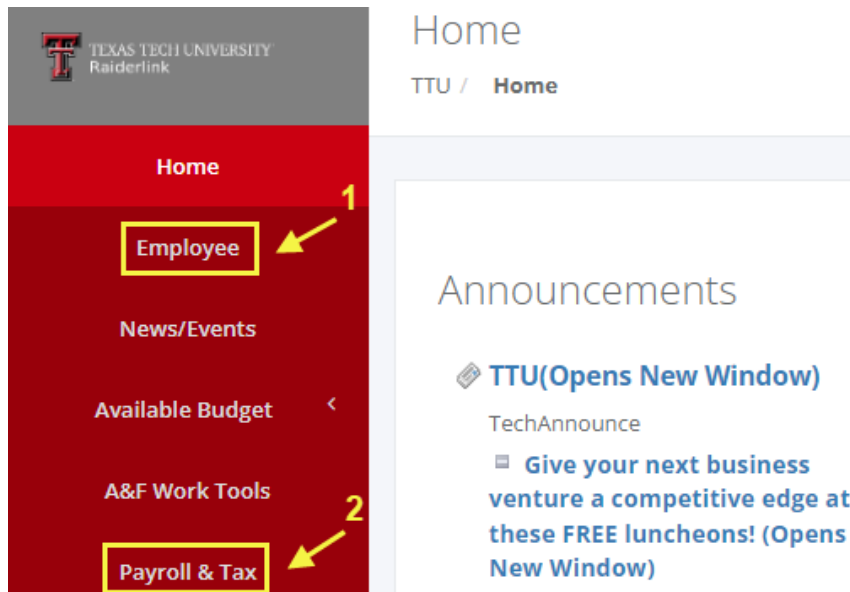


Approving Timesheets & Leave Reports

This guide instructs on the approval process for designated approvers and proxies for Web Time Entry Timesheets and Web Leave Reports.

Accessing Timesheets & Leave Reports

1. Within Raiderlink/Webraider, select **Employee**. You may also select **Payroll & Tax**.



2. Select **My Timesheet**, **My Leave Report**, or **Employee Dashboard**.

The screenshot shows the 'Employee Resources' page. On the left, a red sidebar contains navigation options: Home, Employee (highlighted with a yellow box), News/Events, Available Budget, A&F Work Tools, and Payroll & Tax. The main content area is titled 'My Texas Tech Information' and lists several options: My Timesheet (Non-Exempt Employees Only) (highlighted with a red box and arrow), My Leave Reports (Exempt Employees Only) (highlighted with a red box and arrow), My Leave Balances, Employee Dashboard (Personal, Employment, Statements) (highlighted with a red box and arrow), Update My Direct Deposit, and Need Help?. On the right, under 'Employee Resources', there are two sections: 'My Personal Information' with links for View Addresses and Phones, Update Addresses and Phones, and View E-mail Addresses; and 'My Employment Information' with links for My Time Sheet (highlighted with a red box and arrow), My Leave Report (highlighted with a red box and arrow), Jobs Summary, and Leave Balances. A second red sidebar on the left of the main content area lists: Employee, News/Events, Available Budget, A&F Work Tools, Payroll & Tax (highlighted with a yellow box), Search Administration, and My Content.

Accessing via My Timesheet and My Leave Report

Leave Report

The screenshot shows the 'Leave Report' page. At the top, there are two tabs: 'Approvals' (highlighted with a red box and arrow) and 'Leave Report' (underlined). Below the tabs is a 'Select Approvals' button (highlighted with a red box and arrow) and a 'Leave Report Period' dropdown menu. The main content is a table with columns: Leave Period, Hours/Days/Units, Submitted On, and Status. The table contains two rows of data, both with a 'Not Started' status and a 'Start Leave Report' button. The first row is for the period 04/01/2023 - 04/30/2023, and the second row is for 03/01/2023 - 03/31/2023. At the bottom right, there is a 'Prior Periods' link with a refresh icon.

