Bi-Weekly Timesheet Approval

Supervisor/Proxy Training
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Access the university website at

www.ecsu.edu
Click ‘Banner’ At The Top Of The Webpage For Self Service Banner Access
Log In to your Banner Account

Click:
Enter Secure Area
Log In continued

Click: ‘Login’ to continue to next page

Enter your 970# here

Enter your 6 digit birthdate

Enlarged View
Click ‘Employee’
Click ‘Timesheet’
Select Criteria

**Supervisor only**
Click the radio button for ‘Approve or Acknowledge Time’
Select ‘Self’ beside ‘Act as Proxy’
Click ‘Select’ to continue to next page

**Proxy only**
Click the radio button for ‘Approve or Acknowledge Time’
Select the supervisor name by clicking the down arrow beside ‘Act as Proxy’
Click ‘Select’ to continue to next page
Select Department and Pay-Period

Under the **Timesheet** heading
Click the radio button to select the Department
Select the date range by clicking the down arrow
Click ‘Select’ to continue to next page
Identify Status

Only timesheets in ‘Pending’ status can be approved.
Click the employee’s name to view timesheet.
Verify Hours

### Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

**Employee ID and Name:** 57813355 Cedric Harrell
**Title:** RH0002-05 Federal Work Study

**Department and Description:** 1 33110 Radio and TV Station
**Transaction Status:** Pending

### Time Sheet

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Shift Special Hours</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Student</td>
<td></td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>5</td>
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<tr>
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<td></td>
<td>5</td>
<td>2</td>
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<td>2</td>
<td>5</td>
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<td>5</td>
<td>3</td>
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<td></td>
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<td>3</td>
<td>5</td>
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<td></td>
<td></td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Hours:** 40

**Total Units:** 0

### Time In and Out

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Student</td>
<td>12:00 PM</td>
<td>03:00 PM</td>
<td>03:00 PM</td>
<td>02:00 PM</td>
<td>02:00 PM</td>
<td>00:00 PM</td>
<td>05:00 PM</td>
<td>05:00 PM</td>
<td>05:00 PM</td>
<td>04:00 PM</td>
<td>05:00 PM</td>
<td>05:00 PM</td>
<td>05:00 PM</td>
</tr>
</tbody>
</table>

### Routing Queue

- **Name:** Cedric Harrell
- **Name:** Cedric Harrell
- **Name:** Neila Y. Smith

**Action and Date:**
- Originated: 31-Mar-2012 08:08 pm
- Submitted: 20-Mar-2012 12:04 pm
- Pending
Approve Time (method #1)

Click: ‘Approve’
Approve Time (method #1 continued)

Verify successful approval
Then click ‘Previous Menu’ to return to Summary page
Timesheet Approved

COA: 1, Elizabeth City State University
Department: 33110, Radio and TV Station
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Closed as of Mar 25, 2012, 11:59 PM

Approved

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>970123456</td>
<td>(redacted) M000012 - 00 Federal Work Study</td>
<td></td>
<td>40.00</td>
<td>.00</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In Progress

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>970012345</td>
<td>Chandra Seymour MJGRNT - 02 Student Temporary Hourly</td>
<td>6.50</td>
<td>.00</td>
<td></td>
</tr>
</tbody>
</table>

Not Started

| ID     | Name, Position and Title       | Other Information ||
|--------|--------------------------------|-------------------||
| 570001234 | Nancy Modesto M000012 - 00 Federal Work Study |                 ||
| 570000123 | Prong Rudick HMGRNT - 02 SPA Temporary Hourly |                 ||

Pay Event Transactions
Action required by all approvers:
Submitting an ‘In Progress’ Timesheet

Click the employee’s name to view timesheet.
Submitting an ‘In Progress’ Timesheet cont’d

Employee Detailed Information

Employee ID and Name:
- ID: 07010341 Fozia Sana
- Title: CU4441-02 Undergraduate Assistant

Department and Description:
- Transaction Status: 1 33110 Radio and TV Station
- In Progress

Click: ‘Submit’

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<thead>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Student</td>
<td></td>
<td></td>
<td>8.5</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Total Hours:</td>
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<td>Total Units:</td>
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</tr>
</tbody>
</table>

Click: ‘Submit’

Routing Queue | Account Distribution

<table>
<thead>
<tr>
<th>Route Queue Name</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fozia Sana</td>
<td>Originated Mar 19, 2012 05:50 pm In the Queue</td>
</tr>
</tbody>
</table>

Account Distribution Default Data

Pay Period Effective Date

Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type
---------|-------|------|--------------|---------|---------|----------|----------|-------------
Timesheet Submitted

Employee ID and Name: 97032555 Chasie Seymour
Title: UGENTAL Student Temporary Hourly

To select the next or previous employee (if applicable), click either Next or Previous.

Time Sheet Earnings

<table>
<thead>
<tr>
<th>Date</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Wednesday</td>
<td></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Friday</td>
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<td></td>
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</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Routing Queue

<table>
<thead>
<tr>
<th>Name</th>
<th>Action and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chasie Seymour</td>
<td>Originated Mar 19, 2012 05:50 pm</td>
</tr>
<tr>
<td>Medha V. Sath</td>
<td>Submitted Mar 21, 2012 11:36 am</td>
</tr>
<tr>
<td>Medha Y. Smith</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Account Distribution Default Data

<table>
<thead>
<tr>
<th>Pay Period Effective Date</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
</tr>
</thead>
</table>

Routing Queue | Account Distribution
Timesheet Adjustments

To make corrections click ‘Change Record’
To have the employee make corrections click ‘Return for Correction’
Timesheet Adjustments: ‘Change Record’

After clicking ‘Change Record’ time may be added or deleted by clicking the highlighted links
Enter time in 15 minute intervals. Use clock format.

