

# Web Time Entry 9 Overview – Approvers

## Employee Dashboard

To Approve Timesheets, in Banner 9 Self Service you will first start out at your Employee Dashboard. The following is the link to the pre-production version (PPRD). You will need to log into InsideSOU before you can get into the Employee Dashboard. <https://employeeessb-pprd.ec.sou.edu:8102/EmployeeSelfService>

In the future the Production Employee Dashboard will be available from InsideSOU, but for now you can get to it from: <https://employeeessb-prod.ec.sou.edu/EmployeeSelfService>

When you log in you will see a page that looks like the following. It may be slow the first time it comes up, but responds quickly after that.

The screenshot shows the Employee Dashboard interface. At the top, there's a navigation bar with the user's name 'Raider Approver' and a settings icon. Below the navigation bar, the page title 'Employee Dashboard' is displayed. The main content area is divided into several sections. On the left, there's a profile card for 'Raider Approver' with a profile picture and buttons for 'My Profile' and 'My Team'. To the right of the profile card, there's a section titled 'Leave Balances as of 09/01/2021' which displays a table of leave balances. Below this, there's a section for 'Pay Information' with links for 'Latest Pay Stub: 03/31/2021', 'All Pay Stubs', and 'Deductions History'. On the right side of the dashboard, there's a 'My Activities' section with a button for 'Enter Time' and a link for 'Approve Time'. The bottom of the dashboard features a list of links for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'.

Leave Balances as of 09/01/2021		
Sick Leave in hours	132.00	
Vacation Leave in hours	245.00	
Personal Leave in hours	24.00	
Furlough Leave in hours	0.00	
FLSA Comp Time in hours	0.00	
Non FLSA Comp Time in hours	0.00	

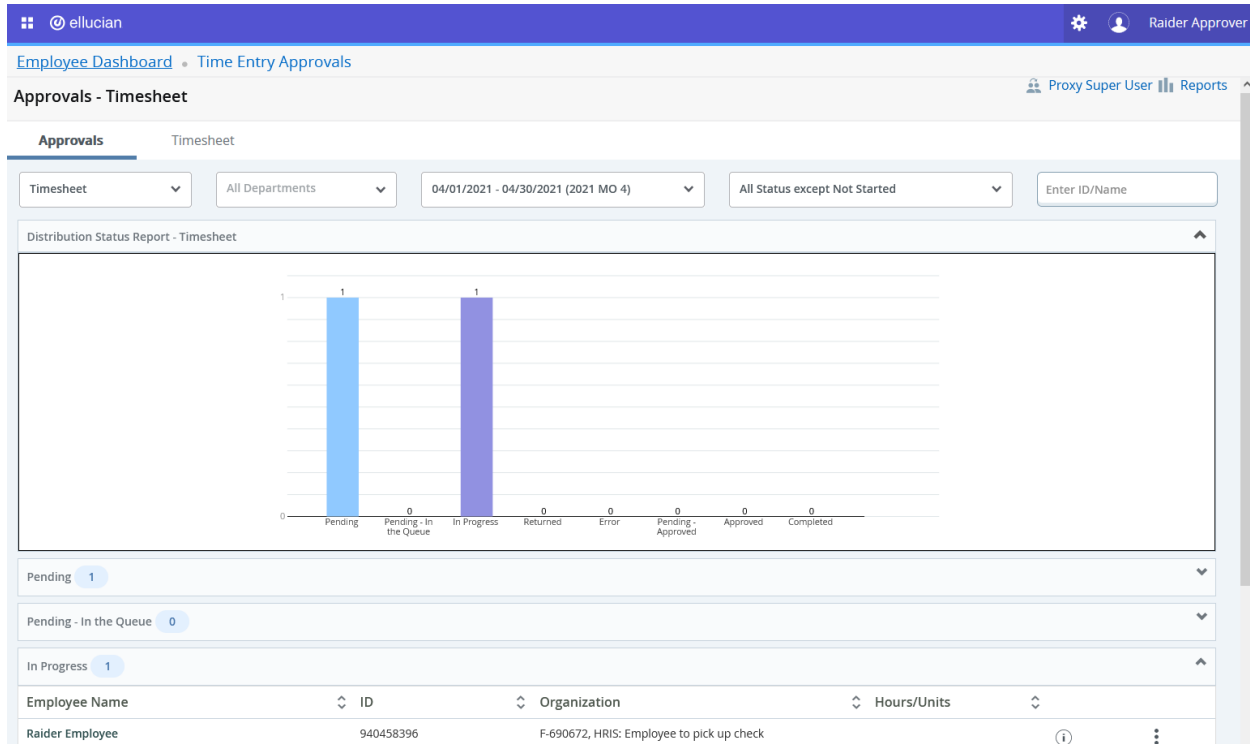
From the Employee Dashboard, you can see your leave balances, pay stubs, earnings, benefits, tax withholdings and job summaries. Supervisors can see who their team is under My Team. My Team contains contact information. From the My Activities section employees can enter in Time and supervisors can review and approve timesheets.