Leave Period	Hours/Days/Units	Submitted On	Status
04/01/2023 - 04/30/2023			Not Started
03/01/2023 - 03/31/2023			Not Started

Accessing via My Dashboard

Employee Dashboard

My Profile
My Team

Leave Balances as of 03/27/2023

Vacation in hours	284.00	Sick Leave in hours	781.25
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Full Leave Bal

Pay Information

Latest Earnings Statement: 03/01/2023 All Earnings Statements Direct Deposit Information Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Leave Report

Approve Time

Approve Leave Report

HSC Labor Redistribution

HRIS Confidentiality Indicators

Select Approve Time or Approve Leave Report

3. Next, you will see the Approval Menu. Within the Approval Menu, “All Status except Not Started” is selected by default. Below the Approval Menu, a bar graph displays total timesheets or leave reports that you may access, separated by status.

Approval Menu

Approvals - Timesheet

Approvals

Timesheet 03/16/2023 - 03/31/2023 (2023 SM 7) **All Status except Not Started**

Distribution Status Report - Timesheet

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	1
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 1

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Mr. Ma Mu	R11	T-B0	96.00 Hours

Pending - In the Queue 0

In Progress 0

Returned 1

Employee Name	ID	Organization	Hours/Units
Mr. Za IT	R00	T-B0	96.00 Hours

- The menu may be adjusted as desired to focus on timesheets/leave reports that fall within specific criteria. Note: If the status is changed and you attempt to search for an employee by name or R#, the search will only yield results if the selected status matches the current status of the employee's timesheet/leave report.

Approvals

Select specific department/org codes

Change status

Leave Report ▾ All Departments ▾ 04/01/2023 - 04/30/2023 (2023 MN 5) ▾ All Status except Not Started ▾ Enter ID/Name

Distribution Status Report - Leave Report

Toggle between timesheets and leave reports Adjust pay period Search by employee name or R#

Status Descriptions

Pending – Timesheet/Leave Report has been submitted and is awaiting approval.
Pending – In the Queue – Timesheet/Leave Report is awaiting first level approval.
Pending – Approved – Timesheet/Leave Report is awaiting second level approval.
In Progress – Timesheet/Leave Report has been started.
Returned – Timesheet/Leave Report was not approved and has been returned to the employee for changes.
Error – Timesheet/Leave Report has errors that must be corrected prior to approval.
Approved – Timesheet/Leave Report has been approved and is awaiting acceptance by Payroll.
Not Started – Timesheet/Leave Report has not been started.
Completed – Timesheet/Leave Report has been accepted by Payroll.

Viewing Timesheets & Leave Reports




- To view (preview) an individual timesheet/leave report, you may click anywhere on the horizontal field of employee name, ID (R#), Organization, or Hours/Units.

Pending 2

Click anywhere within here

Employee Name	ID	Organization	Hours/Units	
<input type="checkbox"/> A... ...ate, T8	R10	T-B00	80.00 Hours	<i>i</i> <i>1</i> <i>⋮</i>
<input type="checkbox"/> Pa... ...sor, T8	R00	T-B00	96.00 Hours	<i>i</i> <i>1</i> <i>⋮</i>

2. You may also click on the vertical ellipses located to the right and select **Preview**.

Employee Name	ID	Organization	Hours/Days/Units	
Jo [REDACTED] [REDACTED]ian, T9[REDACTED]	R1 [REDACTED]	T-BC [REDACTED]	12.00 Hours	 <ul style="list-style-type: none"> Preview Leave Balance
Mr. J [REDACTED] [REDACTED]ger, T9[REDACTED]	R1 [REDACTED]	T-BC [REDACTED]	24.00 Hours	
Mr M [REDACTED] [REDACTED]ger, T9[REDACTED]	R1 [REDACTED]	T-BC [REDACTED]	40.00 Hours	

3. Leave balances, comments, timesheet/leave report warnings, and assigned approvers are also available for viewing.




Leave Balances (Vacation, Sick, Holiday Comp, Comp)





Employee Name	ID	Organization	Hours/Days/Units	
Jo [REDACTED] [REDACTED]ian, T9[REDACTED]	R1 [REDACTED]	T-BC [REDACTED]	12.00 Hours	 <ul style="list-style-type: none"> Preview Leave Balance
Mr. J [REDACTED] [REDACTED]ger, T9[REDACTED]	R1 [REDACTED]	T-BC [REDACTED]	24.00 Hours	
Mr M [REDACTED] [REDACTED]ger, T9[REDACTED]	R1 [REDACTED]	T-BC [REDACTED]	40.00 Hours	

