

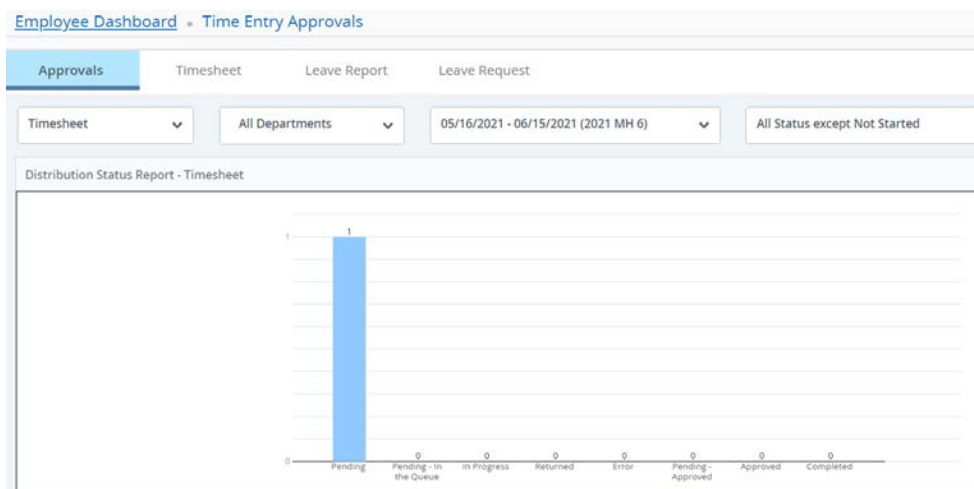
## How to Approve Time

Login to Banner Self-Service.

On the Employee Dashboard, click on Approve Time.

The screenshot shows the Employee Dashboard interface. At the top, there are buttons for 'My Profile' and 'My Team'. Below these are several metrics for leave balances: Annual Leave in hours (320.25), Personal Time in hours (16.00), Sick Leave in hours (594.20), Compensatory Leave in hours (0.50), Sick Bank in hours (40.00), and No Pay Leave in hours (0.00). A link for 'Full Leave Balance Information' is also present. The main navigation menu includes 'Pay Information', 'Earnings', 'Benefits', and 'Taxes'. On the right side, under 'My Activities', there are buttons for 'Enter Time', 'Enter Leave Report', 'Request Time Off', and 'Approve Time'. A red arrow points to the 'Approve Time' button.

You will see a Distribution State Report chart for the current reporting period.



Below the chart, you will see the status of the timesheets.

