

Time Entry Manual for Banner Self Service - Approver

“Each Non-Exempt Employee is required to make a daily reporting of all time spent in his or her employment with his or her Home Campus, and any leave time taken. Such reports shall be submitted weekly. The time reported shall include Compensable Travel Time, Compensable Meeting Time, time spent on work during the course of the Non-Exempt Employee’s Regular Working Hours, time spent working by the Non-Exempt Employee during “off hours”, absences, late arrivals, early departures, and meal breaks. Each submitted report shall be certified by the Non-Exempt Employee to be accurate, true and correct. False or inaccurate reporting of time worked by an employee may result in disciplinary action.

Each supervisor shall review the time and attendance reports of all Non-Exempt Employees within that supervisor’s department and verify the report(s) on a weekly basis”

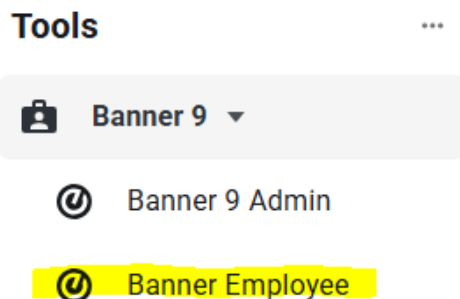
**Weekly for full time or per pay period for hourly. **

- Employees should verify that all time is correct before submission.
- Employees have the ability to correct their own time manually if needed.
- Employee job title and pay rate for timekeeping purposes will not match the normal job title and pay rate. The rate will show \$0.00 on the timesheet screens. This is normal and does not affect the employee’s pay check.

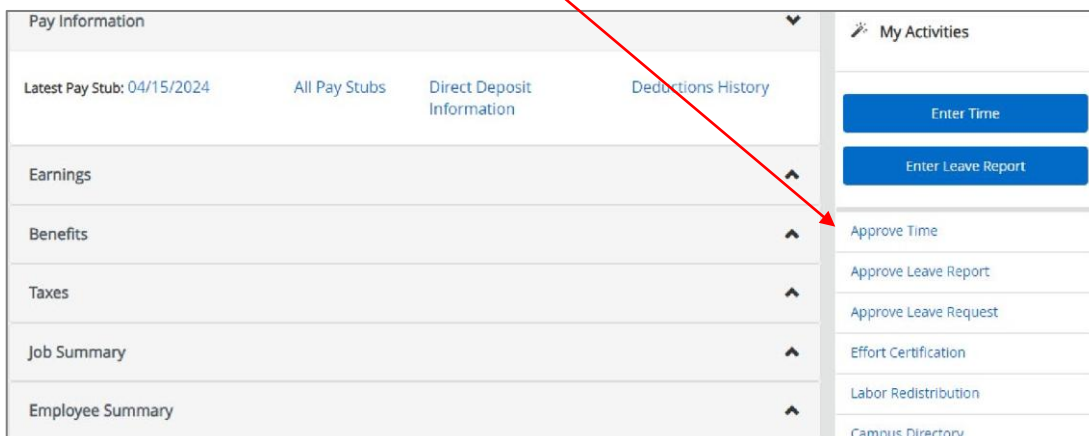
Accessing Timesheets

Log in to Banner9 Self Service – Employee through Pack Portal or by using the direct link below.

<https://employeeessb-prod.ec.astate.edu/EmployeeSelfService/ssb/hrDashboard?mepCode=JBORO>



Once you log in you will click the **Approve Time** button under My Activities.



An **Approvals** screen will appear with a row of 5 fields.

The screenshot shows the 'Approvals - Timesheet' interface. At the top, there is a breadcrumb 'Employee Dashboard • Time Entry Approvals' and a user profile 'Proxy Super User' with the note 'You are acting as a Superuser for Time Entry Approvals'. Below this is a navigation bar with 'Approvals', 'Timesheet', and 'Leave Report'. The main section contains five filter fields: a dropdown menu set to 'Timesheet', a date range selector 'Select Pay Period', a dropdown menu set to 'All Departments', a dropdown menu set to 'All Status except Not Started', and a text input field 'Enter ID/Name'.

Field 1. Select **Timesheet**.