Employee Leave Balance Note: Leave balances for semi-monthly employees are updated after each semi-monthly payroll is processed. ✕

R00 [REDACTED] - Mrs. K [REDACTED]		Leave balances for monthly employees are updated when the monthly payroll is processed and when leave reports are submitted and approved.	
Vacation		Sick Leave	
Beginning Balance	81.00	Beginning Balance	59.50
Banked	0.00	Banked	0.00
Earned	60.00	Earned	48.00
Taken	40.00	Taken	23.25
Vacation in hours	101.00	Sick Leave in hours	84.25

Warnings

We [redacted] ger, T9 [redacted]	R11 [redacted]	T-B0 [redacted]	24.00 Hours	   
-------------------------------------	----------------	-----------------	-------------	---

24.00 Hours    

Possible Insufficient Leave Balance for Jury Duty Exempt

Comments

[redacted]ns ian, T9 [redacted]	R11 [redacted]	T-B0 [redacted]	12.00 Hours	  
------------------------------------	----------------	-----------------	-------------	---




Comments

Ca [redacted]

Pending On 03/06/2023 | 04:03 PM

Comment: [redacted] Leaving for Raider [redacted]
Flight out of [redacted] [redacted]
ng.

Approvers

1 Prentice ciate, T89916-00	R10186301	T-B00001, Library	80.00 Hours	  
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List of Approvers

Originated On 03/01/2023, 02:43 PM by
Gr [redacted]

Submitted On 03/09/2023, 05:12 PM by
Gr [redacted]

Approve by 03/20/2023, 06:00 PM


Fl [redacted]
Sequence 1.00

← **Approvers**

Pending Approval

4. After selecting the timesheet/leave report, you will be taken to the Detail Summary. The Detail Summary displays all time or leave reported, and messages on a single page.

Leave Report Detail Summary

R1 [redacted] Mr [redacted] Br [redacted] Print detail summary 

[redacted] er, T9 [redacted] B0 [redacted]

Pay Period: 04/01/2023 - 04/30/2023 | 24.00 Hours | Pending Submitted On 03/30/2023, 03:05 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
04/03/2023	VAC, Vacation Pay	1	8.00 Hours
04/04/2023	VAC, Vacation Pay	1	8.00 Hours
04/05/2023	VAC, Vacation Pay	1	8.00 Hours

Summary								
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
VAC, Vacation Pay	1		24.00					24.00 Hours
Total Hours		24.00						

Routing and Status	
Name	Action
[redacted]	Originated On 03/28/2023, 03:27 PM by Ro [redacted]
[redacted]	Submitted On 03/30/2023, 03:05 PM by Ro [redacted]
[redacted]	Approve by 05/15/2023, 11:59 PM
[redacted]	Pending Approval

All timesheet/leave report activity (submission, return for correction, approval, etc.) including date and time of activity and user involved

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

[redacted] cia

Added on 03/28/2023 (03:32 PM) **Comments including name of the user who made the comment, and date and time of comment**

Add vacation pay for 4/10 please.

Return Details Return for correction Approve

5. At the bottom of the Detail Summary, selecting **Details** allows you to view the timesheet/leave report as an employee sees it when they enter data.

Comment (Optional):

Add Comment

2000 characters remaining

Return **Details** Return for correction Approve

Details

R11 [Employee Name], Section Manager, T9 [Employee ID], B0 [Employee ID]

04/01/2023 - 04/30/2023 | 24.00 Hours | View comments | Pending | Submitted On 03/30/2023, 03:05 PM | Leave Balances

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 Pay period you are approving time/leave for	3 8.00 Hours	4 8.00 Hours	5 8.00 Hours	6	7	8 View employee leave balances

Change to previous week | Add Earn Code | Change to next week

Earn Code: Select Earn Code

Total hours/minutes of time/leave reported for each day.

To see more detail, select a day.

