Establishing Web Time Entry Jobs

1. Confirm your Approver/Proxy is setup for the TS Org.
   a. Search PTRUSER to obtain their USER ID.
      i. If they are not in PTRUSER you will need to submit a Banner HR account request.
         (See Requesting a New Banner HR Account document.)
   b. Once you have confirmed they are in PTRUSER got to PSAORGN to review their TS Orgs access.
      i. If they do not have to access to the TS Org needed, you will need to submit an account modification request.
         (See Requesting a New Banner HR Account document.)

2. Complete the EPAF.
   a. Be sure to set the job up for Web Time Entry

3. Assign the Approver to the Job after the EPAF is Completed.
   a. Go to NBAJQUE and assign the Approver to the job.