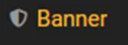
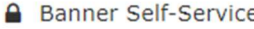
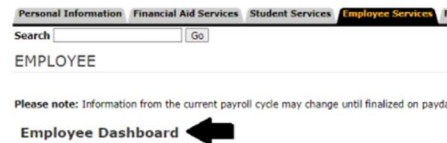


# Approving Timesheets for Hourly Staff & Students – Banner Self-Service Employee Dashboard

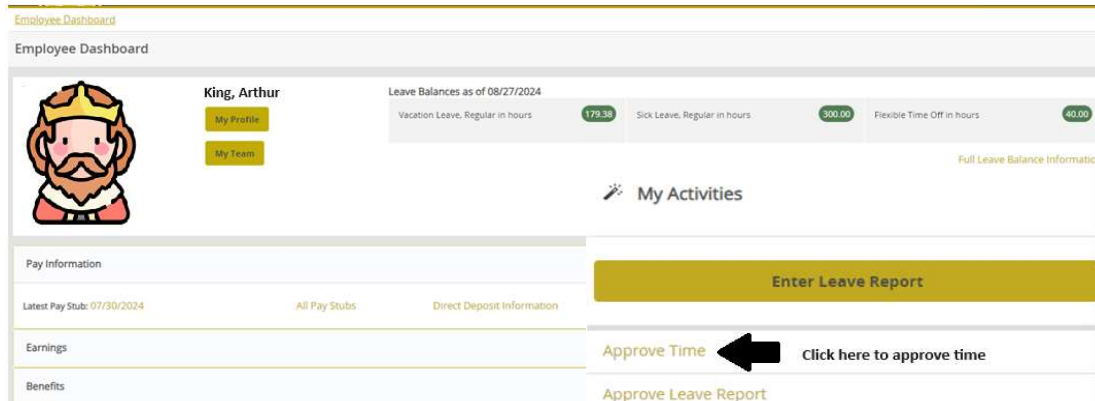
Please follow the instructions below to approve timesheets:

1. Go to the PLU landing page [www.plu.edu](http://www.plu.edu) and on the right-hand side click on 'EPASS'
2. Next click on 'Banner'. 
3. Click on 'Banner Self-Service'. 
4. Once logged in you should be on the **Employee Services** tab.
5. Click on 'Employee Dashboard'.

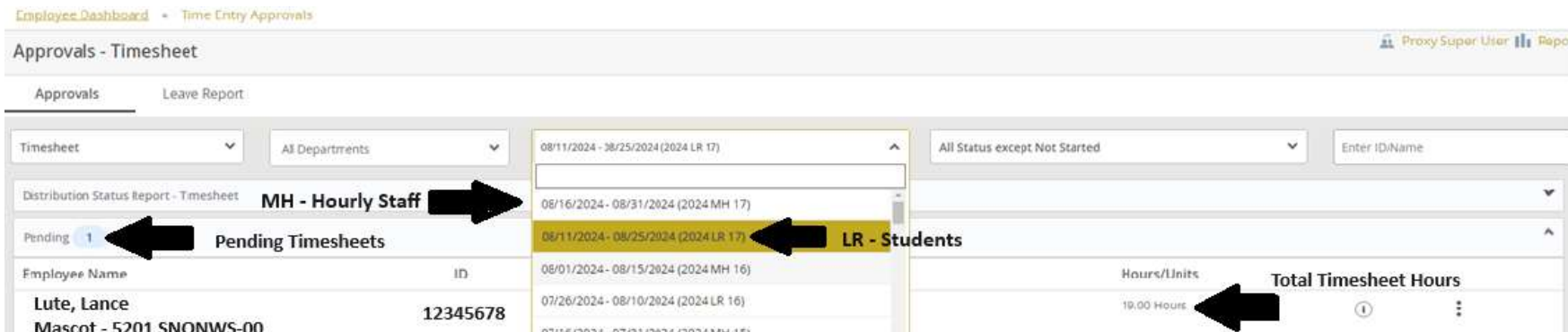


## How to Approve Timesheets:

1. From your Dashboard, click on 'Approve Time' under the 'My Activities' area on the right-hand side.
  - To approve as a Proxy please see page 4.



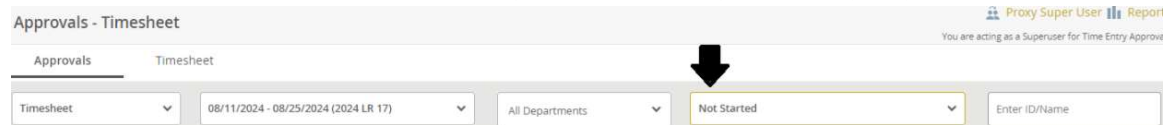
2. On the next page you will see everyone who has a timesheet that you approve for. You can easily navigate between Hourly (MH) and Student (LR). Pay close attention to the dates for the pay period that you are approving for.