Go back to your approvals page | Go back to the timesheet/leave report preview page

Exit Page | Cancel | Save | Preview

6. At the bottom of the Detail Summary, selecting **Return** takes you back to the Approval Menu. **Note: This does not return the timesheet/leave report for correction.**

Comment (Optional):

Add Comment

2000 characters remaining

Return Details Return for correction Approve

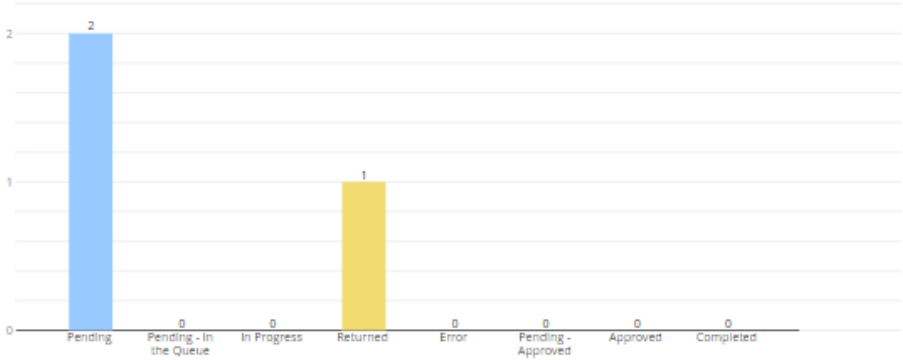
Approval Menu

Approvals - Leave Report Proxy Super User Reports

Approvals

Leave Report All Departments 04/01/2023 - 04/30/2023 (2023 MN 5) All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report



Status	Count
Pending	2
Pending - In the Queue	0
In Progress	0
Returned	1
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 2

Employee Name	ID	Organization	Hours/Days/Units	
<input type="checkbox"/> Jos [REDACTED]	R11 [REDACTED]	T-B0 [REDACTED]	12.00 Hours	i 1 ⋮

Approving Timesheets & Leave Reports

1. There are two ways to approve timesheets and leave reports. First, you may approve each timesheet/leave report individually (one at a time). Second, you may perform a group approval. Only timesheets/leave reports that have a status of “Pending”, “Pending – Approved”, and “Pending – In the Queue” may be approved.

Individual Approval

Within the Approval Menu, select the timesheet/leave report you wish to approve.

0 Pending 0 Pending - In the Queue 0 In Progress 1 Returned 0 Error 0 Pending - Approved 0 Approved 0 Completed

Pending 3 **Click anywhere here** Or select Preview here

Employee Name	ID	Organization	Hours/Days/Units	
<input type="checkbox"/> Jos [redacted] As [redacted]	R11 [redacted]	T-B0 [redacted]	12.00 Hours	<i>i</i> <i>1</i> ⋮
<input type="checkbox"/> Be [redacted] Li [redacted]	R11 [redacted]	T-B0 [redacted]	40.00 Hours	<i>i</i> <i>1</i> ⋮
<input type="checkbox"/> Mr M [redacted] Se [redacted]	R11 [redacted]	T-B0 [redacted]	24.00 Hours	<i>i</i> <i>3</i> ⋮

Pending - In the Queue 0

In Progress 0

Returned 1

Employee Name	ID	Organization	Hours/Days/Units	
Mr. [redacted] Ur [redacted]	R11 [redacted]	T-B0 [redacted]	24.00 Hours	<i>i</i> <i>2</i> <i>1</i> ⋮

Add comments if desired. If the time/leave reported is accurate, select **Approve**. The timesheet or leave report will route to Payroll for processing. If a second level approver is designated, the timesheet/leave report will route to the second level approver for approval before routing to Payroll.

R11 [Redacted] Be. [Redacted] [Redacted]

[Redacted], T9 [Redacted], B0 [Redacted]

Pay Period: 04/01/2023 - 04/30/2023 40.00 Hours Pending Submitted On 04/13/2023, 01:49 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/24/2023	MIL, Military Leave	1	8.00 Hours
04/25/2023	MIL, Military Leave	1	8.00 Hours
04/26/2023	MIL, Military Leave	1	8.00 Hours
04/27/2023	MIL, Military Leave	1	8.00 Hours
04/28/2023	MIL, Military Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
MIL, Military Leave	1					40.00		40.00 Hours
Total Hours								40.00


Routing and Status

Name	Action
	Originated On 04/13/2023, 01:48 PM by Rol [Redacted]
	Submitted On 04/13/2023, 01:49 PM by Rol [Redacted]
	Approve by 05/15/2023, 11:59 PM
[Redacted] ia	Pending Approval

Comment (Optional):

Add Comment **NOTE: Comments can only be added prior to approving the timesheet/leave report**

Return Details Return for correction **Approve**



Group Approval

Timesheets and leave reports must be reviewed prior to performing a group approval. In this example, there are two timesheets that will be reviewed individually, then approved simultaneously. Select the first timesheet/leave report you wish to review.

