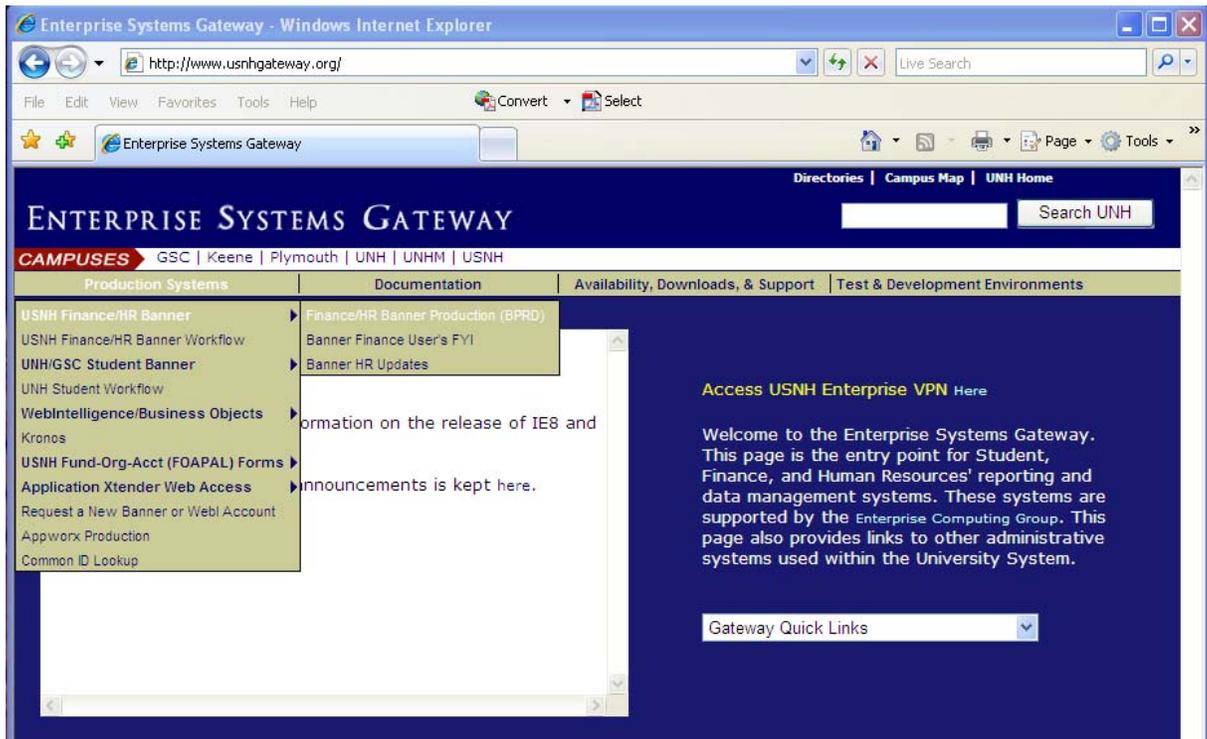


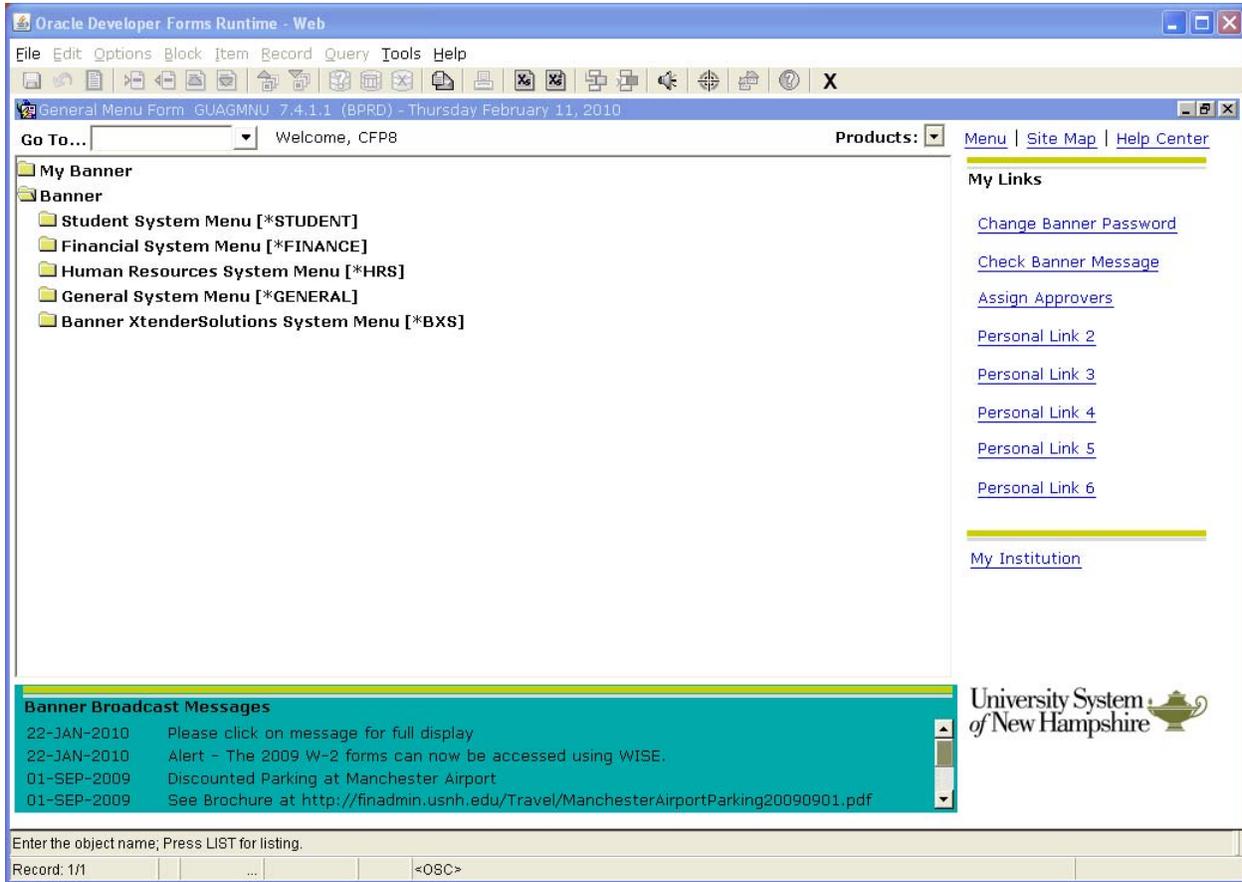
Instructions for Assigning and Updating Web Time Entry (WTE) Approvers in Banner HR

1. Log into the VPN
https://ecgvpn.unh.edu/dana-na/auth/url_default/welcome.cgi
2. 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
<http://www.usnhgateway.org/>). 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.



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.

Oracle Developer Forms Runtime - Web: Open > NBAJQUE

File Edit Options Block Item Record Query Tools Help

Override Approvals Queue NBAJQUE 7.0 (BPRD)

ID: 990035494 Christie F Milbury

Position: Suffix:

Approval Category

Approver Sequence	Approver Position	Approver or Incumbent	Approver Action

Suffix; Press LIST for Suffix.

Record: 1/1 <OSC>

- 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.

Oracle Developer Forms Runtime - Web: Open > NBAJQUE - NBLJLST

File Edit Options Block Item Record Query Tools Help

Employee Job Inquiry Form: NBLJLST 7.0 (BPRD)

ID: 990035494 Christie F Milbury Query Date: 11-FEB-2010

Position	Suffix	Begin Date	End Date	Job Type
>> YNR001	00	22-AUG-2009	30-JUN-2011	P

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
22-AUG-2009	A	STUDENT HLY/CWS/OFF-CAMPUS CWS	SH	B2	Y	YCRA10	AENEW	USNH
30-JUN-2011	T	STUDENT HLY/CWS/OFF-CAMPUS CWS	SH	B2	Y	YCRA10	TTERM	USNH

Position Number. Record: 1/1 <-OSC>

- 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.

Oracle Developer Forms Runtime - Web: Open > NBAJQUE

File Edit Options Block Item Record Query Tools Help

Override Approvals Queue NBAJQUE 7.0 (BPRD)

ID: 990035494 Christie F Milbury

Position: YNR001 Suffix: 00

Approval Category

TIME Web and Department Time Entry

Approver Sequence	Approver Position	Approver or Incumbent	Approver Action
1	YB0184 ASSOC DIR-HR FOR HR INFO SERV	987403394 Carol Ann Powers	Approve

Approval Category Code; Press LIST for code.

Record: 1/1 <OSC>

10. **Email Addresses:** Please 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. Updating an Approver for the Current Hourly Pay Period: 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. Updating an Approver for the Next Hourly Pay Period: 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.