Go to UC Home Page

Click on Banner web

Click on “enter secure area”

Enter your user name and password

Click on “employee”

Click on “timesheet”

Check “approve or acknowledge time”-will probably already be checked as default feature

Act as proxy drop down box should say “self”

Click on the “select” button

Under “Department and Description” heading:

Your department should be selected (probably default)

The current timesheet should be in the drop down box (you can also click on the drop down arrow to view past timesheets but be sure you are approving the current one)

Under “Sort Order” You can bring up timesheets for multiple employees by either name or status-and name. Either one will work fine.

Make sure that the timesheet is in a pending status. If it says “in progress”you will not be able to approve it. Go back to the employee and send it for approval again (then they must log in again-this is usually the step they forget to do)

Now you will see the employees name and transaction status – total hours etc. Notice that the employee’s name is highlighted- click on the name. Now you can view the details of this individual’s timesheet-you can see each day, how many hours worked and also any “special” hours such as sick time or vacation time. Preview it to make sure all college holiday time and or sick time is entered correctly-if yes click the approval button if no, you send it back for corrections. There may also be comments noted- be sure to read them. **Hit Save.**

You’re Done!