Approving Timesheets

Once in your own Banner timesheet. Click on APPROVALS as shown in Figure 1.



Figure 1

The current time period will display for your Banner org as shown in Figure 2. You may click on the down arrow to select other Banner orgs as needed.

Approvals								
Timesheet	~	All Departments	~	01/15/2021 - 01/28/2021 (2021 BW 3)	•	All Status except Not Started	~	Enter ID/Name

Figure 2

Below the bar graph as shown in figure 3, you will see the timesheet statuses for the selected Banner org. Click on the down arrow to the right to expand to see the timesheets listed by individual.

Pending 1	
Pending - In the Queue 0	*
In Progress 1	*
Returned	*
Error	*
Pending - Approved	*
Approved 0	*
Completed 0	*

mployee Name	≎ ID	Organization		Hours/Units	\$	
crocomputer Maintenance Tech,	M	M-5108, PC and Network Services		63.00 Hours	(i)	:
Click on the info icon to see list of approvers and status in workflow.	i	Click on the dots as see left to previe timesheet o leave baland	e three n on the ew the r view ces.	Preview Leave Ba	alance	
er clicking on Preview to n nmary of the individual's t	nove through the ap me sheet submissic	proval process you will see a on as shown in Figure 4.	M Microcomputer Mainte Pay Period: 01/15/2021 Submitted On: 01/25/2	enance Tech, 1 - 01/28/2021 63.00 Hour 2021, 09:17 AM	5108, PC and Network Services	s
			Earning Distributi	ion		
			Earn Code Regular Pay - Civil Se 70	Shift ervice 1	Total 54.25	
			Personal Day	1	1.75	
			Holiday Pay	1	7.00	
			Total Hours		63.00	
			Total Units		0.00	
			Weekly Summary			
				Details		
			Return for co	rrection	Approve	

Figure 4

Click on Details to review day by day time entries as shown in Figure 5.

01/15/2021 - 01/28/2021 63.0	00 Hours i) 🗐				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
24	25 7.00 Hours	26 7.00 Hours	27 7.00 Hours	28 7.00 Hours	29

Figure 5

You may click on any day to see the details for that time (worked, holiday, vacation, etc.). Click on Return for correction as necessary.

Click Approve to move forward in approval process.

Mass Approval

This is approving everyone who is pending at once. There is only one person in the example below, but even if there were 100, Banner would allow this.

If you check the box for Pending at the top of the list you will get an approve/acknowledge button at the right as seen in Figure 6.

Pending 1					Approve/Acknowledge
ure 6					
) Ellucian Corp - My A 🗙 📔 🚾 Action Line Ca	ses for 🗙 📔 🍋 Cases ~ Salesfor	te - 🛛 🗙 📔 📥 Tracking Corporate A 🗙 📔 🔤 Launch M	eeting - Zo 🗙 🙆 Time Entry	× +	- o ×
\rightarrow C (A Not secure malaln73.el	llucian.com:9009/EmployeeSel	Service/ssb/timeEntry#/teApp/approvals?selectedN	/lodule=T	🍇 🖈 😭 🚳	🐵 🗯 🧶 🗄
elluciane UNIVERSITY				* 🗵	Ronau, Phil Josh
nployee Dashboard 。 Time Er	ntry Approvals				
- 	9 g Pending Pending- In In Pri the Queue	gress Returned Error Pening - Approved Approved	0 Completed		
mplovee Name	û ID	Organization	C Hours/Units	Approve/Acknow	ledge
Morrison, James Jim X. Josh's Special Admin, DEAD22-01	111041111	A-100, Human Capital Management	22.00 Hours	i	:
Pending - In the Queue 0					*
In Progress 1					*
mployee Name	≎ ID	Organization	Hours/Units	\$	

Figure 7 - full screen view