Approving Timesheets

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

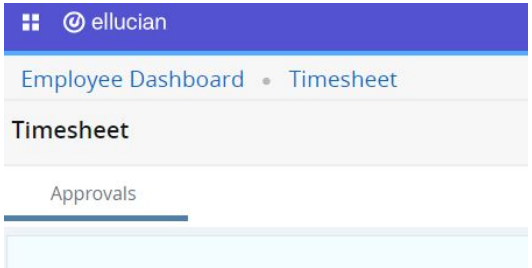


Figure 1

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.

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.

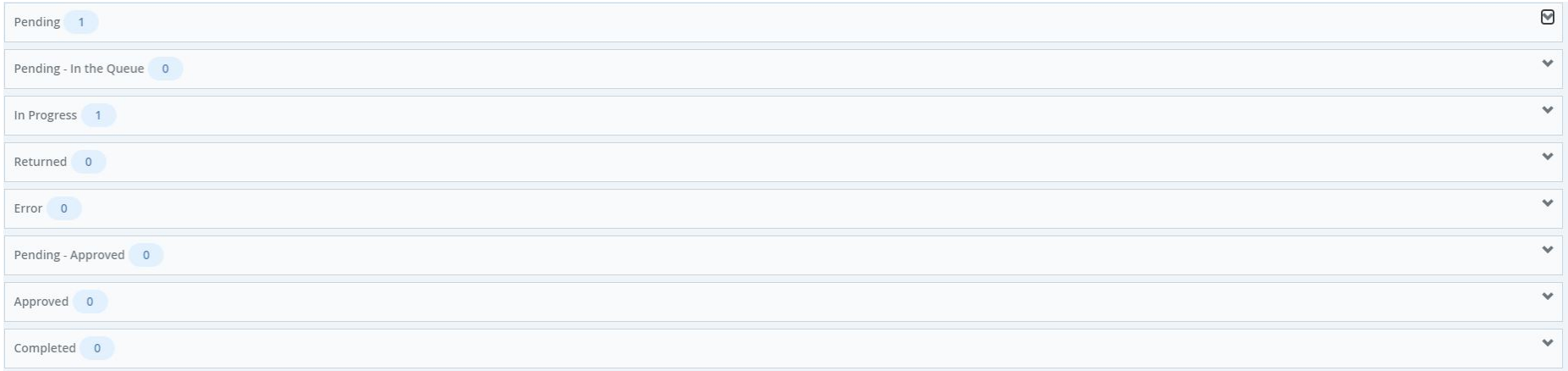


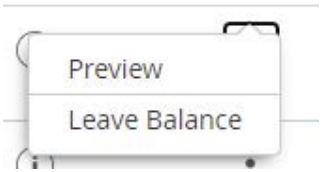
Figure 3

Pending 1

Employee Name	ID	Organization	Hours/Units
Microcomputer Maintenance Tech,	M	M-5108, PC and Network Services	63.00 Hours

Click on the info icon to see list of approvers and status in workflow.

Click on the three dots as seen on the left to preview the timesheet or view leave balances.



After clicking on Preview to move through the approval process you will see a summary of the individual's time sheet submission as shown in Figure 4.

Preview

M

Microcomputer Maintenance Tech, 5108, PC and Network Services

Pay Period: 01/15/2021 - 01/28/2021 | 63.00 Hours

Submitted On: 01/25/2021, 09:17 AM

Earning Distribution

Earn Code	Shift	Total
Regular Pay - Civil Service 70	1	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 correction | Approve

Figure 4

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

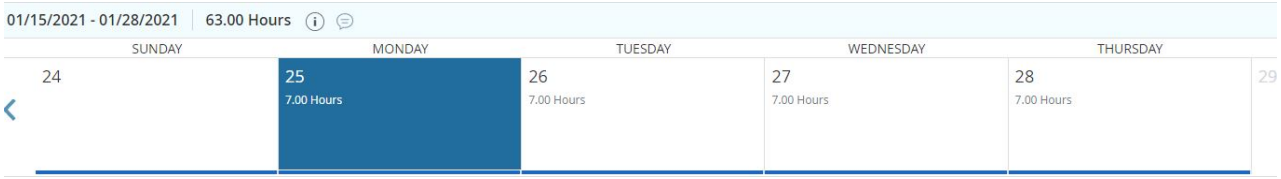


Figure 5

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.

Figure 6

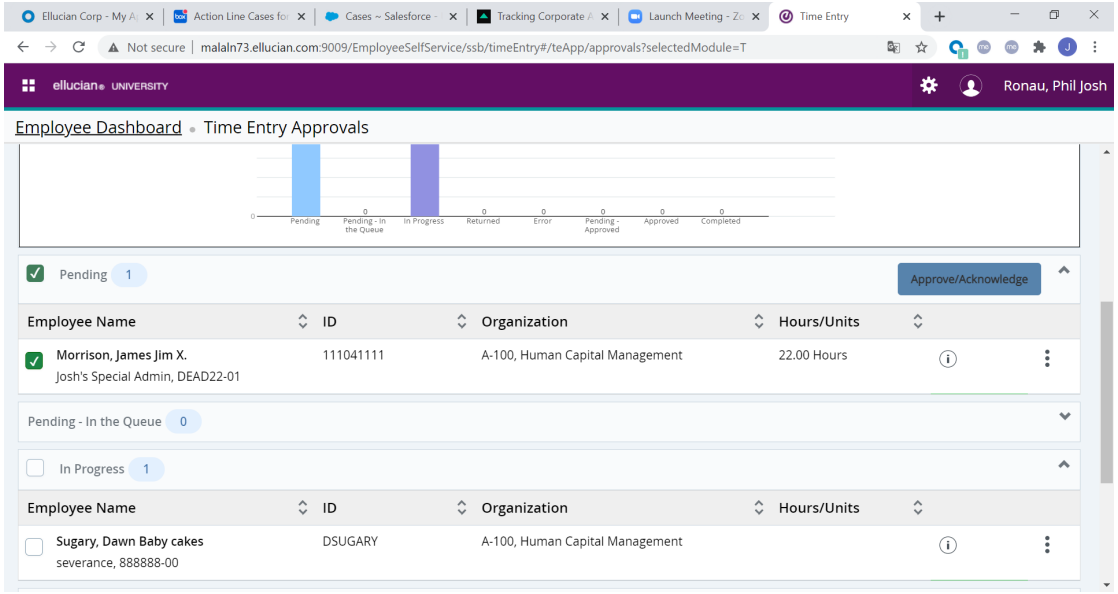


Figure 7 - full screen view