A close-up of the first field, a dropdown menu with 'Timesheet' selected and a downward arrow on the right.

Field 2: Select the appropriate payroll cycle that needs to be approved.

(ZP: Full Time Employees & HR: Part-time Employees)

A close-up of the second field, a date range selector showing '08/19/2024 - 08/25/2024 (2024 ZP 34)' with a downward arrow on the right.

Field 3: Select **All Departments** OR use the drop-down arrow to select a specific department.

A close-up of the third field, a dropdown menu with 'All Departments' selected and a downward arrow on the right.

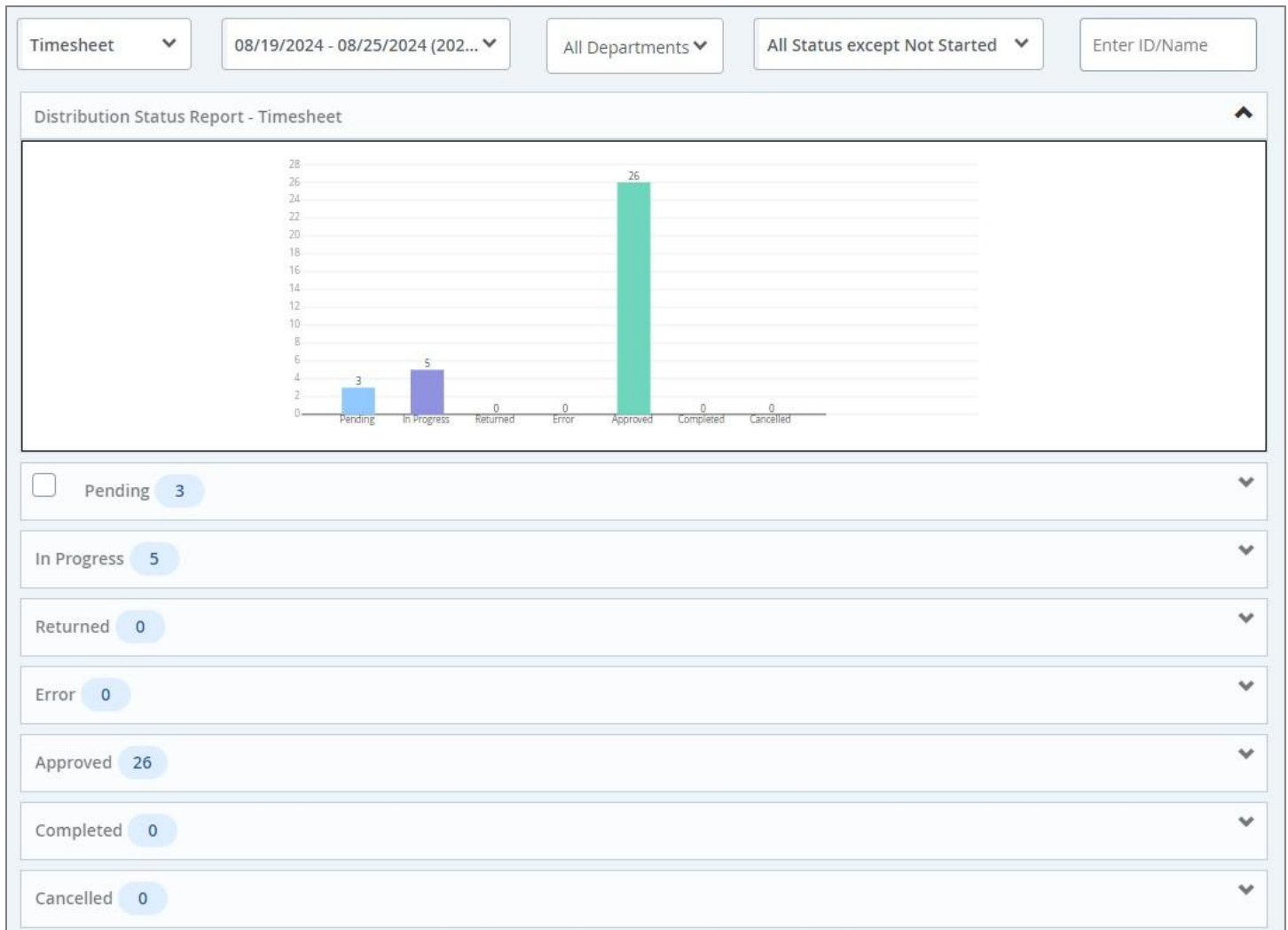
Field 4: Select **All Status except Not Started** to view all statuses OR use the drop-down arrow to select appropriate status to view. *(Select Not Started to view any employees that have not started a timesheet)*

A close-up of the fourth field, a dropdown menu with 'All Status except Not Started' selected and a downward arrow on the right.