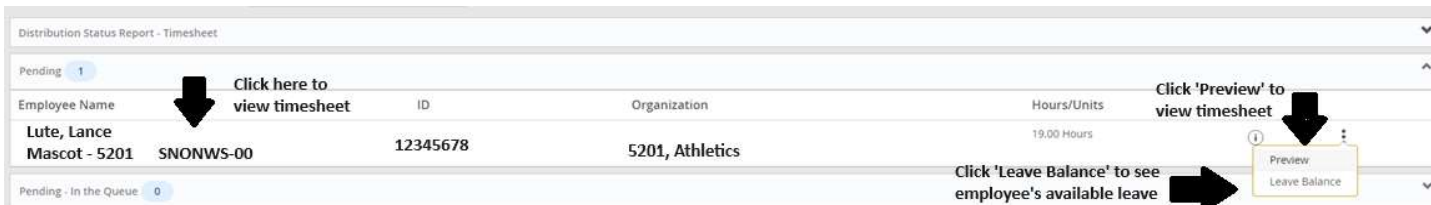
3. Timesheets will be sorted based on their status. Here are the most common statuses and what they mean:

- **Pending** – Timesheets submitted and awaiting approval
- **In Progress** – Timesheets started, but not submitted (once submission deadline passes, please submit for employee)
- **Returned** – Timesheets with incorrect or missing hours that have been returned for correction
- **Error** – Timesheets with a warning of an error or potential problem (most are not vital but please review before moving on)
- **Approved** – Timesheets successfully approved
- **Not Started** – Timesheets that have not been opened by the employee

i. To view 'Not Started' timesheets, use the dropdown to the right of the pay period and select 'Not Started'.



4. You will need to open each timesheet to approve – Open timesheets by clicking on the employee's name or click on  and select 'Preview'.



**Timesheet Detail Summary**

12345678 Lute, Lance  
 Mascot - 5201, SNOWNS-00, 5201 Athletics, Rate \$\$  
 Pay Period: 08/11/2024 - 08/25/2024 | 19.00 Hours | Pending | Submitted On 08/26/2024, 10:10 AM

**Time Entry Detail**

Date	Earn Code	Shift	Total
08/19/2024	Earnings	1	8.00 Hours
08/20/2024	<b>Days Worked</b> Earnings	<b>Earnings code used</b> 1	6.00 Hours
08/21/2024	Earnings	1	3.00 Hours

**Time Information**

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out
08/19/2024	STU, Student: Earnings	1	4.00	06:00 AM			12:00 PM
08/19/2024	STU, Student: Earnings	1	4.00	01:00 PM		<b>Time recorded per day Start &amp; End of shift(s)</b>	05:00 PM
08/20/2024	STU, Student: Earnings	1	4.00	06:00 AM			12:00 PM
08/20/2024	STU, Student: Earnings	1	4.00	01:00 PM			05:00 PM
08/21/2024	STU, Student: Earnings	1	3.00	06:00 AM			12:00 PM

**Summary**

Earn Code	Shift	Week 1	Week 2	Week 3	Total
STU, Student Earnings	1		19.00		19.00 Hours

Summary of hours worked per week (Saturday - Friday)

Return Details Delete Return for correction Approve

**Things to note when reviewing timesheets**



- The week runs from Saturday – Friday.
- Leave can be used to get an employee to 40 hours but not over 40 hours.
- Please check available leave balances before approving timesheets with leave claimed.

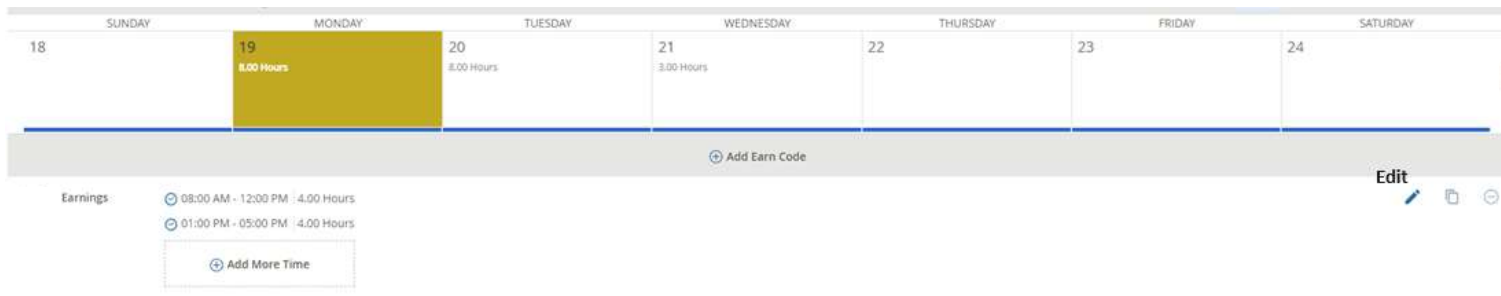
**For Students (LR) –**

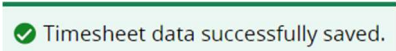

- Must stay at or below 19 hours a week for all on campus jobs during the semester.
- Earn Codes: Student Earnings, WA Sick Leave.

