



TEXAS TECH UNIVERSITY  
Payroll & Tax Services™



# Banner 9 Self Service Upgrade

CHANGES TO WEB TIME ENTRY & WEB LEAVE REPORTING  
FOR EMPLOYEES AND APPROVERS

Roman Valencia

*Payroll Lead Analyst - Payroll & Tax Services*



# Introduction

# Introduction



On April 3, 2024, Banner will undergo a software upgrade. The Banner “Self Service” interface is being upgraded from version 8 to version 9.

This upgrade will improve Banner Self Service functionality significantly for all Banner users. It will also help to support additional future upgrades to the Banner software. It will increase process efficiency within Banner, while providing a modern user interface.



# Introduction



This presentation will focus on the changes that users will encounter with reporting time via Web Time Entry, reporting leave via Web Leave Reports, and the approval process for both.



# Before Starting

# Before Starting



This presentation is an introduction to the changes to Web Time Entry, Web Leave Reporting, and Approvals with Banner 9 Self Service. For detailed instructions on how to report and approve time and leave, please refer to the guides posted on Payroll & Tax Services website available [here](#).

The screenshot shows the website for Payroll & Tax Services at Texas Tech University. The page title is "Banner 9 Web Time Entry and Web Leave Report Guides". Under the heading "PDF Guides", there are three links: "Employee - Web Time Entry (WTE)", "Employee - Web Leave Report (WLR)", and "Approver - WTE & WLR". Under the heading "Video Guides", there is a section for "Employee - Web Time Entry (WTE)" with four links: "Entering Time", "Reviewing & Adjusting Time", "Submitting & Recalling Time", and "Correcting Time".

# Before Starting



The process for setting up approval queues and proxies is being supplemented. TeamApp will remain available, and Payroll Webmaster is always available to assist. However, Dynamic Forms will be introduced to help make the approval override and approver proxy change process faster and easier. Once the new Dynamic Forms are released, guides and more information will be available on Payroll & Tax's website.

Time and leave reporting in TimeClock Plus, EOPS, or through Manual Check Requests will remain unchanged.

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 web time entry, web leave reporting, and approvals, please contact Payroll at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)



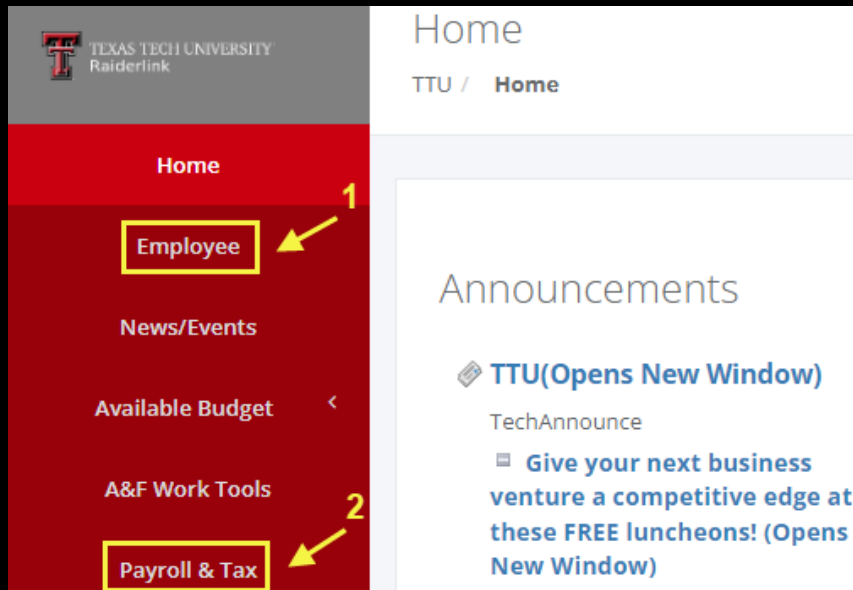
# Web Time Entry



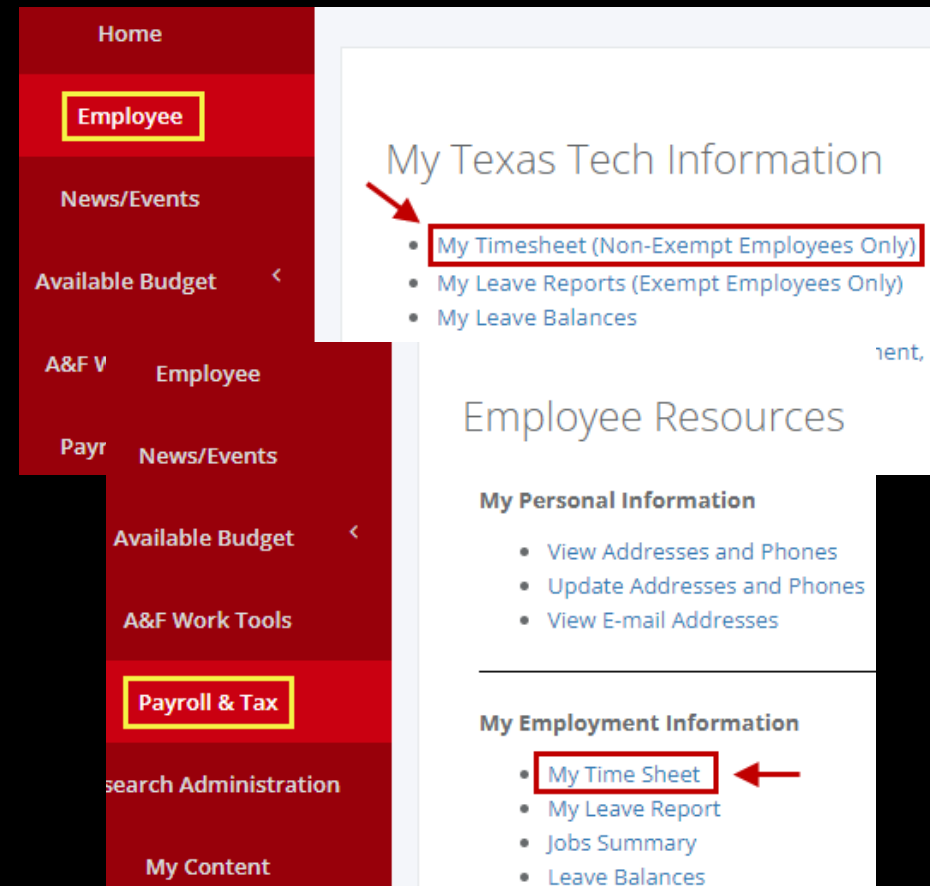


# Web Time Entry

To access your Timesheet, within Raiderlink/Webraider, select Employee. You may also select Payroll & Tax.



