



Approve Timecards – for the Time-Approver

This job aid explains how to access timecards & apply an ‘**Approve**’ to individual or multiple timecards. You only click on ‘**Approve**’ at the end of the pay period when you know your employee(s) will no longer be working during that pay period.

IMPORTANT: Once you ‘**Approve**’ a timecard, it is **LOCKED** and an employee is prevented from making any further edits or to **Punch In/Out**.

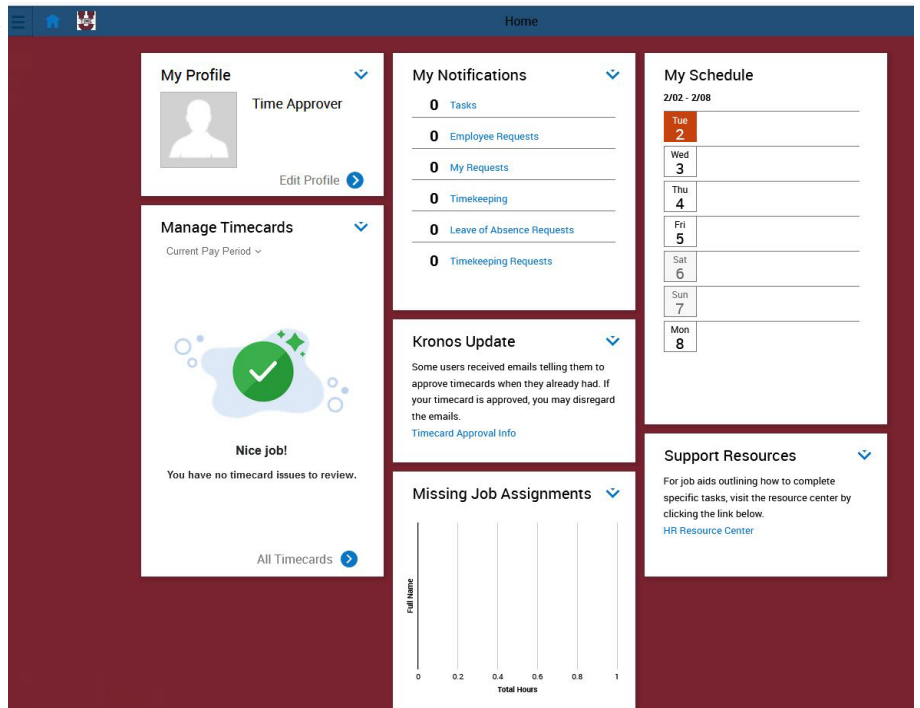
You can click on ‘**Remove Approval**’ on a timecard if needed, to allow you or the employee to make further edits or allow an employee to continue to use the **Punch** tile during that pay period.

How to Access Your Employee Timecards:

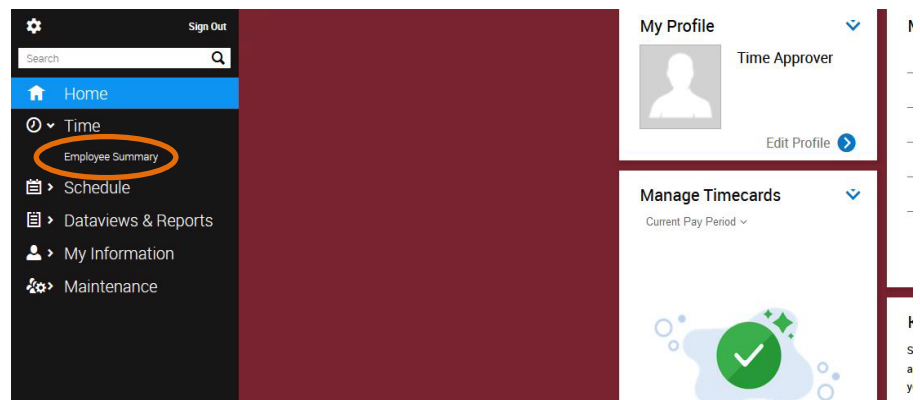
On your home page, click the **Main Menu** icon in the upper left corner of your screen.



The **Main Menu** will slide out from the left side margin.



In the **Main Menu** click on **Time**, then **Employee Summary** under **Time**.



You will now see a list of **ALL employees** whose jobs list you as a their time-appraiser in Banner HR.

You can click the **Select All** icon

OR the box next to the name of the **Employee(s)** you want to review. This will turn that row blue.