Field 5: Optional, used to locate a specific employee.

A close-up of the fifth field, a text input field with the placeholder text 'Enter ID/Name'.

You will see a screen which details all of your employees and the status of their time sheet. Each category can be expanded to see which employee timesheets are in each status.



Status Categories:

- **Pending:** User has submitted time for approval and is pending
- **In Progress:** User has begun preparing a timesheet, but has not yet submitted
- **Returned:** Timesheet has been returned to a user by an approver
- **Error:** Timesheet is in error. This normally requires a Superuser to correct
- **Approved:** Timesheet has been approved and is ready for payroll
- **Completed:** Payroll has been run against the submitted and approved Timesheet
- **Cancelled:** Timesheet has been cancelled, usually for zero-hour submissions

Navigating an Employee's Timesheet

Expand a status category by clicking the arrow to the right of the section. Now you will see the employees with timesheets in that category.

0

Pending

0

In Progress

0

Returned

0

Error

0

Approved

0

Completed

0

Cancelled

☐

Pending

1

In Progress

0

Returned

0

Error

0

☐

Pending

1

Approve/Acknowledge

Employee Name	ID	Organization	Hours/Units	
☒ Bishop, Patsy K. Time entry no pay Non Police Officer, ZP0001-00		T-312211, Winn L Asst Vice Chancellor Admin	42.00 Hours	1

Employee Name: Displays name of the employee

ID: Displays the Banner ID of the employee

Organization: Displays the timesheet org and supervisor name

Hour/Units: Displays the hours entered by the employee

Information button:  Displays the approvers, status, and dates associated with the timesheet

Message button:  Displays the message count relating to a timesheet. If the button is greyed out, there are no messages associated with this timesheet.

Menu button:  Displays a secondary menu where you can preview the timesheet or leave balances associated with an employee

Reviewing and Approving Time

Select your employee. To view their time sheet, click on the employee’s name.

☐ Pending 1

Employee Name	ID	Organization	Hours/Units	
☐ Bishop, Patsy K. Time entry no pay Non Police Officer, ZP0001-00		T-312211, Winn L Asst Vice Chancellor Admin	42.00 Hours	1

This screen will show you the Detail Summary of the employee’s time for the week and list whether it is regular time (time clocked/entered) and/or any Leave taken. If the time is correct click on the **Approve** button and it will move forward in the process.

Pay Period: 04/22/2024 - 04/28/2024 | 42.00 Hours | Pending | Submitted On 07/22/2024, 10:09 AM

Time Entry Detail

Date	Earn Code	Shift	Total
04/22/2024	REG, Regular Earnings	1	3.00 Hours
04/22/2024	SCK, Sick Pay	1	6.00 Hours
04/23/2024	REG, Regular Earnings	1	9.50 Hours
04/24/2024	REG, Regular Earnings	1	10.50 Hours
04/25/2024	REG, Regular Earnings	1	9.00 Hours
04/26/2024	REG, Regular Earnings	1	4.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	
Comment Out									
04/22/2024	REG, Regular Earnings	1	3.00	08:00 AM		a	11:00 AM	a	
04/22/2024	SCK, Sick Pay	1	6.00	11:00 AM			05:00 PM		
04/23/2024	REG, Regular Earnings	1	9.50	07:30 AM		b	05:00 PM	b	
04/24/2024	REG, Regular Earnings	1	10.50	07:00 AM		c	05:30 PM	c	

Return

Details

Return for correction

Approve

If a correction is needed choose the **Return for correction** button. Note: Comments are required when returning for correction to the employee. Please be specific as to issues and always remember these comments can be read by Human Resources and Payroll staff with the appropriate permissions.