**Pending** – Employee has submitted timesheet and is awaiting approval.

**In Progress** – Employee has started the timesheet but has not submitted for approval.

**Returned** – Supervisor has returned the timesheet to the employee for correction.

**Error** – There is an error on the timesheet.

**Approved/Completed** – The timesheet has been completely approved.

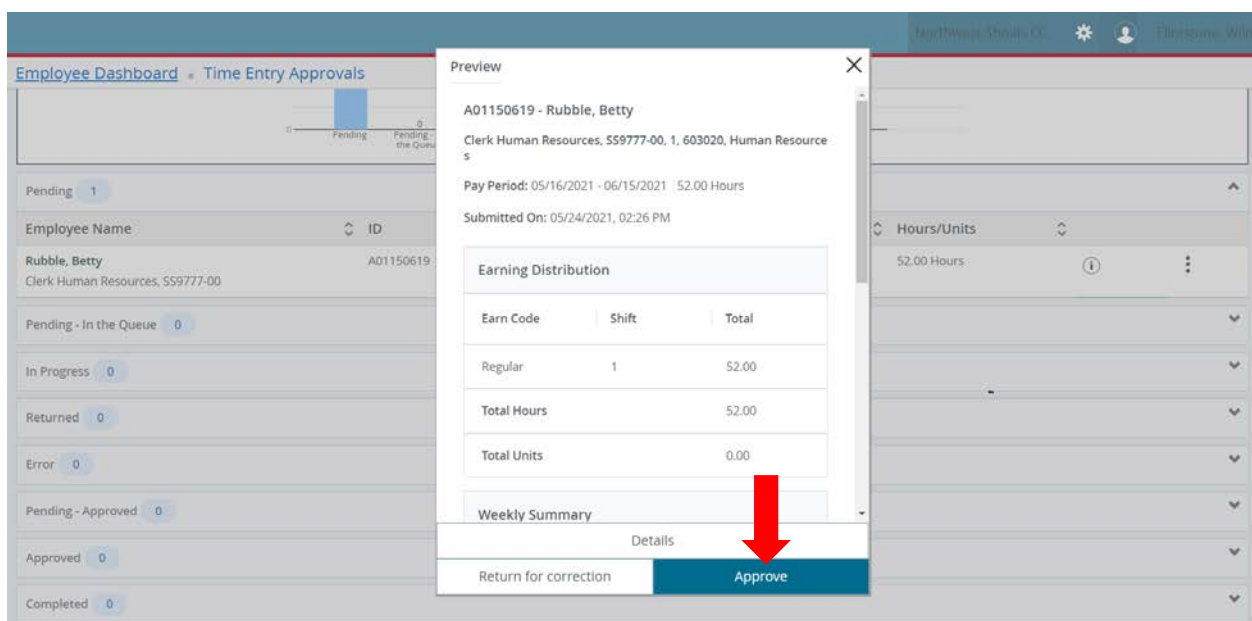
Pending 1			
Employee Name	ID	Organization	Hours/Units
Rubble, Betty Clerk Human Resources, SS9777-00	A01150619	1-603020, Human Resources	52.00 Hours
Pending - In the Queue 0			
In Progress 0			
Returned 0			
Error 0			
Pending - Approved 0			
Approved 0			
Completed 0			

Under pending, click on the employee's name to approve time.

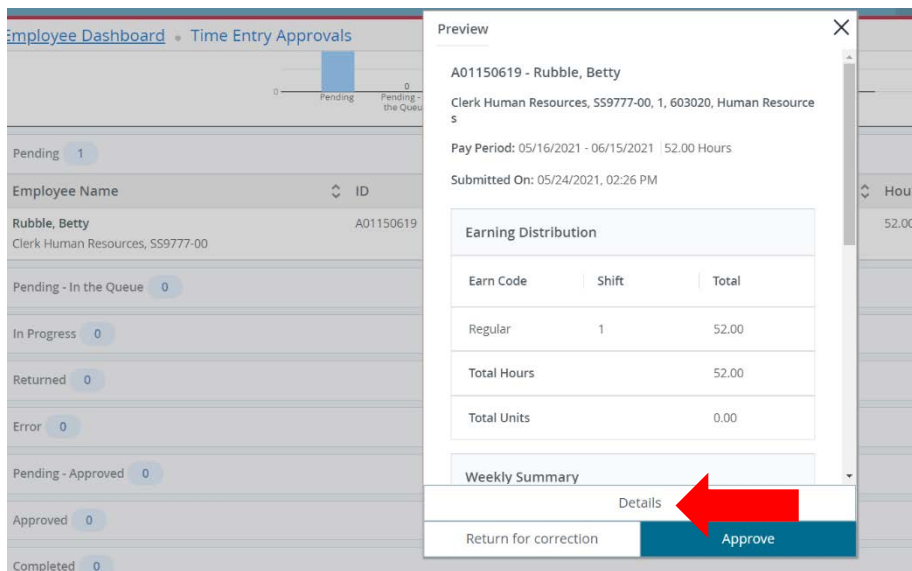
Pending 1			
Employee Name	ID	Organization	Hours/Units
Rubble, Betty Clerk Human Resources, SS9777-00	A01150619	1-603020, Human Resources	52.00 Hours
Pending - In the Queue 0			
In Progress 0			
Returned 0			
Error 0			
Pending - Approved 0			
Approved 0			
Completed 0			

The preview box will show the total number of hours the employee worked and a weekly summary. There are three options to choose: Details, Return for Correction, or Approve.

