## Instructions for Assigning and Updating Web Time Entry (WTE) Approvers in Banner HR

1. Log into the VPN

https://ecgvpn.unh.edu/dana-na/auth/url\_default/welcome.cgi

You should be in the Enterprise Systems Gateway page (If you were previously logged into the VPN use this link to get to the Enterprise Systems Gateway page <a href="http://www.usnhgateway.org/">http://www.usnhgateway.org/</a>). From the top bar click "Production Systems", choose "USNH Finance/HR Banner" from the drop down menu, then pick "Finance/HR Banner Production (BPRD)"



- 3. Enter your Logon information and choose Connect.
  - a. Username:
  - b. Password:
    - i. These are generally the same as your VPN username and password, however if they are not and you do not know them call the UNH IT Help Desk at 862-2424.
  - c. Database: BPRD.unh.edu (this should always default in...)

- 4. This will bring you to the Banner main menu. In the My Links section on the right side of the main menu select "Assign Approvers"
  - a. If you do not have an "Assign Approvers" link in the My Links section, type NBAJQUE in the **Go To...** field at the top of the window.

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- 5. Type the ID number of the person you wish to update in the ID field at the top of the page.
  - a. If you do not know the ID number leave this field blank and press "Tab" to move to the name field (located next to the ID field) and enter the last name, first name of the person you wish to update.

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6. Click the drop down arrow next to the Suffix field. This will give you a list of the jobs this person has as of the Query Date on the form. Double-click to select the job you wish to update. If the Query Date is in the future and you do not see the job you're looking for you use "Roll Back" to change the date.

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7. All the information in the top 4 boxes (ID, Name, Position, Suffix) should be filled in. Use "Next Block" (CTRL+Page Down) to move down to the Approval Category Field. Type TIME into the Approval Category field. The words Web and Department Time Entry should display next to the field.

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8. Click on the field under the heading of Approver Position. Type the Approver's position number into the field. The field next to it should fill in with the appropriate information.

If the Approver's position is an adjunct or position (\*N\*\*\*\*) you may have to choose the appropriate Incumbent by using the drop down list.

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Press the Save button in the upper left hand corner (located directly under the word File- it looks like a disk). On the bottom of the screen you should see the words "Transaction complete: 2 records applied and saved". You can now exit out of this window.

- 10. **Email Addresses:** P lease have your employee update their email address in WISE. It is important that all WTE employees have valid email addresses in Banner HR since these are used to notify them of pending deadlines.
- 11. **New Jobs:** If you cannot find the job you are looking for it may be because the EPAF entered to create that job has yet to be completed. EPAFs are not processed to create new jobs between 11:00 am on Payroll Monday through 6 pm on Payroll Tuesday.

## 12. Updating Approver Information:

- a. Remember, when you change the Approver information on NBAJQUE the change goes into effect immediately.
  - i. <u>Updating an Approver for the Current Hourly Pay Period</u>: You can change the Approver information during the current pay period, even if the employee has already accessed their time sheet. The new approver information will be assigned to the time sheet when the employee submits their time sheet for approval. If the employee has already submitted their time sheet for approval, the new Approver information will not be assigned in the current pay period. It will be in place for the next pay period.
  - ii. <u>Updating an Approver for the Next Hourly Pay Period</u>: If you want to update the Approver information for the next hourly pay period you should wait until after the current hourly payroll processing is completed. This is usually by Noon on Payroll Wednesday. If you update an approver prior to this time it will be in effective for the current period.