Select AM or PM by clicking the down-arrow.

Click: ‘Save’
‘Change Record’ continued

Note hourly totals; Click ‘Previous Menu’ to return to timesheet
‘Change Record’ continued

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning</td>
<td>Total Hours</td>
<td>Total Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Hourly</td>
<td>14.5</td>
<td>6.5</td>
<td></td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Total Hours | 14.5                | 6.5                  |                        | 8                     | 0                   | 0                     | 0                    |

| Total Units | 0                   | 0                    | 0                      | 0                     | 0                   | 0                     | 0                    |

Submitted for Approval By: Melba Y. Smith on March 21, 2012
Approved By: Melba Y. Smith
Waiting for Approval From:
Approve Time (method #2)

Click the Approve box
Then click ‘Save’
Timesheet Approved

Summary

- Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

- 1 record(s) have been Approved/Acknowledged.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>570012345</td>
<td>Chancia Seymour UGGRNT - 02 Student Temporary Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>570123456</td>
<td>Cedric Harrell M200007 - 00 Federal Work Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

Not Started

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>57001234</td>
<td>Nancy Mouketou M200002 - 00 Federal Work Study</td>
<td></td>
</tr>
<tr>
<td>570000123</td>
<td>Princess Riddick SHGRNT - 02 SPA Temporary Hourly</td>
<td></td>
</tr>
</tbody>
</table>

Pay Event Transactions
Action required by all approvers: 0
Time or Leave Transactions Approved or FYI: 2
Timesheet Status

• **Approved** - Timesheet has been approved by supervisor

• **Pending** - Timesheet is waiting for supervisor approval

• **In Progress** - Timesheet has not been submitted by employee; Supervisor may submit timesheet for employee, then approve time

• **Not Started** - Timesheet has not been accessed by employee; Employee must complete paper timesheet
Verifying/Approving Timesheets

The buttons shown above are located in the top & bottom left side of the timesheet.

- **Previous Menu** - click to return to Summary page
- **Approve** - click once to make timesheet available for payroll processing
- **Return for Correction** - returns the timesheet to the employee for revision
- **Change Record** - allows supervisor to make revisions to hours submitted
- **Delete** - removes all data and returns timesheet to ‘Not Started’ status
- **Add Comment** - supervisor may enter a comment for the employee or payroll to review
- **Previous** - enables supervisor to view prior employee’s timesheet in queue
- **Next** - enables supervisor to view next employee’s timesheet in queue
- **Return Time** - retrieves approved timesheet prior to payroll processing
Verifying/Approving Timesheets continued

The buttons shown above are located in the top & bottom left corners of the Summary page.

- **Change Selection**- click to return to Selection page
- **Select All, Approve or FYI**- click to select the Approve box for ALL ‘Pending’ timesheets
- **Reset**- click to delete changes prior to saving
- **Save**- click to save changes
Third Shift Employees only

• If an employee is scheduled to work on Sunday night and their shift begins at midnight, the time should be entered on the timesheet as 12a.m. Monday morning NOT 12a.m. Sunday morning.

Banner pay-periods begin Monday morning at 12a.m. and end Sunday evening at 11:59p.m.
Helpful Hints

• Timesheets that are approved after payroll has begun processing will **NOT** be processed. The employee must complete a paper timesheet.

• Timesheets that are approved after payroll has processed will **NOT** pull into the next pay cycle. The employee must complete a paper timesheet.
Helpful Hints continued

• Place comment/explanation for payroll to review on timesheets intentionally unapproved.

• All timesheets that have been started but not submitted by the employee must be submitted by the supervisor for payroll processing if the employee has worked during the pay-cycle.
Helpful Hints continued

• If the employee does not make corrections on the timesheet, the supervisor should make corrections as necessary to ensure the timesheet is submitted and approved for payroll processing.

• A discrepancy of hours logged on the timesheet should be discussed/resolved with the employee prior to payroll processing.
Helpful Hints continued

• Please check your supervisor access in Self-Service Banner early. This will allow time for correcting any access concerns.

• Please encourage your Bi-Weekly paid employees to check their timesheet access in Self-Service Banner early. This will allow time for correcting any access concerns.
Proxy Set-Up

Click 'Proxy Set Up’
Then click ‘Select’
Proxy Set-Up continued

Click the down-arrow to select Proxy name
Click the ‘Add’ box
Then click ‘Save’
Proxy Set-Up continued

Set-up complete

Click to return to Selection Criteria
For additional assistance, feel free to contact:

Nancy McPherson  
Administrator of Temporary Employment  
Division of Human Resources & Payroll  
Email: njmcpherson708@mail.ecsu.edu  
Phone: 252-335-3786 | Fax: 252-335-3415

Sarah Harris  
Administrator of Bi-Weekly Payroll  
Division of Human Resources & Payroll  
Email: smharris@mail.ecsu.edu  
Phone: 252-335-3205 | Fax: 252-335-3415