<input type="checkbox"/> Pending 2		Click anywhere here			Or select preview here	
Employee Name	ID	Organization	Hours/Units			
<input type="checkbox"/> Angela <small>Section: ...</small>	R10	T-B	96.00 Hours	i	3	⋮
<input type="checkbox"/> John <small>Section: ...</small>	R00	T-B	96.00 Hours	i	5	⋮

Add comments if desired. If the time/leave reported is accurate, select **Return**.

05/29/2023	HOL, Holiday	1	8.00 Hours		
05/30/2023	RGH, Hours Worked	1	8.00 Hours		
05/31/2023	RGH, Hours Worked	1	8.00 Hours		
Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	32.00	40.00	16.00	88.00 Hours
HOL, Holiday	1			8.00	8.00 Hours
Total Hours		32.00	40.00	24.00	
Routing and Status					
Name	Action				
	Originated On 05/24/2023, 09:39 AM by Angela				
	Submitted On 05/25/2023, 11:42 AM by Angela				
	Approve by 06/02/2023, 06:00 PM				
Kyl	Approved on 05/25/2023 01:57 PM by Kyl				
Role	Pending Approval				
Comment (Optional):					
<div style="display: flex; align-items: center;"> Add Comment <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> NOTE: Comments can only be added prior to approving the timesheet/leave report </div> </div>					
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; text-align: center;">Return</div> <div style="border: 1px solid black; padding: 5px 15px; text-align: center;">Details</div> <div style="border: 1px solid black; padding: 5px 15px; text-align: center;">Return for correction</div> <div style="background-color: #0070C0; color: white; padding: 5px 15px; text-align: center;">Approve</div> </div>					

Select the next timesheet/leave report you wish to review.

Employee Name	ID	Organization	Hours/Units	
Angela [redacted] Ser [redacted]	R10 [redacted]	T-B [redacted]	96.00 Hours	Or select preview here
John [redacted] Section [redacted]	R00 [redacted]	T-B [redacted]	96.00 Hours	

Add comments if desired. If the time/leave reported is accurate, select **Return**.

05/30/2023	RGH, Hours Worked	1	8.00 Hours
05/31/2023	RGH, Hours Worked	1	8.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	32.00	40.00	16.00	88.00 Hours
HOL, Holiday	1			8.00	8.00 Hours
Total Hours		32.00	40.00	24.00	

Routing and Status	
Name	Action
	Originated On 05/24/2023, 10:21 AM by Jo [redacted]
	Submitted On 05/26/2023, 11:28 AM by Jo [redacted]
	Approve by 06/02/2023, 06:00 PM
Ro [redacted]	Pending Approval

Comment (Optional):

Add Comment

NOTE: Comments can only be added prior to approving the timesheet/leave report

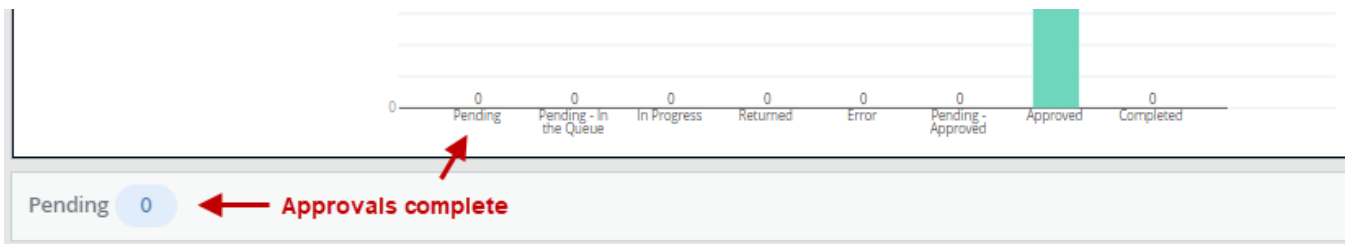
Return Details Return for correction Approve

Repeat this process until all timesheets or leave reports you wish to approve are reviewed.