If the timesheet is correct, click on Approve.



To see more details, click on Details.



You will be able to see the employee's timesheet by day.

A01150619-Rubble, Betty, Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000 Leave Balances

05/16/2021 - 06/15/2021 | 52.00 Hours | Pending | Submitted On 05/24/2021, 02:26 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25 4.00 Hours	26	27 6.00 Hours	28	29

[Add Earn Code](#)

Regular

- 08:00 AM - 12:00 PM | 4.00 Hours
- 01:00 PM - 03:00 PM | 2.00 Hours

[Add More Time](#)

Total: 6.00 Hours | [Account Distribution](#)

After reviewing the timesheet, you can return the timesheet to the employee for correction if needed. Click on Preview at the bottom of the page.

A01150619-Rubble, Betty, Clerk Human Resources, SS9777-00, 1, 603020, Human Resources, Rate: \$10.000000 Leave Balances

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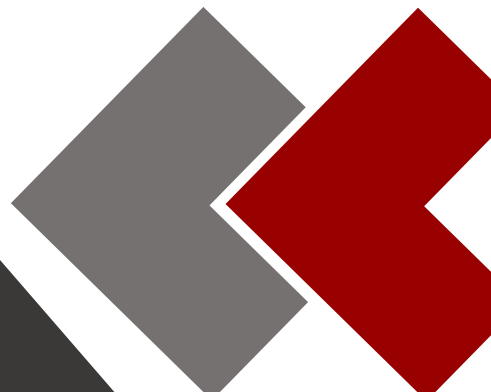
Regular

- 08:00 AM - 12:00 PM | 4.00 Hours
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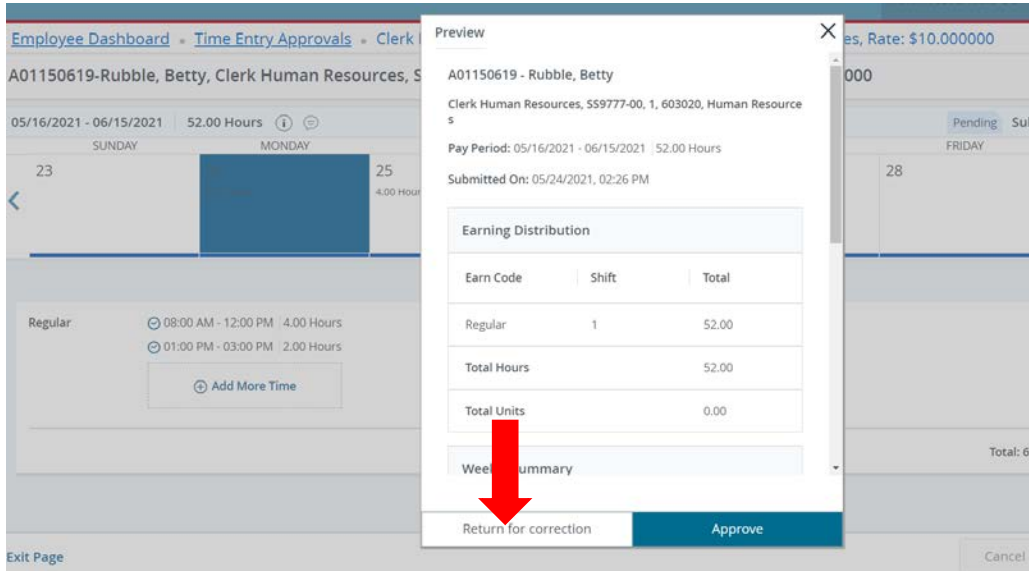
[Add More Time](#)

Total: 6.00 Hours | [Account Distribution](#)

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)



Then choose Return for Correction on the pop-up box.



After reviewing the details and the timesheet is ready for approval, click on Approve on the pop-up box.