Once you enter the comment/reason for returning the time sheet then click **Return for Correction** again and it will return to the employee.

If you return for correction be sure to notify your employee so that the necessary edits can be made and the time sheet submitted again for approval.

Only return for corrections if it is prior to the employee's deadline. Once their deadline passes, you can make the necessary corrections for the employee before you approve.

The screenshot shows a web interface for 'Time Entry Approvals'. At the top, there's a breadcrumb trail: 'Employee Dashboard • Time Entry Approvals • Time entry no pay Non Police Office'. Below this, a red banner says 'Please enter a comment to proceed.' The main content area shows 'Winn, Lori A.' with a 'Pending Approval' status and an 'Approve by 09/01/2024, 12:00 PM' deadline. There's a 'Comment (Optional):' section with a text input field containing 'Add Comment' and a '2000 characters remaining' indicator. A 'Confidential Comment' checkbox is also present. At the bottom, there are four buttons: 'Return', 'Details', 'Return for correction', and 'Approve'.

What if my employee did not submit?

Submit for your employee when they missed the deadline.

- If your employee fails to submit before the deadline, you will submit on the employee's behalf before approving. *(This can only be done once the deadline for the employee has passed.)*

Note: If the employee is missing an out time, you will not be able to submit for them. You will need to contact payroll for assistance.

You must select the employee's timesheet from the "In Progress" section. Click on the employee's name.

In Progress 1		
Employee Name	ID	Organization
Jordan, Abbey E. Time Entry Non Exempt, ZP0002-00	[REDACTED]	T-312212, Watson Tara Project Program Dir

After selecting the timesheet, you will have the “Submit” option at the bottom of your screen before the approve option appears.

(This will only be available before your approving deadline passes and after it closes for the employee.)

Pay Period: 42.75 Hours In Progress Submit By 05/27/2025, 07:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
05/19/2025	REG, Regular Earnings	1	8.50 Hours
05/20/2025	REG, Regular Earnings	1	8.50 Hours
05/21/2025	REG, Regular Earnings	1	8.00 Hours
05/21/2025	SCK, Sick Pay	1	1.50 Hours
05/22/2025	REG, Regular Earnings	1	9.50 Hours
05/23/2025	REG, Regular Earnings	1	4.75 Hours
05/25/2025	REG, Regular Earnings	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/19/2025	REG, Regular Earnings	1	5.00	08:00 AM	08:05 AM		01:00 PM	01:00 PM	
05/19/2025	REG, Regular Earnings	1	3.50	02:00 PM	01:53 PM		05:30 PM	05:29 PM	
05/20/2025	REG, Regular Earnings	1	4.75	08:15 AM	08:16 AM		01:00 PM	12:57 PM	
05/20/2025	REG, Regular Earnings	1	3.75	01:45 PM	01:51 PM		05:30 PM	05:33 PM	
05/21/2025	REG, Regular Earnings	1	6.75	08:15 AM	08:10 AM		03:00 PM	03:03 PM	
05/21/2025	REG, Regular Earnings	1	1.25	04:30 PM	05:46 PM	forgot to clock back in	05:45 PM	05:47 PM	
05/21/2025	SCK, Sick Pay	1	1.50	03:00 PM			04:30 PM		
05/22/2025	REG, Regular Earnings	1	5.00	08:00 AM	08:02 AM		01:00 PM	01:00 PM	
05/22/2025	REG, Regular Earnings	1	4.50	01:30 PM	01:34 PM		06:00 PM	06:00 PM	
05/23/2025	REG, Regular Earnings	1	4.75	08:00 AM	08:03 AM		12:45 PM	12:40 PM	

After the timesheet is submitted, you can make any necessary corrections by clicking on “Details” or approve for payroll.

To return to your approval screen click on the **Return** button.

Full time employees will submit each Monday by 7pm. The supervisor approves by noon on Tuesday. Part-time employees will submit at the end of each pay period. Example: Pay period ends 05/15. The employee submits by 6pm on 05/16 and the supervisor approves by 6pm on 05/17. Pay period ends 05/31. The employee submits by 6pm on 06/01 and the supervisor approves by 6pm on 06/02.