Then select My Timesheet.



# Web Time Entry



Select Start Timesheet for the pay period and position you wish to enter time for.

[Employee Dashboard](#) • [Timesheet](#)

### Timesheet

Approvals Timesheet

Pay Period	Position	Department	Hours/Units	Submitted On	Pay Rate	Status	
	Analyst, T99	-00, T, C10000, Payroll and Tax Services			Rate: \$		<a href="#">Prior Periods</a>
02/16/2023 - 02/28/2023						Not Started	<a href="#">Start Timesheet</a>
02/01/2023 - 02/15/2023						Not Started	<a href="#">Start Timesheet</a>

**Pay Periods**





# Web Time Entry

Select the day you wish to enter time for. Select the earn code for time you wish to report on the day selected.

Enter the hours for the earn code. Hours must be entered in quarter hour increments. Round time up or down as necessary.

The screenshot shows a calendar view with Sunday (5), Monday (6), Tuesday (7), and Wednesday (8). Monday is selected. Below the calendar, there is a section for adding an earn code. A red box highlights the 'Earn Code' dropdown menu, which is open and showing 'Hours Worked' as the selected option. A red arrow points to the 'Hours\*' input field, which contains '8.00'. Below the input field, there are 'Time Examples:' listed: 'Eight hours - 8.00', 'Four hours & 15 minutes - 4.25', and 'Six hours & 30 minutes - 6.50'. A red arrow also points to the 'Add Earn Code' button.

If you have multiple earn codes to report for the day selected, select Add Earn Code to give you the option of selecting another earn code from the drop-down list and hours to report.

The screenshot shows the same calendar view with Monday selected. A red arrow points to the 'Add Earn Code' button. Below the button, there are two rows of input fields. The first row shows 'Hours Worked' selected in the 'Earn Code' dropdown and '4.00' entered in the 'Hours\*' field. The second row shows 'Vacation Pay' selected in the 'Earn Code' dropdown and '4.00' entered in the 'Hours\*' field. Red arrows point to the 'Add Earn Code' button and the 'Vacation Pay' dropdown.

# Web Time Entry



Time entered may be copied. Select the day with time you wish to copy, then select the Copy button to the right of the Earn Code you wish to copy.

02/01/2023 - 02/15/2023 | 72.00 Hours | In Progress | Submit By 02/17/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13 8.00 Hours	14	15	16	17	18

Hours Worked 8.00 Hours

Copy

02/01/2023 - 02/15/2023 | 72.00 Hours | In Progress | Submit By 02/17/2023, 06:00 PM

Copy Time Entry

Hours Worked : 8.00 Hours (02/13/2023, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 02/01/2023 - 02/15/2023

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2 8.00 Hours	3 8.00 Hours	4
5	6 4.00 Hours	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11
12 8.00 Hours	13 8.00 Hours	14	15	16	17	18

Cancel Save 13

# Web Time Entry



After time has been added and saved, selecting a day will allow you to view the Earn Code(s) and time reported for that day.

The screenshot displays a web time entry interface. At the top, it shows the date range "02/01/2023 - 02/15/2023" and a total of "88.00 Hours". Below this is a calendar view with columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY. The MONDAY column is selected and highlighted in blue, showing "6" and "8.00 Hours". Below the calendar is a section titled "Add Earn Code" with a plus sign icon. This section contains two rows: "Hours Worked" and "Vacation Pay", both set to "4.00 Hours". The total for each row is "Total: 4.00 Hours".

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5	6 8.00 Hours	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours

⊕ Add Earn Code

Hours Worked	4.00 Hours	Total: 4.00 Hours
Vacation Pay	4.00 Hours	Total: 4.00 Hours



# Web Time Entry

You may also select the Preview option. Preview is the most convenient way to view all time reported for the pay period. All time reported is displayed on a single page when using preview.

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

26 27 28 1 2 3 4

8.00 Hours 8.00 Hours 8.00 Hours

+ Add Earn Code

Sick Leave 8.00 Hours

Total: 8.00 Hours Account Distribution

Cancel Save Preview

Payroll [Employee Name], T99[Employee ID]-00, T, C10000, Payroll and Tax Services, Rate: \$[Rate]

Pay Period: 03/01/2023 - 03/15/2023 32.00 Hours In Progress Submit By 03/20/2023, 06:00 PM

### Time Entry Detail

Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	VAC, Vacation Pay	1	4.00 Hours

### Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	4.00		20.00 Hours
SCK, Sick Leave	1	8.00			8.00 Hours
VAC, Vacation Pay	1		4.00		4.00 Hours
<b>Total Hours</b>		<b>24.00</b>	<b>8.00</b>		

# Web Time Entry



To adjust time saved for a day, you may select the Edit (pencil) or Delete (minus) icons. Selecting Delete allows you to delete the earn code and time selected. Selecting Edit allows you to adjust the hours, but it will not allow you to adjust the earn code.

The screenshot displays a weekly calendar view from Sunday to Saturday. Monday, the 6th, is highlighted in blue and shows 8.00 Hours. Below the calendar is a section for adding earn codes, with a red arrow pointing to a 'Delete' button. Below this are two rows of time entries. The first row is for 'Hours Worked' with 4.00 Hours. The second row is for 'Vacation Pay' with 4.00 Hours. Each row has a 'Total: 4.00 Hours' and an 'Account Distribution' link. The 'Edit' (pencil) and 'Delete' (minus) icons for each entry are highlighted with red boxes. A red arrow labeled 'Edit' points to the pencil icon, and a red arrow labeled 'Delete' points to the minus icon.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11

⊕ Add Earn Code Delete

Hours Worked 4.00 Hours Edit → [Pencil] [Copy] [Delete]

Total: 4.00 Hours | Account Distribution

Vacation Pay 4.00 Hours [Pencil] [Copy] [Delete]

Total: 4.00 Hours | Account Distribution





# Web Time Entry

When you are ready to submit your timesheet for approval, select Preview, followed by Submit. Timesheets must be previewed prior to submission.

The screenshot shows a web interface for time entry. It features two main sections: 'Hours Worked' and 'Sick Leave', each with a 'Total: 4.00 Hours' and an 'Account Distribution' link. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Preview'. A red arrow points to the 'Preview' button.