Select the timesheets/leave reports you wish to approve by adding a checkmark in the box located to the left of each employee's timesheet/leave report. You may add checkmarks individually or add a checkmark for all the pending timesheets/leave reports by clicking the box next to the Pending heading. When you have made your selection(s), and the time/leave reported is accurate, click **Approve/Acknowledge**. The timesheets or leave reports will be routed to Payroll for processing. If a second level approver is designated, the timesheets or leave reports will route to the second level approver for approval before routing to Payroll.

The screenshot shows a table of pending timesheet/leave reports. At the top left, there is a 'Pending 2' heading with a checkmark icon in a box. A red arrow points from this box to the text 'Select all timesheets/leave reports for Approval'. At the top right, there is a blue 'Approve/Acknowledge' button with a red box around it and a red arrow pointing to it. The table has columns for Employee Name, ID, Organization, and Hours/Units. Two rows are visible, each with a checkmark in a box to its left. Red arrows point from these boxes to the text 'Select timesheets/leave reports individually'. The first row shows 'An Sen' with ID 'R10' and '96.00 Hours'. The second row shows 'J Sen' with ID 'R00' and '96.00 Hours'. Both rows have information and comment icons.

Employee Name	ID	Organization	Hours/Units
An Sen	R10	T-B	96.00 Hours
J Sen	R00	T-B	96.00 Hours



Returning Timesheets & Leave Reports

1. Returning a timesheet/leave report allows an employee to adjust time or leave reported, when errors are found during your review. Timesheets/leave reports may be returned to an employee by a first or second level approver. **Only return a timesheet/leave report when the employee is available to adjust their time/leave reported by the deadline.**

Within “Pending”, “Pending – Approved”, or “Pending – In the Queue”, select the timesheet/leave report you wish to return.

Pending 2 Click anywhere here

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> Mr. S Lea	R1	T-B	12.00 Hours
<input type="checkbox"/> Je Assist	R1	T-B	40.00 Hours

Preview
Leave Balance

2. Add a comment explaining why the timesheet/leave report is being returned. Then select **Return for correction**.

Time Entry Detail			
Date	Earn Code	Shift	Total
04/20/2023	SCK, Sick Leave	1	4.00 Hours
04/21/2023	SCK, Sick Leave	1	8.00 Hours

Summary								
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
SCK, Sick Leave	1				12.00			12.00 Hours
Total Hours					12.00			

Routing and Status	
Name	Action
	Originated On 04/21/2023, 01:47 PM by R
	Submitted On 04/21/2023, 01:47 PM by R
	Approve by 05/15/2023, 11:59 PM
Roman G Valencia	Pending Approval

Comment (Optional):
Please add sick leave for 4/24 as well. Thank you!

A comment is required to return the timesheet/leave report for correction.

Return Details **Return for correction** Approve

3. Select **Return** to go back to the Approval Menu.

Time Entry Detail

Date	Earn Code	Shift	Total
04/20/2023	SCK, Sick Leave	1	4.00 Hours
04/21/2023	SCK, Sick Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
SCK, Sick Leave	1				12.00			12.00 Hours
Total Hours					12.00			

Routing and Status

Name	Action
	Originated On 04/21/2023, 01:47 PM by Roman G Valencia
	Submit By 05/15/2023, 06:00 PM
Roman G Valencia	In the Queue

Ro [Redacted]

Added on 04/21/2023 (03:55 PM)

Please add sick leave for 4/24 as well. Thank you!