Then click on the **Open Selected** icon to take you to the **Timecard(s)** selected

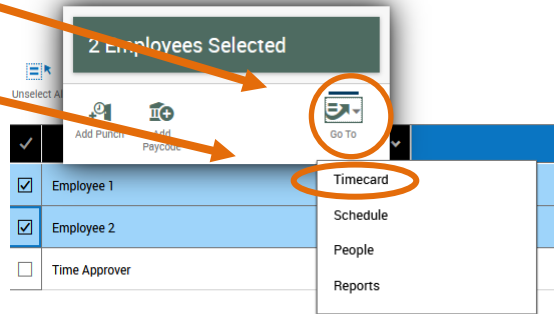
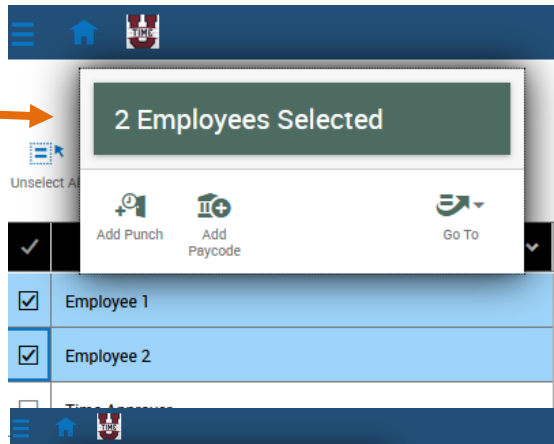
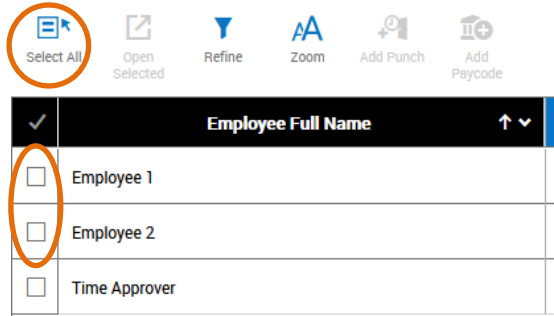
OR

Right click on the blue row and a pop-up box will appear for the number of **Employees Selected**

Click **Go To** and a second pop-up box will appear
Then select **Timecard**

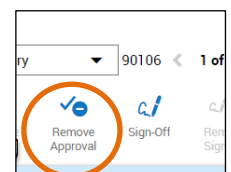
You can now view ALL **Timecards** you selected. Use arrows **< 1 of X >** (upper left corner) to move between the Timecards.
In addition, pay close attention to the **pay period** you are reviewing.

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TIP: It should read **"Current Pay Period"** up until midnight on the Friday at the end of pay period.


- **IF** you are reviewing on the weekend or a payroll Monday, this should be set to **"Previous Pay Period"**.
- **IF** you accidentally **"Approve"** the wrong pay period, you can always **"Remove Approval."**

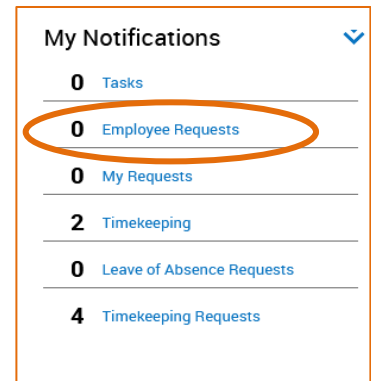


Reviewing Timecard(s) Prior to Approving:

IMPORTANT: If an hourly paid employee has any outstanding **Pending Edits** that require your review, they will appear on a pop-up panel from the right. **YOU CANNOT Approve** a Timecard until ALL **Pending Edits** for that employee have been resolved.

Before you can approve an employee's timecards, you should:

- Resolve any **missed punch(es)**. A missing **IN** or **OUT** punch is denoted by a **red bar** that  fills a cell on the **Timecard**.
- Review for **unexcused absence** exceptions (*hourly paid employees with schedules only*)
- Resolve any **Pending Edits**.
 - **TIP:** if your employee submits the same edit multiple times, the first one you approve will be added to the timecard. Any further edits for that day/time slot will give you an error message – 'Duplicate Request' because it is trying to change an edit you already approved to the timecard.
 - You should *refuse* that edit to clear it from the **Pending Edits** list. *Your employee will receive notifications in their **Control Center** of any approved or refused edits to their timecard.*
- Review **Totals** (*tab located at the bottom of the timecard*)
 - This allows you to review *total hours worked* and confirm that any hours for employees with multiple positions have a *completed Job Transfer path*.
- **FOR BENEFITTED EMPLOYEES ONLY:**
 - Review any pending requests for *paid time off* in the pay period you are reviewing. If so, it **MUST** be *Approved* or *Refused* before payroll is processed.
 - To verify if you have any pending time off requests for review/approval, you can access them from your **My Notifications** tile on your **Home** page, then click on **Employee Requests**.



FINALLY – IF:

- ALL **Pending Edits** are addressed,
- **Missed Punches** are corrected,
- **Job Transfer paths** are complete and correct,
- And any **Employee Requests** are approved or refused... **You can now Approve the Timecard.**

APPROVE Timecard(s):

To **APPROVE** a timecard(s):

1. Open timecard(s) and verify correct pay period.
2. Timecard is accurate.
3. Click **Approve** then move on to the next timecard using the *arrows* at the top of the page.

Verify your Approval in the Table view

The *background color* of the timecard changes, depending on who has approved it:

Yellow background	Timecard approved by employee but <u>not yet</u> by time-approver.
Light purple background	Timecard approved by time-approver but <u>not</u> by employee.
Green background	Timecard approved by both employee <u>and</u> time-approver .
Gray crosshatch	Timecard has been signed off by payroll . No further changes can be made.