The screenshot shows the full web time entry interface. It includes a header with payroll information, a 'Time Entry Detail' table, a 'Summary' table, and a 'Routing and Status' table. At the bottom, there is a 'Comment (Optional)' section and two buttons: 'Return' and 'Submit'. Red arrows and text annotations highlight key features: 'Print a copy of the timesheet' points to a print icon; 'Add comments for your approver to see, if desired' points to the comment field; 'Select return to make corrections prior to submission' points to the 'Return' button; and 'When finished select Submit' points to the 'Submit' button.

Date	Earn Code	Shift	Total
03/01/2023	RGH, Hours Worked	1	8.00 Hours
03/02/2023	RGH, Hours Worked	1	8.00 Hours
03/03/2023	SCK, Sick Leave	1	8.00 Hours
03/06/2023	RGH, Hours Worked	1	4.00 Hours
03/06/2023	SCK, Sick Leave	1	4.00 Hours
03/07/2023	RGH, Hours Worked	1	8.00 Hours
03/08/2023	RGH, Hours Worked	1	8.00 Hours
03/09/2023	RGH, Hours Worked	1	8.00 Hours
03/10/2023	RGH, Hours Worked	1	8.00 Hours
03/13/2023	RGH, Hours Worked	1	8.00 Hours
03/14/2023	RGH, Hours Worked	1	8.00 Hours
03/15/2023	RGH, Hours Worked	1	8.00 Hours

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RGH, Hours Worked	1	16.00	36.00	24.00	76.00 Hours
SCK, Sick Leave	1	8.00	4.00		12.00 Hours
Total Hours		24.00	40.00	24.00	

Name	Action	Date & Time
R: J...	Originated	02/21/2023, 03:26 PM
K: J...	In the Queue	

Comment (Optional):  
Add Comment **Add comments for your approver to see, if desired**

**Select return to make corrections prior to submission** → Return  
**When finished select Submit** → Submit



# Web Time Entry

A timesheet may be recalled after submission, if it has not yet been approved. Select the timesheet you wish to recall. The timesheet must have a Pending status. Once recalled, changes to time reported may be made, followed by resubmission for approval.

Pay Period	Hours/Units	Submitted On	Status
Payroll [redacted] T99 [redacted]-00, T, C10000, Payroll and Tax Services, Rate: \$ [redacted]			
02/16/2023 - 02/28/2023			In Progress
02/01/2023 - 02/15/2023	88.00 Hours	02/09/2023	Pending

Click anywhere here

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25
[Empty grid area]			
			Recall Timesheet
			Preview







# Web Time Entry

A timesheet may be returned by an approver for correction. The timesheet will show as Returned. You may select the comments icon to see why the timesheet was returned. You may also read comments after you have selected the timesheet for editing.

Employee Dashboard • Timesheet



Timesheet



Approvals Timesheet

Pay Period	Hours/Units	Submitted On	Status	Comments
Payroll [redacted], T99 [redacted]-00, T, C10000, Payroll and Tax Services, Rate: \$ [redacted]				
02/16/2023 - 02/28/2023	72.00 Hours		Returned	 
02/01/2023 - 02/15/2023	88.00 Hours	02/14/2023	Pending	 

Status

Prior Periods

Returned  

Pending  

Comments

From [redacted]

Returned On 02/14/2023 | 11:39 AM

Comment: Change vacation time on 2/16 to sick time

# Web Time Entry



Timesheet messages may appear to warn of errors or potential problems paying time.

The screenshot displays a web interface for time entry. At the top, a yellow banner contains the text "Timesheet Messages" followed by a red-bordered box with the number "2" and a red arrow pointing to the text "Click to reveal messages". Below this, two yellow message boxes are visible, both with an information icon (i) on the left:

- Daily time limit of 24 hours exceeded on 02/17/2023, please review your time.
- Possible Insufficient Leave Balance for Comp Time Pay (TTU/SYS Only!)

Below the messages is a calendar view for the period "02/16/2023 - 02/28/2023" with a total of "129.00 Hours". The calendar shows days from Sunday to Saturday. Friday, 02/17/2023, is highlighted in blue and shows "8.00 Hours" with a yellow information icon (i). A red horizontal line is drawn across the bottom of the calendar grid. To the right of the calendar, there is a "Returned" status and a "Submit By 03/02/2023, 06:00 PM" deadline.

Below the calendar is a section for "Add Earn Code". It contains two rows of data:

Hours Worked	8.00 Hours	Total: 8.00 Hours	Account Distribution
Vacation Pay	48.00 Hours	Total: 48.00 Hours	Account Distribution

