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.

Accessing via My Timesheet and My Leave Report
Accessing via My Dashboard

Employee Dashboard

Leave Balances as of 03/27/2023

<table>
<thead>
<tr>
<th>Vacation in hours</th>
<th>Sick Leave in hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>284.00</td>
<td>781.25</td>
</tr>
</tbody>
</table>

Pay Information

Latest Earnings Statement: 03/01/2023

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Select Approve Time or Approve Leave Report

Approve Time

Approve Leave Report

Enter Leave Report

HSC Labor Redistribution

HRIS Confidentiality Indicators
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.
4. 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.

Viewing Timesheets & Leave Reports

1. 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.
2. You may also click on the vertical ellipses located to the right and select **Preview**.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID</th>
<th>Organization</th>
<th>Hours/Days/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>R1</td>
<td>T-BC</td>
<td>12.00 Hours</td>
</tr>
<tr>
<td>Mr. Jones</td>
<td>R1</td>
<td>T-BC</td>
<td>24.00 Hours</td>
</tr>
<tr>
<td>Mr. Miller</td>
<td>R1</td>
<td>T-BC</td>
<td>40.00 Hours</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID</th>
<th>Organization</th>
<th>Hours/Days/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>R1</td>
<td>T-BC</td>
<td>12.00 Hours</td>
</tr>
<tr>
<td>Mr. Jones</td>
<td>R1</td>
<td>T-BC</td>
<td>24.00 Hours</td>
</tr>
<tr>
<td>Mr. Miller</td>
<td>R1</td>
<td>T-BC</td>
<td>40.00 Hours</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Beginning Balance</th>
<th>Banked</th>
<th>Earned</th>
<th>Taken</th>
<th>Vacation in hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31.00</td>
<td>0.00</td>
<td>60.00</td>
<td>40.00</td>
<td>101.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Beginning Balance</th>
<th>Banked</th>
<th>Earned</th>
<th>Taken</th>
<th>Sick Leave in hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>59.50</td>
<td>0.00</td>
<td>48.00</td>
<td>23.25</td>
<td>84.25</td>
</tr>
</tbody>
</table>

Leave balances for monthly employees are updated when the monthly payroll is processed and when leave reports are submitted and approved.
### Warnings

<table>
<thead>
<tr>
<th>Warning</th>
<th>24.00 Hours</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Insufficient Leave Balance for Jury Duty Exempt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments

<table>
<thead>
<tr>
<th>Comments</th>
<th>12.00 Hours</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving for Raider Flight out of pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Approvers

<table>
<thead>
<tr>
<th>Approver</th>
<th>80.00 Hours</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prentice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List of Approvers**

- Originated On 03/01/2023, 02:43 PM by [Grifo, T9106]... 
- submitted On 03/09/2023, 05:12 PM by [Grifo, T9106]...
- Approve by 03/20/2023, 06:00 PM

- File Number: Sequence 1.00
- 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.
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.
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.**
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.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID</th>
<th>Organization</th>
<th>Hours/Days/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph</td>
<td>R11</td>
<td>T-BO</td>
<td>12.00 Hours</td>
</tr>
<tr>
<td>Alex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betty</td>
<td>R11</td>
<td>T-BO</td>
<td>40.00 Hours</td>
</tr>
<tr>
<td>Mr. Smith</td>
<td>R11</td>
<td>T-BO</td>
<td>24.00 Hours</td>
</tr>
</tbody>
</table>

Pending - In the Queue: 0
In Progress: 0
Returned: 1
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.
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.

Add comments if desired. If the time/leave reported is accurate, select Return.
Select the next timesheet/leave report you wish to review.

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

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.
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.

2. Add a comment explaining why the timesheet/leave report is being returned. Then select **Return for correction.**
3. Select **Return** to go back to the Approval Menu.

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

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

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.
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.

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.

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.
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.
2. Select **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.
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.