

Banner 9 Time and Leave Approver Instructions

- Supervisors can approve time and leave by selecting “Approve Time” or by selecting “Approvals” when entering their own leave reports.
- Supervisors can select from “Timesheet” or “Leave Report” from the dropdown box.
- Timesheets are for hourly employees or student workers.
- Leave reports are for permanent employees.

The screenshot shows the 'Employee Dashboard' for a user named Donna L. Watson. The dashboard includes a profile picture, buttons for 'My Profile' and 'My Team', and a section for 'Leave Balances as of 06/17/2022' with various leave types and their remaining hours. A sidebar on the right contains 'My Activities' with a list of links: 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', 'Campus Directory', and 'Employee Menu'. A red arrow points to the 'Approve Time' link.

The screenshot shows the 'Time Entry Approvals' page. At the top, there is a notification banner: 'No Timesheet documents available for approval.' Below this, the page title is 'Approvals - Timesheet'. A dropdown menu is open, showing options: 'Timesheet', 'Leave Report', and 'Leave Request'. A red arrow points to the 'Leave Report' option. The page also features several filters: 'All Departments', a search box, 'All Status except Not Started', and an 'Enter ID/Name' field.

- Once you select “Timesheets” or “Leave Reports”, you will select your “W-TSxxx Timesheet Organization”.
- You then select the leave report period you want to approve. Your subject employees will be under "SB" time periods and your exempt employees will be under "MN" time periods.
- There are multiple leave report statuses you can choose from. To get all your leave report employees except for those “Not Started” leave the default set to “All Status except Not Started”.
- You can view your “Not Started” by clicking the down arrow and selecting “Not Started”.
- You can also search by “Employee Name” A “Distribution Status Report” graph showing leave reports and status is automatically generated. This can be collapsed by clicking the ^ option.

The screenshot displays the 'Approvals - Leave Report' interface. At the top, there are several filter dropdowns: 'Leave Report', 'All Departments' (with a dropdown arrow pointing to 'W-TS1695, Time Sheet Organization'), '06/06/2022 - 06/19/2022 (2022 SB 13)', 'All Status except Not Started', and 'Enter ID/Name'. Below these filters is a 'Distribution Status Report - Leave Report' graph. The graph shows a single bar for 'In Progress' with a value of 1. The x-axis categories are: Pending (0), Pending - In the Queue (0), In Progress (1), Returned (0), Error (0), Pending - Approved (0), Approved (0), and Completed (0). Below the graph are summary rows: 'Pending 0', 'Pending - In the Queue 0', and 'In Progress 1'. At the bottom, there is a table header with columns: 'Employee Name', 'ID', 'Organization', and 'Hours/Dave/Unit'.

- Leave reports are listed by the various leave report statuses.
- In the example below, one employee is “Pending” supervisor approval. The second employee is “In Progress” which means they have started their leave report but not submitted for approval.
- Before approving, review each employee’s leave report. You can do this by clicking on the employee’s name or by selecting the three dots at the right of the employee’s name.
- You can also review employee leave balances by selecting the three dots at the right of the employee’s name.
- Once each employee’s leave report has been reviewed and verified as correct, they can be approved individually, or mass approved by clicking the checkbox beside “Pending”.

The screenshot displays the 'Time Entry Approvals' interface in a browser window. The page title is 'WCU - Banner - DEV2' and the user is 'Watson, Donna L.'. The main content area is titled 'Approvals' and 'Leave Report'. It features a search bar and filters for 'Leave Report', 'Organization', 'Date Range', and 'Status'. The status filter is set to 'All Status except Not Started'. The main table lists leave reports with columns for 'Employee Name', 'ID', 'Organization', and 'Hours/Days/Units'. The 'Pending' section shows one report for 'Human Resource Specialist, 171032-00' with 80.00 Hours. The 'In Progress' section shows one report for 'Human Resource Specialist, 212909-00' with 40.00 Hours. A dropdown menu is open for the pending report, showing options for 'Preview' and 'Leave Balance'. Red arrows highlight the 'Pending' count, the 'In Progress' count, and the three-dot menu for the pending report.

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

- When viewing individual leave reports, the first section lists the hours entered per day.
- The second section shows hours entered per week.
- The third section shows leave report routing and status.
- From the preview page you can “Approve”, “Return for Correction”, “Return” to previous menu, or view the “Details” of the leave report.
- All “Return for Correction” must have a comment added.

Time Entry Detail

Date	Earn Code	Shift	Total
06/06/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/07/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/08/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/09/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/10/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/13/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/14/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/15/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/16/2022	WRG, Regular Hours Worked	1	8.00 Hours
06/17/2022	WRG, Regular Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
WRG, Regular Hours Worked	1	40.00	40.00		80.00 Hours
Total Hours		40.00	40.00		

Routing and Status

Name	Action	Date & Time
Woleslagle, Emily J.	Originated	06/17/2022, 04:10 PM
Woleslagle, Emily J.	Submitted	06/17/2022, 04:11 PM
Watson, Donna L.	Pending Approval	
Waite, Susan L.	In the Queue	

Comment (Optional):
Add Comment

Buttons: Return, Details, Return for correction, Approve

- After you select “Approve”, you can “Return” to the previous menu.
- Notice the employee has moved to the “Pending-Approved” status. This status means it has been approved by the supervisor and awaiting HR final approval.

Approvals - Leave Report

Leave Report: WTS1695, Time Sheet Organization | 06/06/2022 - 06/19/2022 (2022 SB 13) | All Status except Not Started | Enter ID/Name

Distribution Status Report - Leave Report

- Pending: 0
- Pending - In the Queue: 0
- In Progress: 1

Employee Name	ID	Organization	Hours/Days/Units
Lizotte, Melanie J.	[REDACTED]	W-TS1695, Time Sheet Organization	40.00 Hours
- Returned: 0
- Error: 0
- Pending - Approved: 1

Employee Name	ID	Organization	Hours/Days/Units
Woleslagle, Emily J.	[REDACTED]	W-TS1695, Time Sheet Organization	80.00 Hours
- Approved: 0
- Completed: 0

Notification: Leave Report successfully approved.