

## How to approve hourly time sheets in Banner HR

Staff: Hourly employees must be approved each week.

Student: Hourly student employees (undergraduate, and graduate associates, and graduate assistants) must be approved every two weeks. (except for Graduate Fellows who do not submit time sheets.)

Salaried: Salaried employees will only need their timesheet approved if they entered time off in the current pay period, and which was not already approved through the leave request process.

Below is a link to a video that walks a supervisor through approving an hourly employee's timesheet.

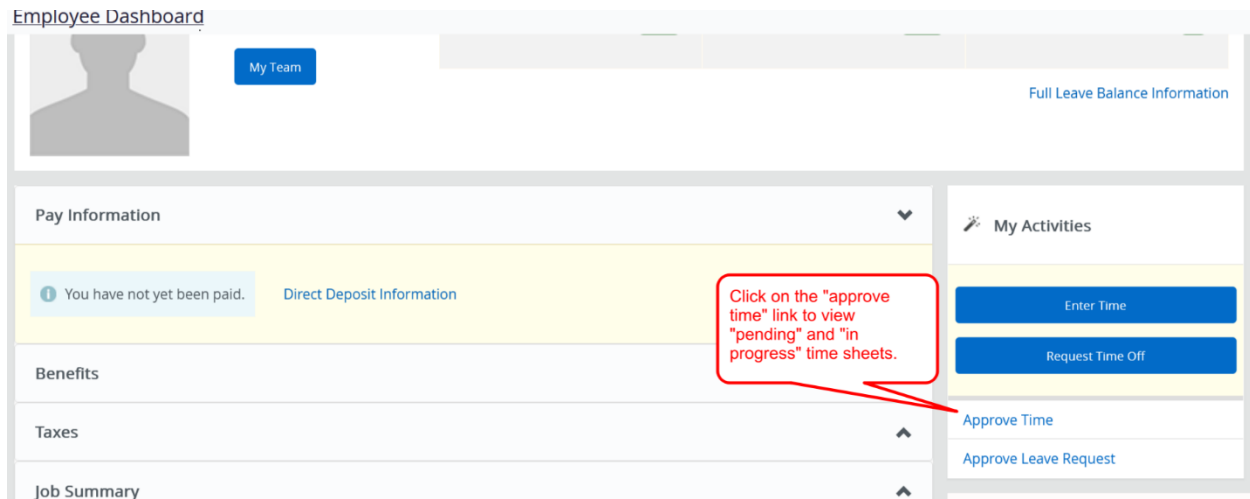
<https://www.youtube.com/watch?v=gognto7s7T4> (If the hyperlink does not take you directly to the video, cut and paste the address in your browser's address bar.)

### Hourly approval process

Step one:

Go to your employee dashboard

Select the approve time link (found below the blue buttons for making a leave request and entering time) Some people will not see it until the scroll down a little bit.



Step two:

Select the appropriate pay period for the employees you are approving. Hourly employees are paid weekly, where as salaried employees are paid every other week, student employee are paid every two weeks. Both two-week cycles are staggered. Adjuncts are paid once a month.

To approve an hourly employee's timesheet, select the "WK" pay cycle with the corresponding dates of the pay period that you want to approve.

The screenshot shows the 'Employee Dashboard' for 'Time Entry Approvals'. At the top, there is a green notification bar that says 'Please select a Pay Period to Continue'. Below this, the 'Approvals - Timesheet' section is active. There are three tabs: 'Approvals', 'Timesheet', and 'Leave Requests'. The 'Approvals' tab is selected. Below the tabs, there are several filters: 'Timesheet' (dropdown), 'Select Pay Period' (dropdown), 'All Departments' (button), 'All Status except Not Started' (button), and 'Enter ID/Name' (text input). A red callout box points to the 'Select Pay Period' dropdown with the text: 'If you have employees with different pay cycles then you will need to select the pay period for the employees you want to approve.' Another red callout box points to the 'Select Pay Period' dropdown with the text: 'click on this button to see the dropdown list of available pay periods.'

### Step 3:

After selecting the WK pay period. You will notice the timesheets in various status. "pending time sheets are ready for approval." Click on "pending status" and the system will show you the list of employees that are in that status. Click on the employee to see the details of their time sheet.



Step 4: Click on each employee to see the details of their time sheet. You may send it back for correction or approve it.

HR Clerk, P20004-00, S, 320000, Human Resources

Pay Period: 09/24/2023 - 09/30/2023 | 25.75 Hours | Pending | Submitted On 09/29/2023, 02:23 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
09/25/2023	FHL, Floating Holiday	1	5.00 Hours
09/26/2023	FHL, Floating Holiday	1	5.00 Hours
09/27/2023	VAC, Vacation	1	3.00 Hours
09/28/2023	RHW, Total Hours Worked	1	7.25 Hours
09/29/2023	RHW, Total Hours Worked	1	5.50 Hours

Time Information							
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out
09/25/2023	FHL, Floating Holiday		5.00	09:00 AM			02:00 PM

Return | Details | Delete | Return for correction | Approve

Review the summary.

If you disagree and need to return the timesheet to the employee, you can as long as you leave a comment explaining what is wrong

If you send a timesheet back for correction you will need to leave a comment explaining the reason for returning the timesheet.

Employee Dashboard • Time Entry Approvals • HR Clerk, P20004-00, S, 320000, Human Resources

Please enter a comment to proceed.

Name	Action
	Originated On 09/26/2023, 07:22 AM by Reid, AnnMarie E.
	Submitted On 09/29/2023, 02:23 PM by Reid, AnnMarie E.
	Approve by 10/02/2023, 10:00 AM
Gamba, Melissa C.	Pending Approval

Comment (Optional):

Add Comment

000 characters remaining

Confidential Comment

Reid, AnnMarie E.

Return | Details | Delete | Return for correction | Approve

All returned timesheets must have a comment on them. Scroll down to see the comment field.

The system will prompt you to leave comment as a requirement of returning a time sheet.

Step 5: If the timesheet is correct, click on the “approve” button. You will get a green message confirming you have successfully approved the time sheet.

Name	Action
	Originated On 09/26/2023, 07:22 AM by Reid, AnnMarie E.
	Submitted On 09/29/2023, 02:23 PM by Reid, AnnMarie E.
	Approve by 10/02/2023, 10:00 AM
Gamba, Melissa C.	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Reid, AnnMarie E.

[Return](#) [Details](#) [Delete](#) [Return for correction](#) [Approve](#)

If the timesheet is correct, click on the "approve" button to approve the timesheet.

Step 6: Repeat for all remaining "pending" time sheets.