Approvers Checklist:

- Did all of my employees submit a timesheet?
- Did I approve everyone in my department?
- Did all of the employees have the correct number of hours for the pay period? *(Not under 40)*
- Do the employees have the appropriate leave balances to cover time entered on their timesheet?
- Did the employee forget to record a day taken as leave, or is there a day recorded that shouldn't be (Paid or Unpaid)?
- Please verify each timesheet. *As an approver you are responsible for the hours submitted.*

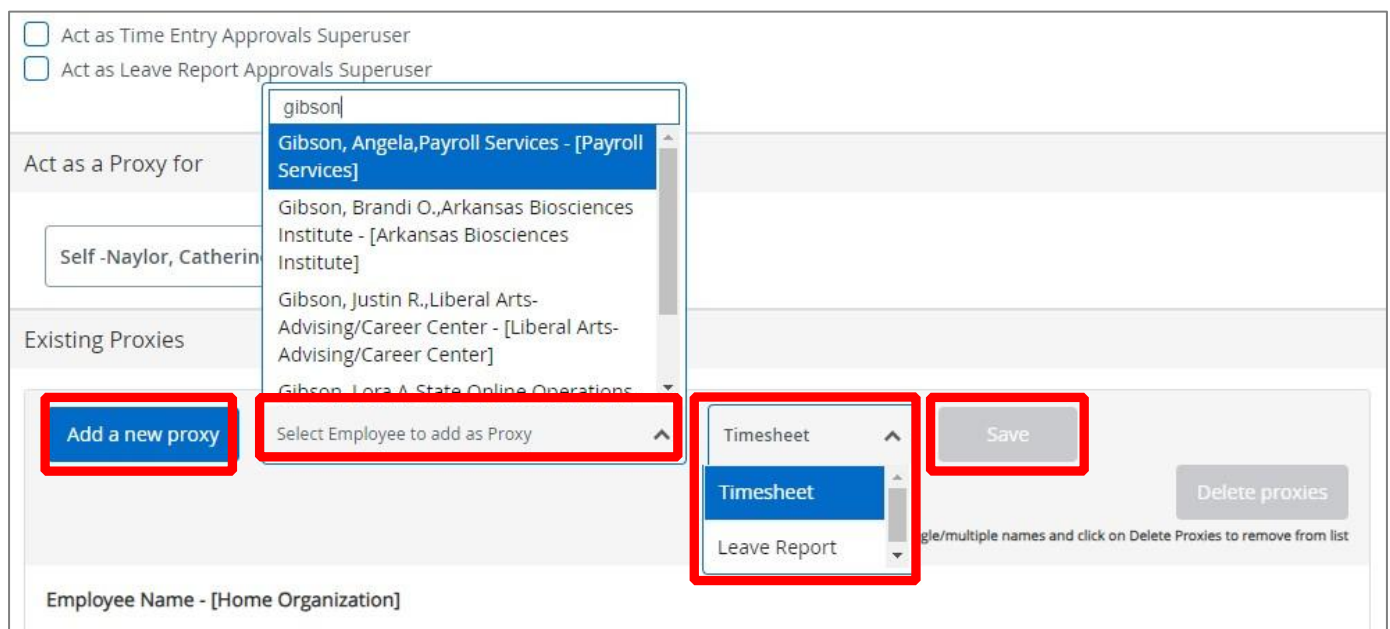
Assigning a Proxy

Select the **Proxy/Super User** button in the upper right corner.



A screenshot of a web interface showing a large button labeled "All Departments" with a downward-pointing arrow on the right side. A red rectangular box highlights the arrow.