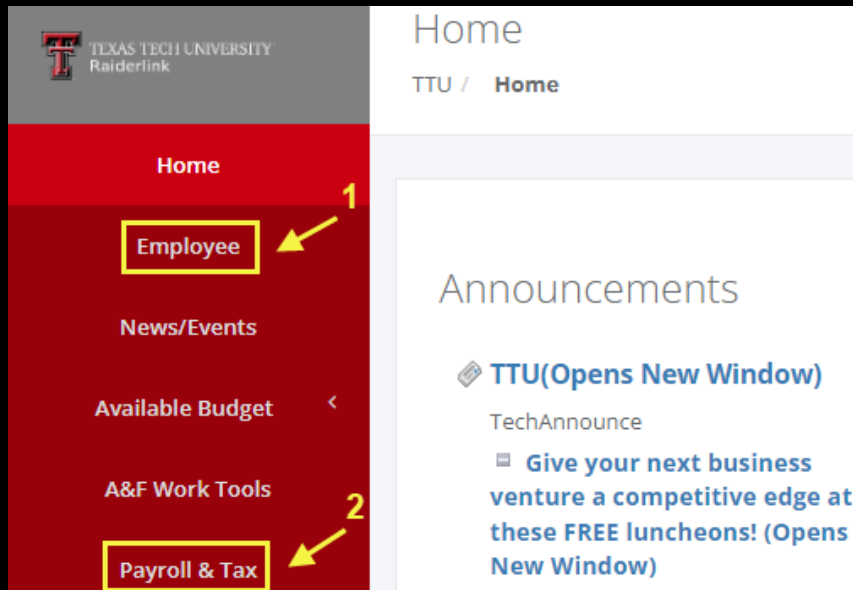


# Web Leave Reporting

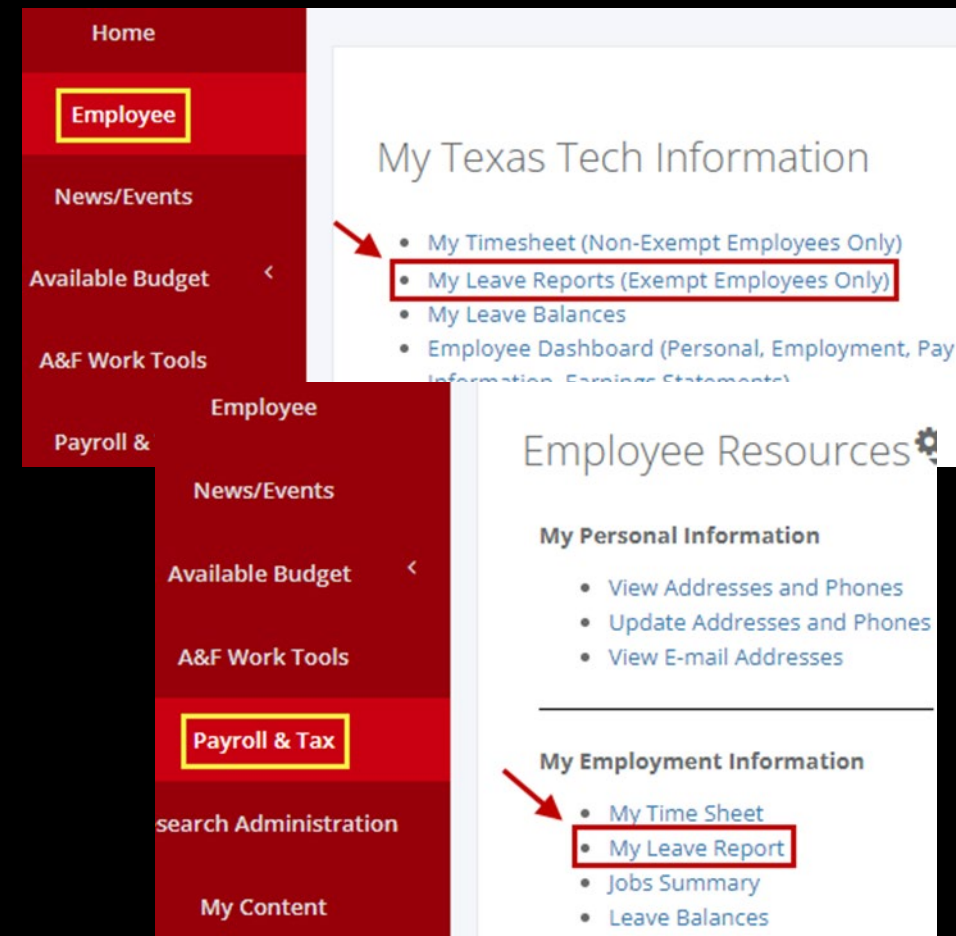


# Web Leave Reporting

To access your Leave Report, within Raiderlink/Webraider, select Employee. You may also select Payroll & Tax.



Then select My Leave Report.



# Web Leave Reporting



Select Start Leave Report for the pay period and position you wish to report leave for.

Employee Dashboard • Leave Report

### Leave Report

Approvals **Leave Report**

Leave Report Period

Position Department

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T8-00, T, C10000, Payroll and Tax Services				<a href="#">Prior Periods</a>
03/01/2023 - 03/31/2023			Not Started	<a href="#">Start Leave Report</a>
02/01/2023 - 02/28/2023			Not Started	<a href="#">Start Leave Report</a>

Pay Periods

# Web Leave Reporting



Leave reports are displayed by workweek (Sunday – Saturday).

The screenshot displays the web leave reporting interface for the week of 01/01/2023 to 01/31/2023. The interface includes the following elements:

- Navigation:** Buttons for "Restart Leave Report" and "Leave Balances" in the top right corner. A "See list of your approvers" link is located below the date range.
- Calendar View:** A grid showing days from SUNDAY to SATURDAY. The current pay period is highlighted in blue, spanning from Sunday (day 1) to Monday (day 3). A purple horizontal line is drawn across the calendar grid, indicating the days within the pay period where leave may be reported.
- Annotations:** Green arrows point to various features:
  - "Change to previous week" points to the left arrow.
  - "Pay period you are entering leave for" points to the blue highlighted area.
  - "Add Earn Code" points to the "+ Add Earn Code" button.
  - "Deadline to submit leave report" points to the "Submit By 02/15/2023, 06:00 PM" text.
  - "View your leave balances" points to the "Leave Balances" link.
  - "Change to next week" points to the right arrow.
- Earn Code Section:** A dropdown menu labeled "Earn Code" with the text "Select Earn Code" and an upward arrow.



# Web Leave Reporting



Select the day you wish to enter leave for. Select the earn code for leave you wish to report on the day selected. Enter the hours for the earn code. Hours must be entered in quarter hour increments. Round time up or down as necessary.

The screenshot shows a calendar view with Sunday, Monday, Tuesday, and Wednesday. Monday is selected. Below the calendar, there is a section for adding earn codes. A red box highlights the 'Earn Code' dropdown menu, which is open to show options: 'Vacation Pay', 'Vacation Pay', 'HSC HolidayComp (HSC only)', and 'Sick Leave'. A red arrow points to the 'Vacation Pay' option. To the right, the 'Hours' input field is set to '8.00', with a red box around the value and a red arrow pointing to it. Below the input fields, there are 'Time Examples:' listed: 'Eight hours - 8.00', 'Four hours & 15 minutes - 4.25', and 'Six hours & 30 minutes - 6.50'.

If you have multiple earn codes to report for the day selected, select Add Earn Code to give you the option of selecting another earn code from the drop-down list and hours to report.

The screenshot shows the same calendar view with Tuesday selected. A red arrow points to the '+ Add Earn Code' button. Below the button, there are two rows of input fields. The first row has 'Sick Leave' selected in the 'Earn Code' dropdown and '4.00' entered in the 'Hours' field. The second row has 'Vacation Pay' selected in the 'Earn Code' dropdown and '4.00' entered in the 'Hours' field. Red boxes and arrows highlight the 'Vacation Pay' dropdown and the '4.00' hours input in the second row.

# Web Leave Reporting



Leave entered may be copied. Select the day with leave you wish to copy, then select the Copy button to the right of the Earn Code you wish to copy.

01/01/2023 - 01/31/2023 | 8.00 Hours | In Progress | Submit By 02/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 8.00 Hours	3	4	5	6	7

+ Add Earn Code

Vacation Pay 8.00 Hours

Copy

Copy Leave Report Entry

Vacation Pay : 8.00 Hours (01/02/2023, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 01/01/2023 - 01/31/2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 8.00 Hours	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Cancel Save

# Web Leave Reporting



After leave has been added and saved, selecting a day will allow you to view the Earn Code(s) and leave reported for that day.