**For Hourly Staff (LR) –**

- Earn Codes: Regular Hours, Vacation, Sick Leave, Holiday Leave, Flex Time Off, etc.

5. You will start on the **'Preview'** page which shows the summary of the timesheet with action buttons on the bottom of the page.
  - **To view detailed version of the timesheet** – click on **'Details'**. 
  - If you notice days/hours that need to be adjusted you can either send the timesheet back to the employee or you can edit the hours yourself.
    - a. **To have the employee correct the timesheet** – click **'Return for Correction'**. 
      - i. You will be asked to leave a comment indicating the correction needed before you can return the timesheet.
    - b. **To make changes to a timesheet** – make sure you are in the **'Details'** view.
      - i. Click on the day that needs to be adjusted (selected day will be highlighted).




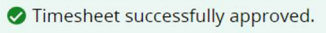


- ii. Click on the pencil icon to edit.
- iii. Once all applicable changes for the day are made, click on **'Save'**. You should see this: 
- iv. Once all days that needed to be updated are complete, click **'Preview'** to review changes on summary screen.
- v. Leave a comment at the bottom of the **'Preview'** page to let your employee know why their timesheet was changed.
  - To add a comment while on the **'Details'** page, click  and add comment to pop up box:

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

- If the details of the timesheet look correct, click **'Approve'** to finalize the timesheet. 
  - a. Once timesheet is approved, you should see this message: 
- If you need to make a change to an approved timesheet – click **'Recall'** and make changes. 
  - a. You will need to approve the timesheet again once changes are complete.
- **DO NOT** click on **'Delete'**. This will completely remove the timesheet and all saved data will be lost. 

6. To navigate back to the page showing all timesheets for the period click **'Return'**.



7. Once all employees are approved, you should see all timesheets under 'Approved' and all other statuses showing '0' timesheets.

Approvals		Leave Report		
Timesheet	All Departments	08/11/2024 - 08/25/2024 (2024 LR 17)	All Status except Not Started	Enter ID/Name
Distribution Status Report - Timesheet				
Pending 0				
Pending - In the Queue 0				
In Progress 0				
Returned 0				
Error 0				
Pending - Approved 0				
Approved 1				
Employee Name	ID	Organization	Hours/Units	
Lute, Lance Mascot - 5201, SNONWS-00	12345678	5201, Athletics	19.00 Hours	
Completed 0				

## To Approve While Acting as a Proxy:

1. From the Employee Dashboard, click on **'Approve Time'**.

The image shows an Employee Dashboard for King, Arthur. It includes a profile picture, name, and buttons for 'My Profile' and 'My Team'. There are sections for 'Leave Balances as of 08/27/2024' showing Vacation Leave (179.38), Sick Leave (300.00), and Flexible Time Off (40.00). Below this is a 'Full Leave Balance Information' section with a smaller version of the dashboard. The bottom part of the dashboard shows 'Pay Information' with 'Latest Pay Stub: 07/30/2024', 'All Pay Stubs', and 'Direct Deposit Information'. There are also sections for 'Earnings' and 'Benefits'.

2. Click on **'Proxy Super User'** as shown below:

The image shows the 'Approvals - Timesheet' interface. At the top right, there is a user profile for 'Proxy Super User' with a 'Reports' link. A black arrow points to the 'Proxy Super User' text. Below this is the same Timesheet filter interface as in the first image, but with a different date range: '08/16/2024 - 08/31/2024 (2024 MH 17)'. The 'Approved' status shows 1 timesheet.

3. Click on 'Act as a Proxy for' to select who you are approving on behalf of. Then, click on 'Navigate to Time & Leave Approvals Application'.

Employee Dashboard - Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - King, Arthur (Athletics)

Self - King, Arthur (Athletics)

Ambrosius, Merlin

Mim, Madam

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Ector, Sir

Owl, Archimedes

Click here to go to approvals

Navigate to Time & Leave Approvals application

### To Add a New Proxy for Approvals:

1. Click on 'Add New Proxy'.
2. Select who you wish to add as your proxy from the drop-down list **or** type their name into the search bar at the top of the list.
  - a. Be very careful as some employees share similar names.
  - b. Student employees as well as staff will populate from the dropdown list.
    - i. Students should not be approving timesheets.
  - c. If the person you want to set-up is missing from the list, please reach out to Payroll.

Existing Proxies

Add a new proxy

Mim, Madam (Athletics)

Timesheet

Timesheet

Leave Report

Save

Employee Name - [Home Organization]

Ok to Approve for Salaried Staff Leave Reports

Ok to Approve for Student or Hourly Staff Timesheets

Don't forget to Save