Click on the Approve Time link to go to the Approvals – Timesheet page.

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### Approvals – Timesheet

When you first go into the Approvals – Timesheet page you will see All statuses except Not Started. The pay period will be the most recent one that has been started by one of your employees. You will not be able to see a pay period until at least one of your employees has started their timesheet.




If you click on the little I icon you can see when the timesheet was started, when it is due and who it is going to when it is submitted.

The 'List of Approvers' modal window displays the following information:

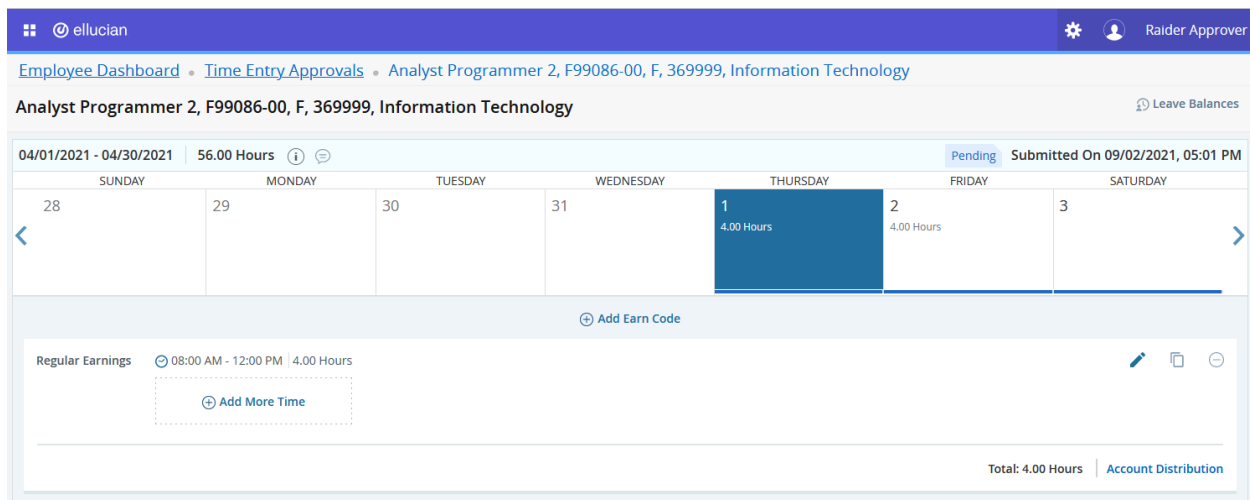
- Originated On** 09/02/2021, 01:36 PM by Raider Employee
- Submit By** 09/06/2021, 11:59 PM
- Raider Approver**
- Sequence** 1.00
- In the Queue**





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Click on the Employee's name or select Preview from the action menu on the right of the Employee record  to take you to the employee's timesheet in Preview mode (the report). From Preview Mode, you can Return the Timesheet to the employee to make changes, you can click on the Details button to go directly into the timesheet to adjust (if it has been submitted), if the timesheet hasn't been submitted yet, you can Submit it or you can Approve it (as long as it has already been submitted).

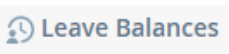
### Update Time on Timesheet (Details button from the Preview)

If it is still within time for the employee to update their timesheet you can return it to them to make the updated. You will need to enter a comment before returning it to them.



To update, you click on the day you want to update. To delete hours, click on the Delete icon  on the right of the hours. To edit hours, click on the pencil icon (Edit) . Click on  **Add More Time** to add more time slots for this same earn code. If you need to put in time for a different earn code click on  **Add Earn Code** that is between the calendar and the time listings. After adjustments have been made, click on the save button at the bottom. If you try to leave this page before saving you will get a warning message asking if you want to leave before saving. You have to put the time in the format of HH:MM AM (or PM). The am / pm can be uppercase or lowercase. If you click on the clock icon with the mouse you can use the arrow keys to scroll through the values. The minutes have to be on the quarter hour (08:00, 08:15, 08:30, 08:45). You can't currently use any keystroke shortcuts for the time entered.

