



# Banner Web Time Entry Approver Guide

Start Here!

Enter Self Service through **TITAN CONNECT**

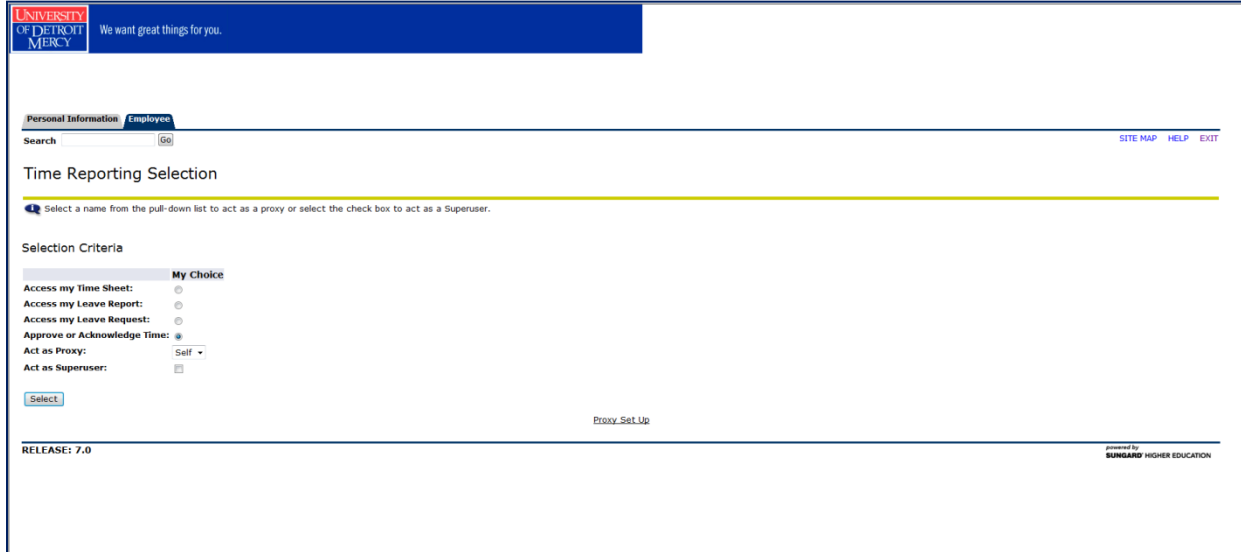
The screenshot shows the Banner Web interface for user Anna Marie Yelencich. The top navigation bar includes 'TC Home', 'Mission', 'Tutorial', 'Employee', 'UDM Phone Directory', and 'UDM Calendar'. The 'Employee' tab is selected. The main content area features several sections: 'UDM Major Announcements' with a green alert box, 'Campus Announcements' listing a free H1N1 clinic, 'Personal Announcements' stating there are none, and 'TitanConnect' with a 'TitanConnect Self Service' link. On the right, there are links for 'Exchange/Outlook Web Access' and 'My Calendar'.

Select the **EMPLOYEE TAB**

The screenshot shows the Banner Web interface with the 'Employee' tab selected. The top navigation bar includes 'Personal Information' and 'Employee'. The 'Employee' tab is active. The main content area features a 'Main Menu' section with a welcome message and links for 'Personal Information' and 'Employee'. The 'Employee' link is highlighted. The bottom of the page includes the text 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'.

# Banner Web Time Entry Approver Guide

## Select APPROVE OR ACKNOWLEDGE TIME



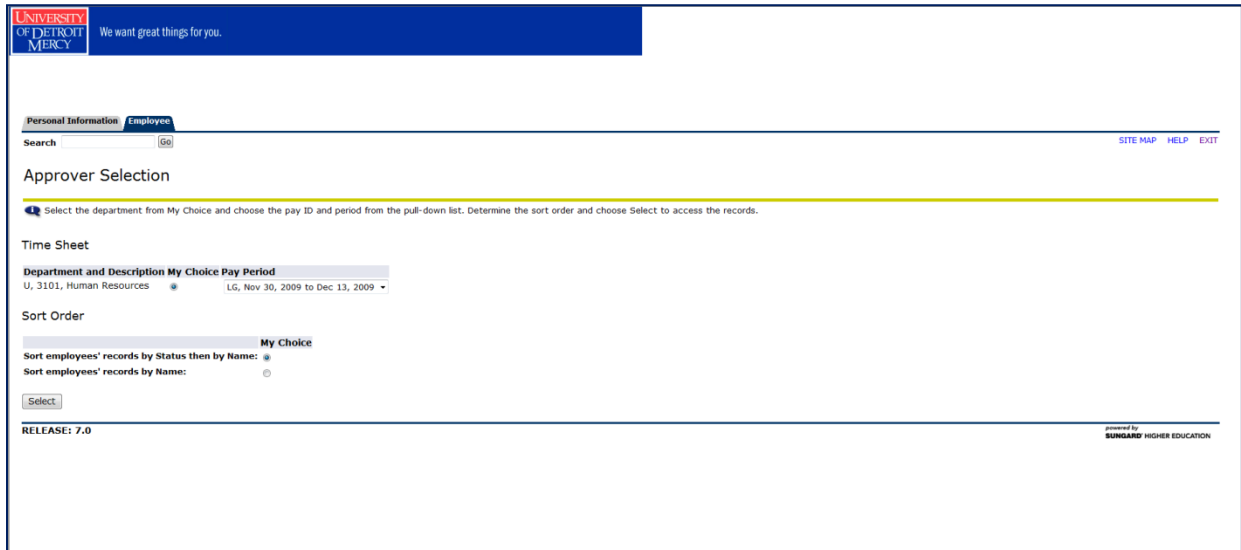
The screenshot shows the Banner Web Time Entry Approver interface. At the top, there is a blue header with the University of Detroit Mercy logo and the tagline "We want great things for you." Below the header, there are navigation tabs for "Personal Information" and "Employee". A search bar is present with a "Go" button. The main heading is "Time Reporting Selection". Below this, there is a instruction: "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." The "Selection Criteria" section includes:
 

- Access my Time Sheet:  My Choice
- Access my Leave Report:
- Access my Leave Request:
- Approve or Acknowledge Time:  \*
- Act as Proxy: Self (dropdown)
- Act as Superuser:

 A "Select" button is located at the bottom left of the criteria section. A "Proxy\_Set\_Up" link is centered below the criteria. At the bottom of the page, it says "RELEASE: 7.0" and "powered by SUNGARD HIGHER EDUCATION".

