

Work Study Time Sheet Approval Instructions

TIPS & REMINDERS

- Monitor the payroll calendar for **approval deadlines**.
 - Employee cut-off time for entering time is **Monday at 8:00 A.M.**
 - Supervisor's deadline for approving timesheets is **Monday at Noon.**
- **The Return for Correction** - Be sure to leave a comment before you return the employee timesheet for corrections.

THE TIMESHEET SUMMARY: APPROVERS

1. Log into Employee Self Service using your Banner ID and PIN.
2. Click the **Employee** Tab.
3. Click the **Timesheet** hyperlink.
4. Click the **My Choice** radio next to **Approve or Acknowledge Time**.

Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.

5. Click the **Select** button.
6. From the Pay Period and Status dropdown box, select the pay period.
7. Select the Sort Order type.
8. Click the **Select** button.

REVIEWING & APPROVING A TIMESHEET

1. In the Name and Position column, click the **employee's name**.
2. Approvers are responsible for the accuracy of the timesheet submitted and approved. *Review the submitted timesheet in detail. Be sure to scroll down to view all information.*
3. Click the **Approve button**. (Or **Return Timesheet for Correction**.)

Note: *The page will refresh and display a message that the transaction was successfully approved.*

4. Click the **Previous Menu** button to return to the Approvers Summary Page.

RETURNING A TIMESHEET FOR CORRECTIONS

If you find problems on a timesheet that the employee must correct, return the timesheet for correction as follows:

1. Click the **Add Comment** button.
2. Type a message to the employee explaining what corrections are needed for their timesheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employees timesheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

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DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you are unavailable. Every Approver should set up a Proxy. You can only designate one Proxy.

1. On the Section Criteria Page, click the **Proxy Set Up** hyperlink located at the bottom of the page.
2. From the Name dropdown box, select the person you want designated as a proxy.
3. Click the dot under Add.
4. Click the **Save** button.