The screenshot displays a web interface for leave reporting. At the top, a calendar shows days from Sunday (8) to Saturday (14). Thursday (12) is selected and highlighted in blue. Below the calendar, there is a section titled "Add Earn Code" with a plus icon. Underneath, two leave codes are listed: "Vacation Pay" and "Sick Leave", each with a clock icon and "4.00 Hours". To the right of each code are icons for edit, copy, and delete. At the bottom right of each code entry, it says "Total: 4.00 Hours".

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12 4.00 Hours	13 8.00 Hours	14

+ Add Earn Code

Vacation Pay	🕒 4.00 Hours	✎ 📄 ⌵	Total: 4.00 Hours
Sick Leave	🕒 4.00 Hours	✎ 📄 ⌵	Total: 4.00 Hours



# Web Leave Reporting

You may also select the Preview option. Preview is the most convenient way to view all leave reported for the pay period. All leave reported is displayed on a single page when using preview.

The screenshot shows a web interface for reporting leave. At the top, there is a calendar view with days from Sunday to Saturday. The date 13 (Friday) is highlighted in blue. Below the calendar, there is a section for adding earn codes. A single entry is visible: "Sick Leave" with a duration of "8.00 Hours". To the right of this entry, there are icons for editing, copying, and deleting. Below the entry list, the text "Total: 8.00 Hours" is displayed. At the bottom right, there are three buttons: "Cancel", "Save", and "Preview". The "Preview" button is highlighted with a red box and a red arrow points to it from the text above.

Accountant, T88 -00, T, C10000, Payroll and Tax Services

Pay Period: 02/01/2023 - 02/28/2023 24.00 Hours In Progress Submit By 03/15/2023, 06:00 PM

### Time Entry Detail

Date	Earn Code	Shift	Total
02/03/2023	SCK, Sick Leave	1	8.00 Hours
02/23/2023	VAC, Vacation Pay	1	8.00 Hours
02/24/2023	VAC, Vacation Pay	1	8.00 Hours

### Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SCK, Sick Leave	1	8.00					8.00 Hours
VAC, Vacation Pay	1				16.00		16.00 Hours
<b>Total Hours</b>		8.00			16.00		28

# Web Leave Reporting



To adjust leave saved for a day, you may select the Edit (pencil) or Delete (minus) icons. Selecting Delete allows you to delete the earn code and time selected. Selecting Edit allows you to adjust the hours, but it will not allow you to adjust the earn code.

The screenshot displays the Web Leave Reporting interface. At the top, it shows the date range "02/01/2023 - 02/28/2023" and "32.00 Hours". Below this is a calendar view with days of the week and dates. A blue block on Monday (Feb 6) indicates 4.00 hours of leave. Below the calendar is a section for "Add Earn Code" with two entries: "Vacation Pay" and "Sick Leave", each with a minus icon and "4.00 Hours". To the right of these entries are "Edit" (pencil icon) and "Delete" (minus icon) buttons. A red arrow points to the "Delete" button, and a red box highlights the "Edit" and "Delete" buttons. The total hours for each entry and the overall total are shown as "Total: 4.00 Hours".



# Web Leave Reporting

When you are ready to submit your leave report for approval, select Preview, followed by Submit. Leave Reports must be previewed prior to submission.

The screenshot shows a web interface for reporting leave. At the top, there is a header with 'Add Earn Code'. Below that, a section shows 'Vacation Pay' with a plus icon and '8.00 Hours'. To the right of this section are icons for edit, copy, and delete. Below the 'Vacation Pay' section, it says 'Total: 8.00 Hours'. At the bottom of the interface, there are three buttons: 'Cancel', 'Save', and 'Preview'. The 'Preview' button is highlighted with a red box, and a red arrow points to it from the right.

The screenshot shows a detailed view of the leave report. At the top, it says 'Accountant, T88000, T, C10000, Payroll and Tax Services'. Below that, it shows 'Pay Period: 02/01/2023 - 02/28/2023 | 24.00 Hours | In Progress | Submit By 03/15/2023, 06:00 PM'. There is a 'Print a copy of the leave report' button in the top right corner, highlighted with a red box and an arrow. Below this is a 'Time Entry Detail' table:

Date	Earn Code	Shift	Total
02/06/2023	VAC, Vacation Pay	1	4.00 Hours
02/06/2023	SCK, Sick Leave	1	4.00 Hours
02/23/2023	VAC, Vacation Pay	1	8.00 Hours
02/24/2023	VAC, Vacation Pay	1	8.00 Hours

Below the table is a 'Summary' table:

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Pay	1		4.00		16.00		20.00 Hours
SCK, Sick Leave	1		4.00				4.00 Hours
Total Hours			8.00		16.00		

Below the summary is a 'Routing and Status' table:

Name	Action	Date & Time
Accountant, T88000	Originated	02/28/2023, 04:02 PM
Accountant, T88000	In the Queue	

Below the routing table is a 'Comment (Optional):' section with an 'Add Comment' button and a text area. A red box highlights the text area, and a yellow box contains the text: 'NOTE: Comments can only be added prior to submitting the leave report'. Below the comment section are two buttons: 'Return' and 'Submit'. A red arrow points to the 'Return' button with the text 'Select Return to make corrections prior to submission'. Another red arrow points to the 'Submit' button with the text 'When finished, select Submit'. At the bottom left, it says '2000 characters remaining'.



# Web Leave Reporting

A leave report may be recalled after submission, if it has not yet been approved. Select the leave report you wish to recall. The leave report must have a Pending status. Once recalled, changes to leave reported may be made, followed by resubmission for approval.

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T88: -00, T, C10000, Payroll and Tax Services				
04/01/2023 - 04/30/2023			Not Started	<a href="#">Start Leave Report</a>
03/01/2023 - 03/31/2023			Not Started	<a href="#">Start Leave Report</a>
02/01/2023 - 02/28/2023	24.00 Hours	03/08/2023	Pending	<a href="#">(i)</a>

Click anywhere here

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
<a href="#">Recall Leave Report</a> <a href="#">Preview</a>			



# Web Leave Reporting

A leave report may be returned by an approver for correction. The leave report will show as Returned. You may select the comments icon to see why the leave report was returned. You may also read comments after you have selected the leave report for editing.