## Select Department (My Choice)

## Select Sort Order (My Choice)



The screenshot shows the Banner Web Time Entry Approver interface for the "Approver Selection" step. It features the same header and navigation as the previous screenshot. The main heading is "Approver Selection". Below this, there is a instruction: "Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records." The "Time Sheet" section includes:
 

- Department and Description: U, 3101, Human Resources (with a star icon)
- My Choice Pay Period: LG, Nov 30, 2009 to Dec 13, 2009 (dropdown)

 The "Sort Order" section includes:
 

- Sort employees' records by Status then by Name:  \*
- Sort employees' records by Name:

 A "Select" button is located at the bottom left of the sort order section. At the bottom of the page, it says "RELEASE: 7.0" and "powered by SUNGARD HIGHER EDUCATION".

\*If you have multiple departments reporting to you, they will be listed, and you will need to review and approve timesheets by each department.



# Banner Web Time Entry Approver Guide

Select Timesheets in **PENDING** Status by clicking on name

**Department Summary**

Select the employee's name to access additional details.

**COA:** U, University of Detroit Mercy  
**Department:** 3101, Human Resources  
**Pay Period:** Nov 30, 2009 to Dec 13, 2009  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Dec 14, 2009, 10:00 A.M.

Select New Department | Select All, Approve or FYI | Reset | Save

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
T01418986	Sanita D Reed SF9888 - 00	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Time Record</a>	

Not Started		
ID	Name and Position	Other Information
T01080857	Netna V Anding AF9968 - 00	
T02001717	Juanita DeLoach AF9739 - 00	
T01051098	Gina Grant SF9920 - 00	
T01078331	Karen Ann Martin AF9846 - 00	
T00103906	Steven J Nelson	

Review timesheet for accuracy

Select **APPROVE** or **RETURN** for **CORRECTION**

**Employee Details**

Select Next or Previous to access another employee.

**Employee ID and Name:** T01418986 Sanita D Reed  
**Title:** SF9888-00 Payroll Assistant  
**Department and Description:** U 3101 Human Resources  
**Transaction Status:** Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment

Routing Queue | Account Distribution

Time Sheet																		
Earnings	Shift	Special Rate	Total Hours	Total Units	Monday, Nov 30, 2009	Tuesday, Dec 01, 2009	Wednesday, Dec 02, 2009	Thursday, Dec 03, 2009	Friday, Dec 04, 2009	Saturday, Dec 05, 2009	Sunday, Dec 06, 2009	Monday, Dec 07, 2009	Tuesday, Dec 08, 2009	Wednesday, Dec 09, 2009	Thursday, Dec 10, 2009	Friday, Dec 11, 2009	Saturday, Dec 12, 2009	Sunday, Dec 13, 2009
Regular Pay 1			80		8	8	8	8	8	8		8	8	8	8	8	8	
<b>Total Hours:</b>			80		8	8	8	8	8	8		8	8	8	8	8	8	
<b>Total Units:</b>				0														

**Routing Queue**

Name	Action and Date
Sanita D Reed	Originated Dec 05, 2009 09:49 pm
Sanita D Reed	Submitted Dec 05, 2009 10:22 pm
Anna Marie Yelencich	Pending

**Account Distribution Default Data**

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Nov 30, 2009		100.00	111000	3101	6145	1600				

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment

Time Sheet | Routing Queue | Account Distribution

\*Should you return for correction, the timesheet will be returned to the employee and will be in error status until the employee corrects and re-submits to you, the approver.



# Banner Web Time Entry Approver Guide

The **APPROVED** timesheet

**Employee Details**

Select Next or Previous to access another employee.

**Time transaction successfully approved.**

**Employee ID and Name:** T01418986 Sanita D Reed  
**Title:** SF9888-00 Payroll Assistant  
**Department and Description:** U 3101 Human Resources  
**Transaction Status:** Approved

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[Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday Nov 30, 2009	Tuesday Dec 01, 2009	Wednesday Dec 02, 2009	Thursday Dec 03, 2009	Friday Dec 04, 2009	Saturday Dec 05, 2009	Sunday Dec 06, 2009	Monday Dec 07, 2009	Tuesday Dec 08, 2009	Wednesday Dec 09, 2009	Thursday Dec 10, 2009	Friday Dec 11, 2009	Saturday Dec 12, 2009	Sunday Dec 13, 2009
Regular Pay 1			80		8	8	8	8	8	8		8	8	8	8	8	8	8
<b>Total Hours:</b>			80															
<b>Total Units:</b>				0														

**Routing Queue**

Name	Action and Date
Sanita D Reed	Originated Dec 05, 2009 09:49 pm
Sanita D Reed	Submitted Dec 06, 2009 05:10 pm
Anna Marie Yelencich	Approved Dec 06, 2009 05:11 pm

**Account Distribution Default Data**

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Nov 30, 2009	100.00		111000	3101	6145	1600				

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