How to Approve Web Time Hours

Many employees will be responsible for approving time worked via the Employee Self Service application within the Dickinson Gateway. The following is a step-by-step guide to approving hours, entering comments, or returning a submitted timesheet to an employee for correction.

Example screen prints are included to aid you in approving hours via the Self-Service application. If you have questions regarding how to approve time, or if you are having problems accessing your employee’s timesheets, please contact the Payroll Office at 245-1725.
**STEP 1** – Log on to the Gateway and select the ‘Banner Self Service’ tab.

This is an example of the Banner Self-Service menu. It may differ slightly depending on your level of access but you will always have the ‘Employee Information’ menu selection.

![Banner Self-Service Main Menu](image)

**Figure 1:** Banner Self-Service Main Menu.
Step 2 – Click on the ‘Employee Information’ menu item.

This is an example of the Employee Information menu. The top item on the menu should be ‘Time Sheet’.

Figure 2: Employee Self-Service Menu.
Step 3 - Select the ‘Time Sheet’ option from the Employee Information menu.

When you select the ‘Time Sheet’ option the ‘Time Reporting Selection’ screen will be displayed. There are three options available for approving time. We will focus on the most common option which is ‘Approve or Acknowledge Time’ (see Figure 3, below).

The ‘Act as Proxy’ button will be available to you if another approver has named you as a ‘substitute’ approver for their employees.

The ‘Act as Superuser’ button will be available to you if you have been set up by Human Resources as someone who can access all employee time records. This is limited to select individuals in Human Resources and Payroll.

Figure 3: Time Reporting Selection screen.
After you click on the radio button for ‘Approve or Acknowledge’ time, click on the ‘Select’ button (see 2 on Figure 3, page 4).

**Step 4 - Select the Department and Pay Period for which you want to approve time.**

Below is an example of the ‘Approver Selection’ screen that is displayed immediately after you click on ‘Select’ on the ‘Time Reporting Selection’ screen.

If you are able to approve time for multiple departments they will be listed for you. In this case, we are able to approve time for only one department (601050 – Financial Operations).

![Approver Selection Screen](image)

**Figure 4: Approver Selection Screen.**
Since there is only one Department listed, the radio button to the right of the Department is already selected (see 1 on Figure 4, page 5). If there are multiple Departments listed, you will need to select the radio button for the one you wish to process.

You will also need to select the pay period to be reviewed. To do this select the time period to be approved from the drop down box to the right of the Department (see 2 on Figure 4, page 5).

You also have the ability to sort your records in two ways. The first option is to sort them by ‘status’ and then in alphabetical order, or just in alphabetical order regardless of status. You may do this by toggling the radio buttons to the right of the ‘Sort Order’ selections (see 3 on Figure 4, page 5).

Once you have made your selections, click on the ‘Select’ button on the bottom left of the screen (see 4 on Figure 4, page 5).
**Step 5 – Approving Time on the Department Summary screen.**

The ‘Department Summary’ displays the Department and Pay Period that you have selected.

Employees who have submitted their time for your approval will show up as ‘Pending’ (see Figure 5, below). Employees that have started their time sheet but have not yet completed it will show up under the heading of ‘In Progress’.

Other headings that may appear are ‘Approved’ (if you have already approved them) and ‘Returned for Correction’ if you have returned them to the employee for correction. All employees in the Division that haven’t yet started their time sheets will be displayed under the ‘Not Started’ heading.

![Department Summary screen](image)

**Figure 5: Department Summary screen.**
The employees that you will be concerned about are the ones that show up under the ‘Pending’ section. These are the time sheets that you need to take action on by either approving them or sending them back to the employee for correction.

At this point there are a number of actions that you can take in multiple ways.

In the first example we will approve the time for one of the employees. To do this you click on the employee’s name. The screen example below will be displayed.

Figure 6: Employee Details screen.

The time sheet for the selected individual is shown above. At this point we can do various functions by using the row of buttons that are shown at the top and bottom of the screen.
➢ **Previous Menu** – Will return you to the list of employees.

➢ **Approve** – Will approve the time sheet for this individual.

➢ **Return for Correction** – Sends the time sheet back to the employee for correction. You should email the employee to tell them that you are sending this back due to time constraint issues.

➢ **Change Record** – This will allow you to change the time sheet that was submitted to you. You should be careful in using this option and always inform the employee that you are modifying their time record so that they will be aware of the affect on their payroll check.

➢ **Delete** – This will delete the time sheet from the system. **USE SPARINGLY!**

➢ **Add Comment** – This will allow you to add comments to the timesheet that will be available to both the employee and to the payroll department. You may want to add comments if you are sending the timesheet back to the employee for correction, or you may want to inform the payroll department of some anomaly on the time sheet. Used accordingly this can help speed payroll processing and decrease phone calls and emails.