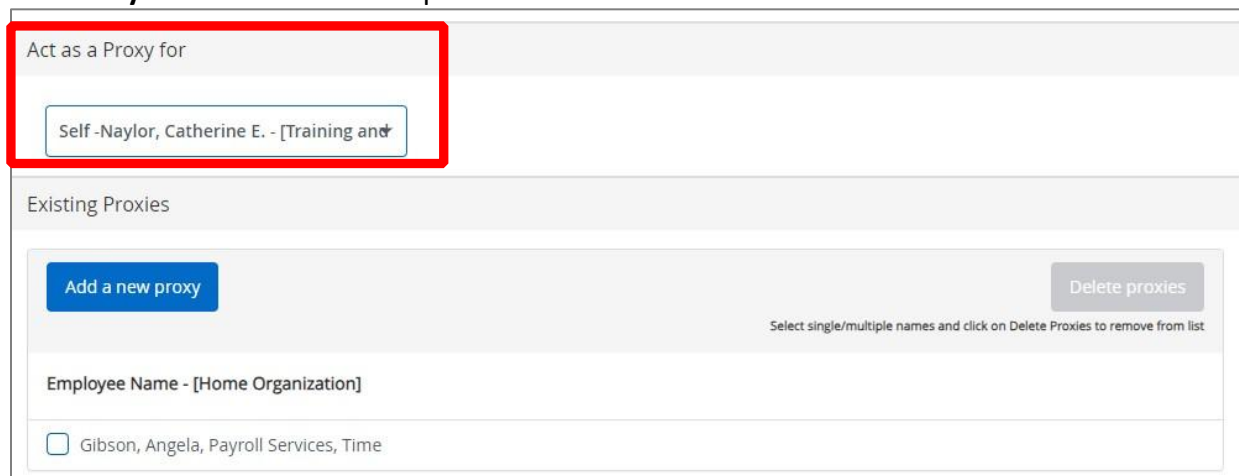
Click the **Add a New Proxy** button. Fields will appear that allow you to select an employee or search by name. Then select whether to allow the employee to be a Timesheet or Leave Report Proxy. Click **Save**. *If you cannot find a name, you must contact CPI Security for assistance.*



A screenshot of the "Add a New Proxy" form. Several elements are highlighted with red boxes: the "Add a new proxy" button, the "Select Employee to add as Proxy" dropdown menu (which is open, showing a list of employees including "Gibson, Angela, Payroll Services - [Payroll Services]"), the "Timesheet" radio button in the "Existing Proxies" section, and the "Save" button. The form also includes checkboxes for "Act as Time Entry Approvals Superuser" and "Act as Leave Report Approvals Superuser", a text field for "Self -Naylor, Catherine", and a "Delete proxies" button.

When assigning a new proxy, you must contact CPI Security to complete the set up.

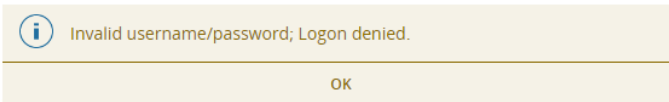
Now, when your new proxy logs in and clicks the **Proxy/Super User** button, they will see you as an option in the **Act as a Proxy for** section in the drop-down box.



A screenshot of the "Act as a Proxy for" dropdown menu. The dropdown is open, showing a list of options. The first option, "Self -Naylor, Catherine E. - [Training and Development]", is highlighted with a red box. Below the dropdown, the "Existing Proxies" section is visible, showing the "Add a new proxy" button and the "Delete proxies" button. The "Employee Name - [Home Organization]" field is also visible.

Frequently Asked Questions:

- Banner is displaying the image below when trying to login. How can I fix this?



- Clear browsing history(cookies/cache) for the browser you are using. **All time is recommended when clearing history.**
- What happens if the timesheet is submitted too early?
 - If an employee submits their timesheet too early, the timesheet will need to be recalled. The employee guide has instructions for recalling.
- What happens when my employee misses the deadline and does not submit?
 - You will submit on the employee's behalf. Follow the instructions provided above in this manual.
- What if the employee does not have access to Banner Time Entry?
 - If the employee is new, all new hire paperwork will need to be completed to gain access to timesheets. Keep track of the employee's hours until they have access to their timesheet.

Comments:

- Make sure to sign out after each use of Banner9 Self Service. This will help to limit the number of "Invalid username/password" error messages.
- Employees should always be utilizing the clocking functions on their timesheet. Manual entries should be minimal.
- While phones are an option for clocking, it is highly recommended to use a computer, if provided access. (This is highly recommended for employees who will use Banner9 and Banner9 self-service throughout the day.)