Leave Report

Approvals **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T88-00, T, C10000, Payroll and Tax Services				
04/01/2023 - 04/30/2023			Not Started	Start Leave Report
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	16.00 Hours		Returned	

Not Started **Start Leave Report**

Returned

**Comments**

Rom [Name]

**Returned** On 03/09/2023 | 09:51 AM

**Comment:** Please add vacation for taking off on 2/23 as well. Thank you.

**In Progress** On 03/09/2023 | 08:58 AM



# Web Leave Reporting



Leave Report messages may appear to warn of errors or potential problems paying time.

Leave Report Messages 1 ← Click to reveal messages

! Possible Insufficient Leave Balance for Wellness Get Fit

02/01/2023 - 02/28/2023 | 32.00 Hours i 4 In Progress Submit By 03/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 8.00 Hours	2	3	4

[+ Add Earn Code](#)

Wellness Get Fit 8.00 Hours edit copy close

Total: 8.00 Hours

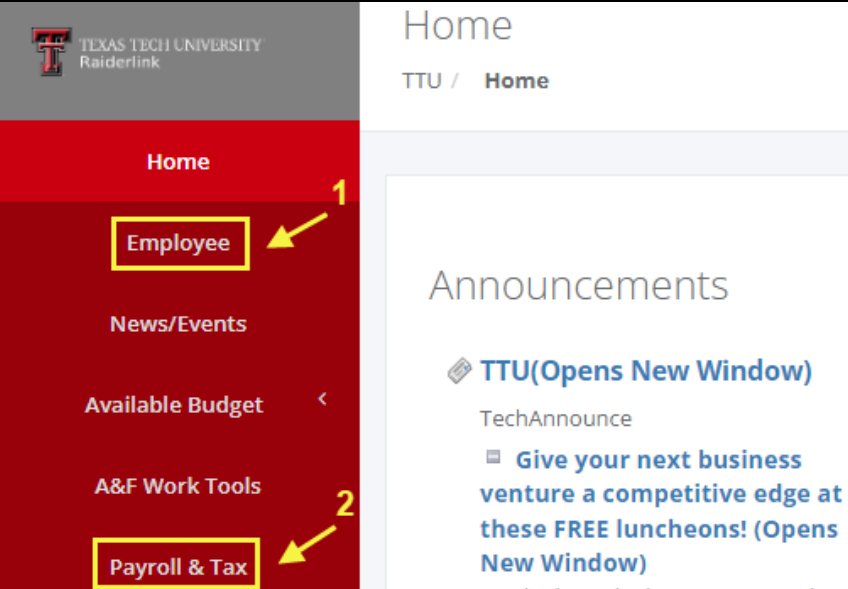


# Approving Time and Leave

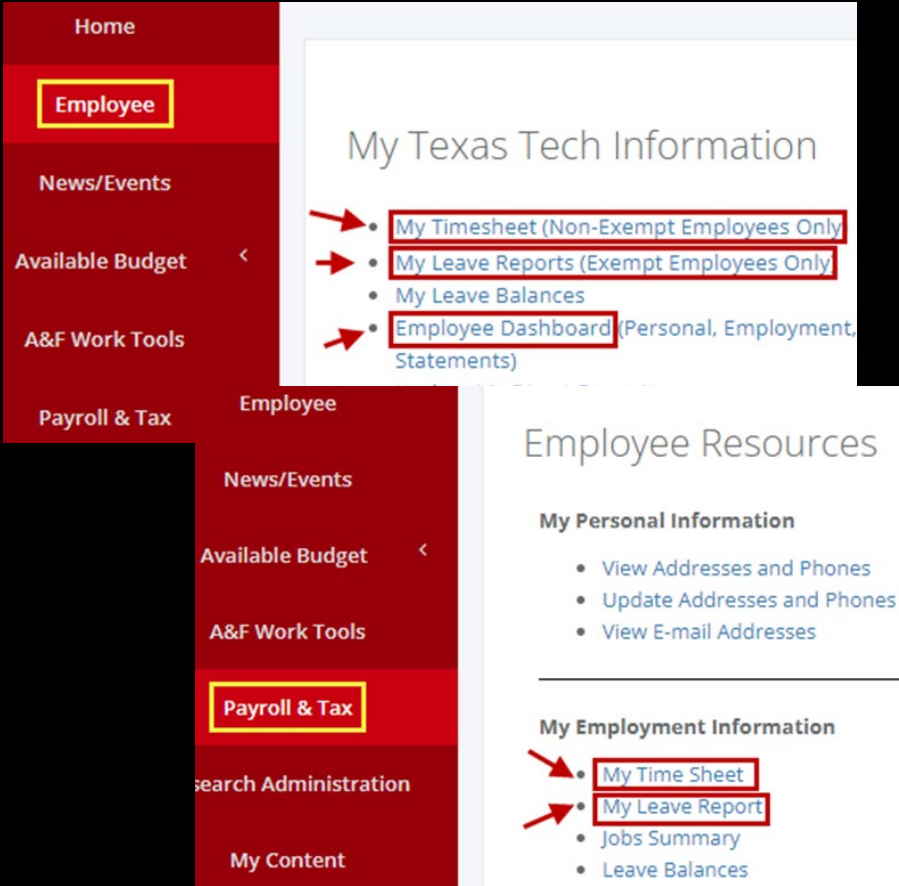


# Approving Time and Leave

To access Timesheets and Leave Reports, within Raiderlink/Webraider, select Employee. You may also select Payroll & Tax.



Then select My Timesheet, My Leave Report, or Employee Dashboard



# Approving Time and Leave



## Accessing via My Timesheet and My Leave Report

**Leave Report**

[Approvals](#) **Leave Report**

**Select Approvals**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T88: -00, T, C10000, Payroll and Tax Services				
04/01/2023 - 04/30/2023			Not Started	<a href="#">Start Leave Report</a>
03/01/2023 - 03/31/2023			Not Started	<a href="#">Start Leave Report</a>

[Prior Periods](#)

# Approving Time and Leave



## Accessing via My Dashboard

The screenshot displays the 'Employee Dashboard' interface. At the top, there are navigation buttons for 'My Profile' and 'My Team'. A section titled 'Leave Balances as of 03/27/2023' shows 'Vacation in hours' at 284.00 and 'Sick Leave in hours' at 781.25. Below this, a 'Pay Information' section is expanded to show 'Latest Earnings Statement: 03/01/2023', 'All Earnings Statements', 'Direct Deposit Information', and 'Deductions History'. On the right side, a 'My Activities' sidebar contains several options: 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'HSC Labor Redistribution', and 'HRIS Confidentiality Indicators'. Red arrows point from the text 'Select Approve Time or Approve Leave Report' to the 'Approve Time' and 'Approve Leave Report' buttons in the sidebar.