Return Details Submit

4. The timesheet/leave report will now appear in "Returned" status. The employee may perform edits.

Returned 2

Employee Name	ID	Organization	Hours/Days/Units	
Mr. S [Redacted] Lea [Redacted]	R1 [Redacted]	T-B [Redacted]	12.00 Hours	[Info] [1]
Mr. James [Redacted] II Unit [Redacted]	R1 [Redacted]	T-B [Redacted]	24.00 Hours	[Info] [2]

Editing Timesheets & Leave Reports

1. Editing a timesheet/leave report allows an Approver to adjust time or leave reported. This is necessary when errors are found during your Approval review, and the employee is not available to adjust their time or leave. **Only edit a timesheet/leave report when the employee is not available to adjust their time or leave reported by the deadline.**

The “change record option” is not available in Banner 9. To edit the timesheet/leave report, from within the “Pending”, “Pending – Approved”, or “Pending – In the Queue” status menu, select the timesheet/leave report you wish to edit.

Click anywhere here

Employee Name	ID	Organization	Hours/Days/Units
Je... Assist	R1...	T-B...	40.00 Hours

Preview
Leave Balance

2. From the Detail Summary page, select **Details**.

Time Entry Detail

Date	Earn Code	Shift	Total
04/03/2023	VAC, Vacation Pay	1	8.00 Hours
04/04/2023	VAC, Vacation Pay	1	8.00 Hours
04/05/2023	VAC, Vacation Pay	1	8.00 Hours
04/06/2023	VAC, Vacation Pay	1	8.00 Hours
04/07/2023	VAC, Vacation Pay	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
VAC, Vacation Pay	1		40.00					40.00 Hours
Total Hours			40.00					

Routing and Status

Name	Action
	Originated On 04/21/2023, 01:46 PM by Ro...
	Submitted On 04/21/2023, 01:46 PM by Ro...
	Approve by 05/15/2023, 11:59 PM
Ro...	Pending Approval

Comment (Optional):
Add Comment

Return Details Return for correction Approve

3. Select the day you wish to make an adjustment to. The details of what time/leave are saved for that day will then appear.

04/01/2023 - 04/30/2023 | 40.00 Hours (i) (c) Pending Submitted On 04/21/2023, 01:46 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 8.00 Hours	4 8.00 Hours	5 8.00 Hours	6 8.00 Hours	7 8.00 Hours	8

Select the day

+ Add Earn Code

Vacation Pay 8.00 Hours

Total: 8.00 Hours

Time/Leave detail will appear

4. You may then select the Edit (pencil) or Delete (minus) icons. Selecting Delete allows you to delete the earn code and hours selected. Selecting Edit allows you to adjust the hours, but it will not allow you to change the earn code. If you wish to change the earn code entered, you must delete what was entered, then add the desired earn code.

04/01/2023 - 04/30/2023 | 40.00 Hours (i) (c) Pending Submitted On 04/21/2023, 01:46 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 8.00 Hours	4 8.00 Hours	5 8.00 Hours	6 8.00 Hours	7 8.00 Hours	8

+ Add Earn Code

Vacation Pay 8.00 Hours

Total: 8.00 Hours

Edit →

Delete

5. To enter time/leave, select the day you wish to make an entry for. Select the earn code you wish to report on the day selected. Then enter the number of hours. Hours must be entered in quarter hour increments. Round time up or down as necessary.

04/01/2023 - 04/30/2023 | 40.00 Hours ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
9	10	11	12

Select the day ⊕ Add Earn Code

Earn Code Hours

- Sick Leave
- Vacation Pay**
- Sick Leave
- Jury Duty Exempt
- Wellness Get Fit

4

Time Examples:

- Eight hours - 8.00
- Four hours & 15 minutes - 4.25
- Six hours and 30 minutes - 6.50

6. For additional instructions on how to adjust time/leave, please refer to the employee [Web Time Entry/Web Leave Reporting](#) guides available on the Payroll & Tax Services website.

Banner 9 Web Time Entry and Web Leave Report Guides

PDF Guides

- Employee - Web Time Entry (WTE)
- Employee - Web Leave Report (WLR)
- Approver - WTE & WLR

7. When you have finished your adjustments, select **Save**. Then select **Preview** to go back to the Detail Summary.

04/01/2023 - 04/30/2023 | 36.00 Hours ⓘ | Pending Submitted On 04/21/2023, 01:46 P

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 4.00 Hours	4 8.00 Hours	5 8.00 Hours	6 8.00 Hours	7 8.00 Hours	8

⊕ Add Earn Code

Earn Code: Vacation Pay | Hours: 4

Total: 4.00 Hours

Exit Page | Cancel | Save | Preview

8. Add a comment explaining why the timesheet/leave report was edited. When you are finished, and the timesheet/leave report now meets your approval, select **Approve**. The timesheet/leave report will route to Payroll for processing. If a second level approver is designated, the timesheet/leave report will route to the second level approver for approval before routing to Payroll.

