

Tips for Approving Timesheets

This document is designed to help you through the process of approving a timesheet using Banner Self Service. It does not provide details for all issues however it will address those questions most often asked.

1. **Getting Set Up as an Approver.** If you are having trouble accessing the system, please contact HR for training by sending an email to askhr@wm.edu.
2. **Approver Responsibilities.** As an approver you are responsible for approving time submitted by each employee reporting to you. You do not have to wait until the published deadlines to review and approve a time sheet that has already being submitted by your employee. You are able to approve at any time using self-service.
3. **Employee Does Not Appear in your Approval Queue.** If you can't yet see your employee on your reports to list, you will need to contact HR to report the problem. Reporting relationships must be created and updated by the HR team by sending an email to askhr@wm.edu.
4. **Deadline to Approve Time.** Supervisor deadline to approve timesheets is 10AM on the 10th and 25th of each month. Employees must submit the timesheet for your approval no later than 6PM the prior day. However, if the employee submits his/her timesheet before 6PM, you can review and approve as soon as it has been submitted. Please ask your employees to notify you once they have submitted or check periodically to see if timesheets are in your queue awaiting approval. This will prevent the last-minute rush to approval all timesheets on the due date.

In addition, please note that if the 10th or the 25th fall on a weekend or holiday, the deadline to approve is **generally** the next business day (with exceptions in November and December as published on the Payroll Processing Calendar). If the deadline has passed you will not be able to approve the time sheet. You must approve those timesheets by responding to the email sent from timesheets@wm.edu requesting confirmation of hours paid.

5. **Approving Time.** You must hit the "approve" button in order to approve a time sheet. The time sheet Queue Status will go from Pending Approval to Approved. You must complete this action for all employees before 10AM on the payroll approval day.
6. **Correcting Time.** You may send the time sheet back to your employees for corrections *prior* to approval day. The employee won't be able to make changes to the time sheet on approval day. In the event that you see an error on the time sheet, you, as the employer are able to make corrections directly on the time sheet and approve those changes. You should enter comments to support any changes made to the timesheet. If you approved the time sheet with errors; you will be unable to make changes. Please let Payroll know what changes are needed by sending an email to payofc@wm.edu. Payroll may be able to correct the time sheet on payroll processing day; if unable to do so, Payroll will offer guidance on how to make corrections on a manual timesheet.
7. **Understanding Time Status.** After the employee enters the time and submits it for approval, the Queue Status says "Pending Approval". Once the supervisor has approved the time, the Queue Status is updated to "Approved."
8. **Understanding a Proxy.** There are times when you are unavailable to approve time. We encourage ALL approvers to set up a proxy to act on their behalf and to approve the time sheets assigned. Proxies must be set up in advance, and you can designate more than one proxy if need be. A proxy

assumes your approval responsibilities. Make sure you communicate with your proxy whenever you require them to approve time sheets on your behalf. Your proxy must have access in Banner HR to your ORG in order to view and approve those timesheets. If you are unsure about an individual's HR access, please send an email to askhr@wm.edu requesting clarification.