➢ **Previous** – In this case you will be taken to the previous employee in the list (we selected the second of two employees). If we had selected the first employee on the list this button would be changed to ‘Next’ and would take us to the next employee on the list.

Before we approve the time let’s review some of the items displayed on this screen.
1. Notice that the hours submitted are shown by day and by pay type. If there are hours submitted that are not ‘regular pay’ hours you should review them to:

   a. **Make sure that the employee is submitting them under the correct pay type** (i.e. vacation, sick time, floating holiday).

   b. **Make sure that they are submitting time that is within the college’s policies** regarding pay types like funeral leave, emergency closing, short term disability, etc.).

   c. **If the employee is showing more than 40 hours** in a week you will want to check that any overtime is being reported correctly.

2. Comments that have been added by the employee are also shown on this screen. This may help explain any anomalies that you see on their timesheet.

3. The ‘Routing Queue’ will show you when the employee started their timesheet as well as when they submitted it to you for approval.

4. The account distribution is shown for your information only.

In this first example we will select ‘Approve’ to approve this employee’s time and send it to Payroll for processing.

When you click on the ‘Approve’ button the screen will refresh and you will receive a message that reads ‘Time transaction successfully approved’ (see page 11). In addition, the buttons will change so that your choices are reduced to ‘Previous Menu’ and ‘Previous’ (or ‘Next’).
Figure 7: Employee Details screen showing that the transaction has been approved.

At this point we want to review the second person on our ‘Pending List’. We can do this in one of two ways. We can click on ‘Previous’ and the other person’s timesheet will be displayed. Or, we can select ‘Previous Menu’ and return to our employee list.

In this example we are going to select ‘Previous Menu’ so that we can show how the approved employee’s record as changed.
Figure 8: Department Summary showing that one employee has been approved.

Notice that the employee timesheet that we have approved now shows up under the ‘Approved’ heading (see 1 on Figure 8, above). You may still access the employee’s record by clicking on their name if you need to review any of the information entered and approved. Also notice that there is no longer a ‘required action’ for this timesheet.

Note: Hours cannot be changed, added, or deleted once the timesheet is in the ‘Approved’ status. If subsequent changes are necessary please contact the payroll department at payroll@dickinson.edu.
Step 6 – Sending a Time Sheet back to the employee for correction.

Now let’s look at an employee’s timesheet that needs to be corrected. First, click on the employee’s name that is in the pending column. Their timesheet will be displayed (see below).

Figure 9: Employee Details showing the ‘Add Comments’ box.

Notice that this employee submitted 40.00 hours of regular pay, but did not complete their hours for the second week in the pay period. Since we know that they did work hours in the second week we want to return it for correction, and tell them why we are returning it.

To do this we will click on the ‘Add Comment’ button (see 1 on Figure 9, above).
After you select the ‘Add Comment’ button the ‘Comments’ screen will be displayed (see above). Your name and the current date will be displayed along with a text box. Type in the message that you wish to send to the employee and then click on the ‘Save’ button (see 1 on Figure 10, above). Then you must click on the ‘Previous Menu’ button (see 2 on Figure 10, above) in order to return to the timesheet.

After you select the ‘Previous Menu’ button you will return to the time sheet (see page 15) and the comment that you entered will be displayed (see 1 Figure 11, page 15).
Figure 11: Employee Details displaying the comments previously entered and indicating the ‘Return for Correction’ button.

We will now send this back to the employee for correction. To do this, click on the ‘Return for Correction’ button (see 2 Figure 11, above).

The timesheet screen will be refreshed and the message ‘Time transaction successfully returned for correction’ will be displayed (see 1 Figure 12, page 16). In addition, the buttons available have changed so that your only options are ‘Previous Menu’ and ‘Next’ (or ‘Previous’).
Figure 12: Employee Details showing that the transaction has been returned for correction.

Remember to notify the employee that the timesheet is being returned to them for correction.

Now we need to wait for the timesheet to be corrected and returned. If you look at the Department Summary screen before the timesheet has been returned, you will see the employee listed under the ‘Returned for Correction’ heading.
**Step 7 – Approve a Corrected Time Sheet.**

Now let’s assume that the employee has returned their timesheet for approval. When we access the ‘Department Summary’ screen, they will, once again, appear under the ‘Pending’ section.

![Department Summary showing that the employee has resubmitted their timesheet for approval.](image)

In order to approve the time for this employee you simply follow the same rules as before. Click on the employee’s name, review the time, and, if you approve, click on the ‘Approved’ button.

Congratulations! You have approved the timesheets for the employees who report their time to you.