

BannerWeb Time Approval Quick Reference

Lehigh University Payroll Office

524 Brodhead Avenue

Extension 83151

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1. Using Internet Explorer version 5.0 or higher, go to the Lehigh Banner Web site www.lehigh.edu and log into the Campus Portal. Click on the tab associated with Banner.
2. Click **Employee**.
3. Click **Time Sheet**.
4. Click on the **Approve Or Acknowledge Time Sheets or Leave Request** radio button.
5. If you are acting as a Proxy for time approval, select the name of the person for whom you are acting as Proxy from the **Act as Proxy for** drop-down list. Otherwise, the **Act as Proxy for** should indicate 'Self'.
6. Click .
7. Select and sort the time sheets.
 - a. If you approve time in more than one college department, click the **My Choice** radio button associated with the department for which you want to approve time.
 - b. Next, from the **Pay Period and Status** drop down list, select the pay period for which you want to approve time.
 - c. Select the sort order that is to be used to view employee time records, the choices are:
 - **Sort employees' records by Status then by Name** – sorts by transaction status of the time sheets, and alphabetically by name within the transaction status.
 - **Sort employees' records by Name** – sorts records alphabetically by name.
 - d. Click . The **Summary** page opens.
8. To approve all **Pending** Time Sheets on the Time Sheet Summary page:
 - a. Click .
 - b. Click .
9. To approve some, but not all **Pending** Time Sheets from the Time Sheet Summary page (this bypasses having to open each employee time sheet):
 - a. Click the check box on the employee's record in the **Approve or FYI** or the **Return for Correction** column.

b. Click .


10. To work with a individual employee's **Pending** time sheet, click the underlined name in the **Name and Position** column. The **Employee Detailed Information** page opens – it contains 5 sections of information:

- a. **Employee Detail**; name, ID number, position, organization and transaction status of his/her time sheet.
- b. **Time Sheet**; detail of daily hours.
- c. **Comments**; comments from employee.
- d. **Routing Queue**; names of persons who must perform actions with the time sheet with the action details and date the action was taken.
- e. **Account Distribution Default Data**; FOAPAL information for the labor distribution.

The approver can take the following actions:

- Click  to change the time detail.
- Click  to add a comment to the record.
- Click  to return the time record to the employee. Note: the employee will automatically receive an e-mail indicating that the time sheet has been returned.
- Click  to approve the employee's time sheet.

Notes:

- ❖ Remember to click  if you are approving time sheets on the Summary page. The Summary page is the list of all employees for your approval and their transaction status.
- ❖ Verify that the employees you intended to approve have been moved from a **Pending** status to an **Approved** status before exiting.
- ❖ For more detailed information, see **Banner Human Resources – Banner Web Time Entry Approval Manual**.