



Banner 9 Self-Service Web Time Approval Guide

1. Supervisor Overview

Supervisors should:

- Monitor timesheet status regularly during the pay period.
- Review all entries and comments for accuracy.
- Approve or return timesheets by the established deadline (e.g., Monday following the pay period).
- Use the 'Return for Correction' option to send a timesheet back to an employee with a note.
- If a timesheet is returned for correction, please also notify the employee a correction needs to be made.
- Designate a proxy approver when out of office to prevent delays.

2. Supervisor Approval

- Select 'Approve Time'
- Select the correct department and pay period using the dropdown menus
- Select the employee you would like to review and approve by scrolling down and selecting their name
- You can also select the three vertical dots to preview the time sheet or view the employees leave balances
- After selecting the employee, you will be able to preview the time sheet, details, summary, status and leave comments if needed
- Use the 'Details' button to view and make changes to the timesheet if needed
- Use the 'Return for correction' button to send back to the employee for correction. If this is done, please notify the employee that they need to make changes.
- Select 'Approve Time' to approve the time once timesheets have been reviewed for accuracy to be submitted to the payroll office.



Employee Home & Self Service

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 10/10/2025

Annual Leave in hours: 154.00

Sick Pay in hours: 992.00

Inclement Weather in hours: 8.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 09/30/2025

[All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

[Approve Time](#)

Employee Home & Self Service

Employee Dashboard - Time Entry Approvals

Approvals - Timesheet

Proxy Super User | Reports

Timesheet

All Departments

10/05/2025 - 10/18/2025 (2025 BW 22)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Timesheet

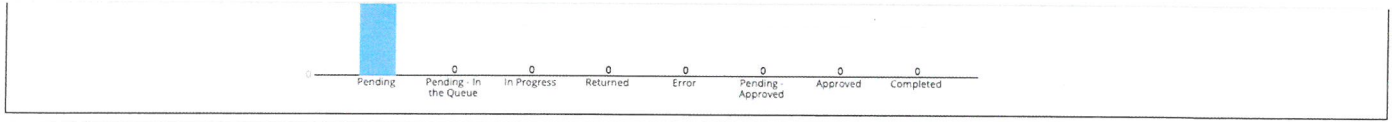
Pending	Pending - In the Queue	In Progress	Returned	Error	Pending - Approved	Approved	Completed
1	0	0	0	0	0	0	0

Pending 1



Employee Home & Self Service

Employee Dashboard - Time Entry Approvals



Pending 1

Employee Name	ID	Organization	Hours/Units	
[Redacted]	[Redacted]	W-2164, Library - Media Service	80.00 Hours	[Info] [Menu]
Pending - In the Queue 0				
In Progress 0				
Returned 0				
Error 0				
Pending - Approved 0				
Approved 0				

Employee Home & Self Service

Employee Dashboard - Time Entry Approvals - [Redacted] - Preview

Timesheet Detail Summary

[Redacted]
[Redacted]

Pay Period: 80.00 Hours Pending Submitted On 10/10/2025, 01:06 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/06/2025	REG, Regular Pay	1	8.00 Hours
10/07/2025	REG, Regular Pay	1	8.00 Hours
10/08/2025	REG, Regular Pay	1	8.00 Hours
10/09/2025	REG, Regular Pay	1	8.00 Hours
10/10/2025	REG, Regular Pay	1	8.00 Hours
10/13/2025	REG, Regular Pay	1	8.00 Hours
10/14/2025	REG, Regular Pay	1	8.00 Hours
10/15/2025	REG, Regular Pay	1	8.00 Hours
10/16/2025	REG, Regular Pay	1	8.00 Hours
10/17/2025	REG, Regular Pay	1	8.00 Hours

Return Details Return for correction Approve



Employee Home & Self Service

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Leave Balances as of 10/08/2025

Annual Leave in hours: 154.00 Sick Pay in hours: 992.00 Inclement Weather in hours: 8.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 09/30/2025 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

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[Approve Time](#)

Employee Home & Self Service

Employee Dashboard » Time Entry Approvals

Approvals - Timesheet

Proxy Super User | Reports

Approvals

Timesheet All Departments 10/05/2025 - 10/18/2025 (2025 ST 22) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

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

Pending 0



Employee Home & Self Service

Employee_Dashboard » Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser
Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Acosta, Michael T. - [Information Technology (IT)]

Existing Proxies

[Add a new proxy](#)

Select single/multiple names and click on Delete Proxies to remove from list

[Navigate to Time & Leave Approvals application](#)



1. Proxy Overview

- Select 'Approve Time'
- Select 'Proxy Super User'
- Select 'Add a new proxy', choose your desired proxy, and save

Employee Home & Self Service

Employee Dashboard

Leave Balances as of 10/08/2025

Annual Leave in hours	154.00	Sick Pay in hours	992.00	Inclement Weather in hours	8.00
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 09/30/2025 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#) [Approve Time](#)

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Employee Summary



Employee Home & Self Service

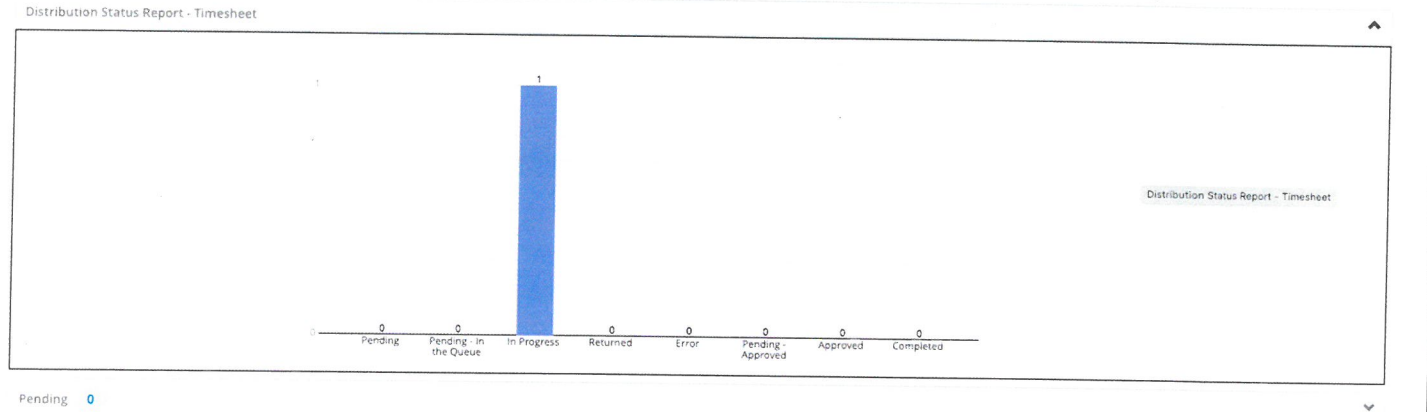
Employee Dashboard ▸ Time Entry Approvals

Approvals - Timesheet

Proxy Super User | Reports

Approvals

Timesheet ▾ All Departments ▾ 10/05/2025 - 10/18/2025 (2025 ST 22) ▾ All Status except Not Started ▾ Enter ID/Name



Employee Home & Self Service

Employee Dashboard ▸ Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Acosta, Michael T. - [Information Technology (IT)] ▾

Existing Proxies

Add a new proxy | Select Employee to add as Proxy ▾ | Timesheet ▾ | Save | Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Navigate to Time & Leave Approvals application