**Employee Dashboard**

My Profile  
My Team

Leave Balances as of 03/27/2023

Vacation in hours	284.00	Sick Leave in hours	781.25
-------------------	--------	---------------------	--------

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



# Approving Time and Leave

You will now 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.

The screenshot shows the 'Approvals - Timesheet' interface. At the top, there are filters for 'Timesheet', 'All Departments', '03/16/2023 - 03/31/2023 (2023 SM 7)', and 'All Status except Not Started'. Below the filters is a 'Distribution Status Report - Timesheet' bar graph. The graph shows the following data:

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

Below the graph is a table of pending timesheets:

Employee Name	ID	Organization	Hours/Units
Mr. Ma	R11	T-B0	96.00 Hours

Below the table are filters for 'Pending - In the Queue' (0), 'In Progress' (0), and 'Returned' (1). Below the 'Returned' filter is another table of returned timesheets:

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



# Approving Time and Leave

The menu may be adjusted to focus on timesheets/leave reports that fall within specific criteria.

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.

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.







# Approving Time and Leave

Leave balances are available for viewing.

Employee Name	ID	Organization	Hours/Days/Units	
Jo...ian, T9...	R1...	T-BC...	12.00 Hours	1 Preview Leave Balance
Mr. J...ger, T9...	R1...	T-B0...	24.00 Hours	1 i 3
Mr M...ger, T9...	R1...	T-BC...	40.00 Hours	3 i 3

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

R00... - Mrs. K...		Leave balances for monthly employees are updated when the monthly payroll is processed and when leave reports are submitted and approved.	
<b>Vacation</b>		<b>Sick Leave</b>	
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
<b>Vacation in hours</b>	<b>101.00</b>	<b>Sick Leave in hours</b>	<b>84.25</b>



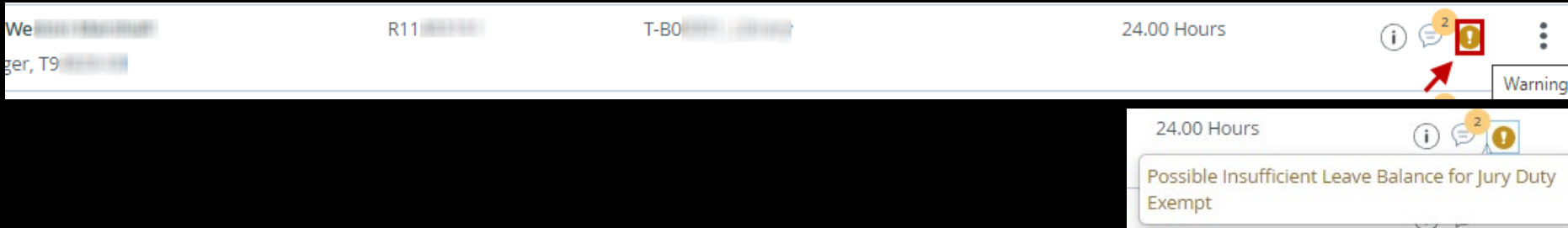
# Approving Time and Leave

Warnings, comments, and assigned approvers are also available for viewing.

Warning

24.00 Hours

Possible Insufficient Leave Balance for Jury Duty Exempt

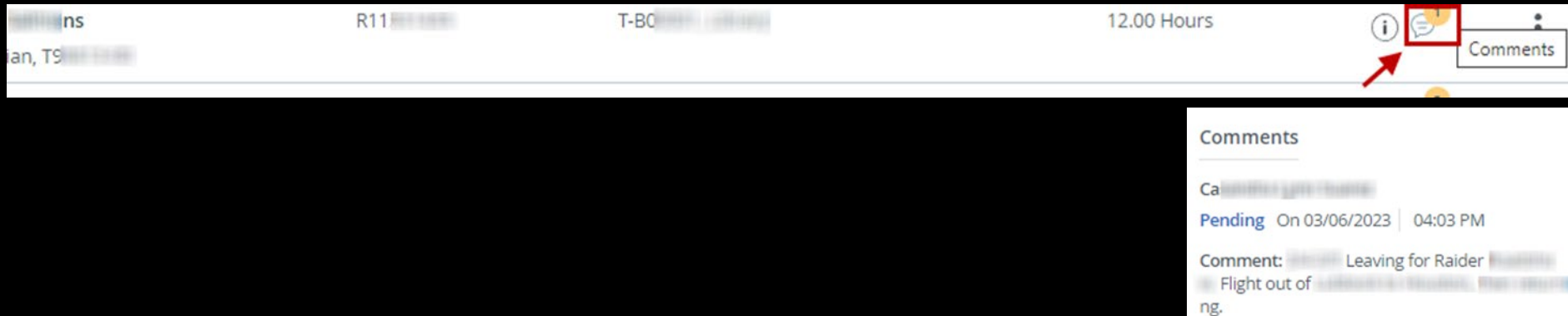


Comments

Ca [redacted]

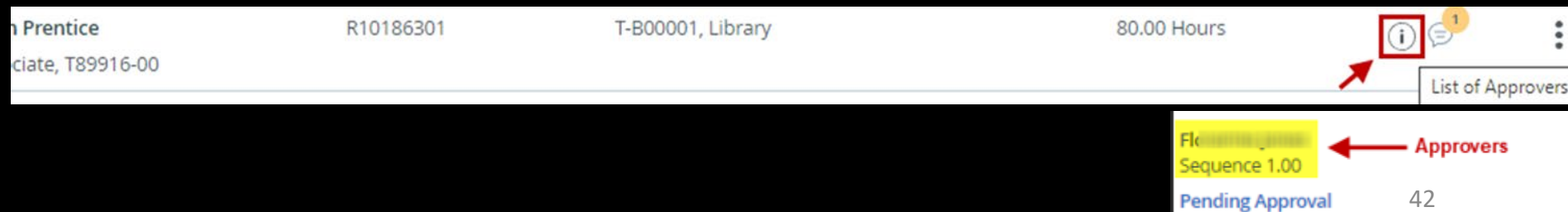
Pending On 03/06/2023 | 04:03 PM

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



List of Approvers

Fl [redacted]	← Approvers
Sequence 1.00	
Pending Approval	42





# Approving Time and Leave

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]  
[redacted] Manager, T9 [redacted] B0 [redacted] [redacted]

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

[Print detail summary](#)

**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
<b>Total Hours</b>			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] cia	Pending Approval

**Comment (Optional):**

Add Comment

2000 characters remaining

Confidential Comment

[redacted] cia

Added on 03/28/2023 (03:32 PM)

Add vacation pay for 4/10 please.