Comment (Optional):

Adjusted vacation on 4/3/23 from 8 hours to 4 hours. Employee worked half a day.

1919 characters remaining

Confidential Comment

Return | Details | Return for correction | Approve

Recalling Timesheets & Leave Reports

1. If there are changes that need to be made to a timesheet/leave report that has been approved, an Approver may recall the timesheet/leave report. Recall is permitted in certain conditions.

First, a timesheet/leave report may be recalled when the approval deadline has not passed, and the timesheet/leave report does not reflect the status of Complete.

With timesheets, when first and second level Approvers are designated, the first level Approver may recall the timesheet from the second level Approver. The second level Approver may recall the timesheet from Payroll. When only one Approver is designated, the Approver may recall the timesheet from Payroll.

With leave reports, when first and second level Approvers are designated, the first level Approver may recall the timesheet from the second level Approver. However, the second level Approver may not recall the leave report from Payroll. When only one Approver is designated, the Approver may not recall the timesheet from Payroll.

To perform a recall, within the Approval Menu, select the timesheet/leave report you wish to recall.

The screenshot displays a vertical list of status filters on the left side of a table:

- Pending 0
- Pending - In the Queue 0
- In Progress 0
- Returned 0 **Awaiting second level approval**
- Error 0
- Pending - Approved 1**
- Approved 1 **Awaiting acceptance from Payroll**
- Completed 0


The table below the filters has columns: Employee Name, ID, Organization, and Hours/Units. Two rows are visible, both with 96.00 Hours. The first row is highlighted with a red box, and the second row is also highlighted with a red box. Red arrows point from the 'Approved 1' filter to the first row, and from the 'Awaiting acceptance from Payroll' text to the second row. The text 'Click anywhere here' is positioned between the two rows. A red arrow points from the 'Error 0' filter to the 'Returned 0' filter.

Employee Name	ID	Organization	Hours/Units
Jol [redacted] Sec [redacted]	R00 [redacted]	T-B [redacted]	96.00 Hours
An [redacted] Senior [redacted]	R10 [redacted]	T-B [redacted]	96.00 Hours

2. Select Recall.

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	32.00	40.00	16.00	88.00 Hours
HOL, Holiday	1			8.00	8.00 Hours
Total Hours		32.00	40.00	24.00	

Routing and Status	
Name	Action
	Originated On 05/24/2023, 09:39 AM by Ang [redacted]
	Submitted On 05/25/2023, 11:42 AM by Ang [redacted]
	Approval queue completed
Ky [redacted]	Approved on 05/25/2023 01:57 PM by Ky [redacted]
Rc [redacted]	Approved on 05/25/2023 02:01 PM by Rc [redacted]



Return Details Recall




3. You may then select **Details** to adjust the timesheet/leave report yourself. You may also select **Return for correction** to send the timesheet/leave report back to the employee for adjustment. Selecting **Approve** will send the timesheet/leave report back to Payroll, or to the second level approver if one is designated.

	Approve by 06/02/2023, 06:00 PM
Ky [redacted]	Approved on 05/25/2023 01:57 PM by Ky [redacted]
Rc [redacted]	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Return Details Return for correction Approve

Please be informed:

- If timesheets are not approved by the deadline, employee paychecks may be short or may not be issued.
- When a paycheck is short or not issued, a Manual Check Request must be sent to webmaster.payroll@ttu.edu. Manual Check Requests are paid on the Friday of the following week from when they are received.
- If leave reports are not approved by the deadline, a Manual Leave Adjustment must be submitted.
- Web Time Entry/Web Leave Report deadlines may be viewed on the [Pay Schedule](#), as well as in the Raiderlink/Webraider portal in the Payroll & Tax section.
- If you need assistance with performing approvals, or other timesheet/leave report issues, please contact Payroll at webmaster.payroll@ttu.edu.