BannerWeb Time Approval Quick Reference

Lehigh University Payroll Office

524 Brodhead Avenue

Extension 83151

Revised August 11, 2003

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 Select.
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 Select. The **Summary** page opens.

8. To approve all ***Pending*** Time Sheets on the Time Sheet Summary page:
   a. Click Select All, Approve or FYI.
   b. Click Save.

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 Save.

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 Change Record to change the time detail.
    - Click Add Comment to add a comment to the record.
    - Click Return for Correction 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 Approve to approve the employee's time sheet.

Notes:

- Remember to click Save 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.**