INSTRUCTION MANUAL
APPROVER
WEB TIME ENTRY
BANNER
INTRODUCTION
Completed
Approved

Pending

In Progress

Not Started

The hours have been extracted into the payroll process.

Approver has approved the hours.

Hours are waiting approval.

The Student has viewed or entered hours, but have not submitted the hours.

The Student has not viewed or entered hours for this pay period.
1. Log on to Banner Self Service.
2. Click Enter Secure Area link.
3. Enter User ID and Pin.
5. Click "Time Sheet Link"
you are acting as proxy for and click „Select“. Time and click „Select“. If you are acting as a „Proxy“, select the name of the person. Make your „My Choice“ selection „Approve or Acknowledge“.
7. Select Pay Number. You will only be able to see completed or current pay numbers.

8. By clicking on the drop down box select your department and click "Select".
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours Worked</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>2021-01-01</td>
<td>2021-06-30</td>
<td>1500</td>
<td>Approved</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>2021-05-01</td>
<td>2021-10-31</td>
<td>2000</td>
<td>Pending</td>
</tr>
<tr>
<td>Michael Brown</td>
<td>2021-08-01</td>
<td>2021-12-31</td>
<td>1000</td>
<td>Rejected</td>
</tr>
</tbody>
</table>

**Notice at the Pay Period Time Entry Status:** Open until Dec 31, 2009, 5:00 P.M.

**NOTE:** Once the timesheet has been approved, you must contact the Payroll Dept. to make any other changes or adjustments.

Pending status allows you to make changes and comments or approve the timesheet. who has completed the timesheet (Pending).

Who has completed but not opened their timesheet (In Progress) and who has opened but not completed their timesheet (Not Started).

You will be able to determine who has not opened their timesheet, after that time.

This means that you must have all timesheets approved by that time, after that time.