**Return** **Details** **Return for correction** **Approve**

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

**Comments including name of the user who made the comment, and date and time of comment**



# Approving Time and Leave

Comment (Optional):

Add Comment

2000 characters remaining

Return **Details** Return for correction Approve

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

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

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

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

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.



# Approving Time and Leave

Selecting Return takes you back to the Approval Menu. This does not return the timesheet/leave report for correction.

Comment (Optional):

Add Comment

2000 characters remaining

**Return** Details Return for correction Approve

### 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
Jos...	R11	T-B0	12.00 Hours

45





# Approving Time and Leave

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 [redacted]
	Submitted On 04/13/2023, 01:49 PM by [redacted]
	Approve by 05/15/2023, 11:59 PM
[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**



# Approving Time and Leave

The second way to approve timesheets and leave reports is with a group approval. Within the Approval Menu, select the first timesheet/leave report you wish to approve.

<input type="checkbox"/>	Pending 2	Click anywhere here			Or select preview here	
<input type="checkbox"/>	Employee Name	ID	Organization	Hours/Units		
<input type="checkbox"/>	An...	R10...	T-B...	96.00 Hours		
<input type="checkbox"/>	John...	R00...	T-B...	96.00 Hours		

Only timesheets/leave reports that have a status of “Pending”, “Pending – Approved”, and “Pending – In the Queue” may be approved.





# Approving Time and Leave

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

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

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
<b>Total Hours</b>		<b>32.00</b>	<b>40.00</b>	<b>24.00</b>	

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]
	Approve by 06/02/2023, 06:00 PM
Kyl [redacted]	Approved on 05/25/2023   01:57 PM by Kyl [redacted]
Role: [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

Pending 2

Employee Name	ID	Organization	Hours/Units	Or select preview here
Ang [redacted] Ser [redacted]	R10 [redacted]	T-B [redacted]	96.00 Hours	[info] [comment] [3] [menu]
John [redacted] Section [redacted]	R00 [redacted]	T-B [redacted]	96.00 Hours	[info] [comment] [5] [menu]

Click anywhere here



# Approving Time and Leave

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
<b>Total Hours</b>		32.00	40.00	24.00	

**Routing and Status**

Name	Action
	Originated On 05/24/2023, 10:21 AM by John [redacted]
	Submitted On 05/26/2023, 11:28 AM by John [redacted]
	Approve by 06/02/2023, 06:00 PM
ROI [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**

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

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



# Approving Time and Leave

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.

Pending 2 Approve/Acknowledge

Select all timesheets/leave reports for Approval

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

Select timesheets/leave reports individually



# Approving Time and Leave

If errors are found during the approval process, a first or second level approver may return a Timesheet or Leave Reports for correction.

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

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

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="button" value="Preview"/> <input type="button" value="Leave Balance"/>
<input type="checkbox"/> Je... Assist...	R1...	T-B...	40.00 Hours	

SICK, Sick Leave	1	12.00	12.00 Hours
<b>Total Hours</b> 12.00			
<b>Routing and Status</b>			
Name	Action		
	Originated On 04/21/2023, 01:47 PM by Roman G Valencia		
	Submitted On 04/21/2023, 01:47 PM by Roman G Valencia		
	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!			
<span style="color: red;">A comment is required to return the timesheet/leave report for correction.</span>			
<input type="button" value="Return"/>		<input type="button" value="Details"/>	<input type="button" value="Return for correction"/>
			<input type="button" value="Approve"/>

# Approving Time and Leave



Pending 1

Click anywhere here

Employee Name	ID	Organization	Hours/Days/Units
Je [redacted] Assist [redacted]	R1 [redacted]	T-B [redacted]	40.00 Hours

Preview  
Leave Balance

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 [redacted]	
Submitted On 04/21/2023, 01:46 PM by Ro [redacted]	
Approve by 05/15/2023, 11:59 PM	
Ro [redacted]	Pending Approval

Comment (Optional):

Add Comment

Return Details Return for correction Approve

If errors are found during the approval process, but the employee is not available to adjust their time or leave reported, an approver may edit the timesheet or leave report.

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.

From the Detail Summary page, select Details.

# Approving Time and Leave



Make the necessary adjustments to time/leave reported.

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

Time/Leave detail will appear

Total: 8.00 Hours

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

Edit → [Pencil icon] [Copy icon] [Delete icon]

Delete

Total: 8.00 Hours

# Approving Time and Leave



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

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.

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

⊕ Add Earn Code

Code:  Hours:

Total: 4.00 Hours

Cancel Save Preview

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





If desired, an approver may recall a timesheet or leave report. Recall is permitted within certain conditions.

First, 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 from the second level Approver. The second level Approver may recall from Payroll. When only one Approver is designated, the Approver may recall from Payroll.

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





# Approving Time and Leave

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

Select Recall

Pending 0

Pending - In the Queue 0

In Progress 0

Returned 0 **Awaiting second level approval**

Error 0

**Pending - Approved 1**

Employee Name	ID	Organization	Hours/Units
Johanna [redacted] Senior [redacted]	R00 [redacted]	T-B [redacted]	96.00 Hours

**Approved 1** **Awaiting acceptance from Payroll** **Click anywhere here**

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

Completed 0

	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**



# Approving Time and Leave

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.

The screenshot shows a web interface for approving time and leave. At the top, there are three rows of information: 'Approve by 06/02/2023, 06:00 PM', 'Ky [Name Redacted] Approved on 05/25/2023 | 01:57 PM by Ky [Name Redacted]', and 'Rc [Name Redacted] Pending Approval'. Below this is a 'Comment (Optional):' section with a text area containing 'Add Comment' and a '2000 characters remaining' indicator. At the bottom, there are four buttons: 'Return', 'Details', 'Return for correction', and 'Approve'. Red arrows point from the 'Details', 'Return for correction', and 'Approve' buttons up to the comment area.



# In Conclusion



# Banner 9 Self Service Upgrade

This presentation is only an introduction to the changes to Web Time Entry, Web Leave Reporting, and Approvals with Banner 9 Self Service. For detailed instructions on how to report and approve time and leave, please refer to the guides posted on Payroll & Tax Services website available [here](#).

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 is required.

If leave reports are not approved by the deadline, a Manual Leave Adjustment must be submitted.

For assistance with web time entry, web leave reporting, and approvals, please contact Payroll at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)



In Conclusion



# Thank You



TEXAS TECH UNIVERSITY  
Payroll & Tax Services™