### Seeing Leave for an Employee

While you are reviewing a timesheet, you can click on the Leave Balances link  (in the upper right corner) to see what the employee's current leave balances are. It opens up a pop-up box with leave information. You can also get to the employee's Leave from the action menu on the employee's record on the Approvals – Timesheet Page.

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The screenshot shows a web interface for viewing leave balances. At the top, there is a menu with 'Preview' and 'Leave Balance' options. Below this is a window titled 'Employee Leave Balance' with a close button (X) in the top right corner. The window displays 'Leave Balances as of 07/19/2021'. It is divided into two main sections: 'Sick Leave' and 'Vacation Leave'. Each section contains a table with four rows: 'Beginning Balance', 'Banked', 'Earned', and 'Taken'. At the bottom of each section, there is a summary row for 'Sick Leave in hours' and 'Vacation Leave in hours' respectively, with values in green rounded rectangles.

Sick Leave		Vacation Leave	
Beginning Balance	116.60	Beginning Balance	245.00
Banked	0.00	Banked	0.00
Earned	8.00	Earned	16.00
Taken	0.00	Taken	32.00
Sick Leave in hours		Vacation Leave in hours	
124.60		229.00	

### Copying Time from one Day to Another

If you have hours in a day that you want to copy to other days (like 8-12, 1-5), do the following:

Click on the day you want to copy. In this example, the 1<sup>st</sup> is being copied.

Click on the  icon (on the right side of the section that shows the hours). This will bring up a calendar that you can then select the specific days you want to copy to by clicking on those days or check copy to the end of pay period, but don't check include Saturdays or include Sundays. This example is copying to the 3<sup>rd</sup> and 4<sup>th</sup>. Click on Save to do the copy. Cancel if you change your mind.

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### Copy Time Entry

Regular Earnings : 8.00 Hours (03/01/2021, MONDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays


Pay Period: 03/01/2021 - 03/31/2021

SUN	MON	TUE	WED	THU	FRI	SAT
28	1 8.00 Hours	2 4.00 Hours	3	4	5	6
7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11 8.00 Hours	12	13
14	15	16	17	18	19	20
21	22	23 8.00 Hours	24 6.50 Hours	25 8.00 Hours	26 8.00 Hours	27
28 1.50 Hours	29 8.00 Hours	30 8.00 Hours	31 6.50 Hours	1	2	3

Cancel


Save

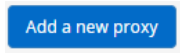
### Preview report

At the bottom of the Timesheet is the Preview button. Also, in the Action Menu  for each employee record is Preview. This will create a report that will shows the employee's timesheet in a variety of detail. First total hours for each day and earn code. Then the time in and out. Then weekly totals for each earn code. There is also a spot at the bottom that you can put in notes if you need to communicate something to your supervisor/approver. You can see who that is in the routing list.

If the time sheet is done, but it is past the time the employee can submit, as a approver you can submit it from here. Click on the submit button. If the timesheet has been submitted, but not approved yet, an Approve button will show at the bottom of the Preview report.

### Proxies

Adding someone as a Proxy will allow them to act as an approver to the people you are assigned as an approver for, from the Approvals – Timesheet page, click on Proxy Super User.  Proxy Super User in the upper right corner.

Under Existing proxies, click on . It will bring up a search box for you to type in a name to select.

Select Employee to add as Proxy

Prox

Raider Proxy, Residential Education & Services

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Once Selected it will be listed in the Existing Proxies section. There is a checkbox next to the name that can be selected if a proxy needs to be deleted. Select the checkbox in that case and click on the right side.

Existing Proxies

Add a new proxy


Delete proxies

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

Employee Name - [Home Organization]

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### Approving as a Proxy

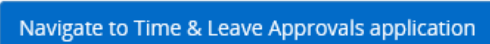
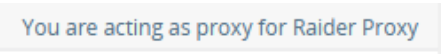
Acting as someone else's Proxy will allow you to approve the people they are assigned as an approver for. From the Approvals – Timesheet page, click on Proxy Super User.  Proxy Super User in the upper right corner.

Under Act as a Proxy for change the drop-down box from you to the person you are being proxy for.

Act as a Proxy for

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▼

Once that has been selected, click on  in the lower right-hand corner to go to the Approval – Timesheet page. In the upper right corner, you will see a message that you are acting as proxy for the person you selected. 

### Getting Back to Employee Dashboard

If you want to get back to the Employee Dashboard you can click on the Employee Dashboard link at the top. Clicking on Timesheet will take you back to the timesheet selection page.

[Employee Dashboard](#) • [Timesheet](#) • [Analyst Programmer 2, F99086-00, F, 369999, Information Technology](#)

Clicking  (at the bottom left of the page) will also take you back to the timesheet selection page (Approvals – Timesheet).