



PAYROLL & TAX SERVICES

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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](#).

Texas Tech University Directory Raiders

 Payroll & Tax Services About Payroll Areas Resources End User

TTU / Payroll Services

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](#)

Video Guides

Employee - Web Time Entry (WTE)

- [Entering Time](#)
- [Reviewing & Adjusting Time](#)
- [Submitting & Recalling Time](#)
- [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

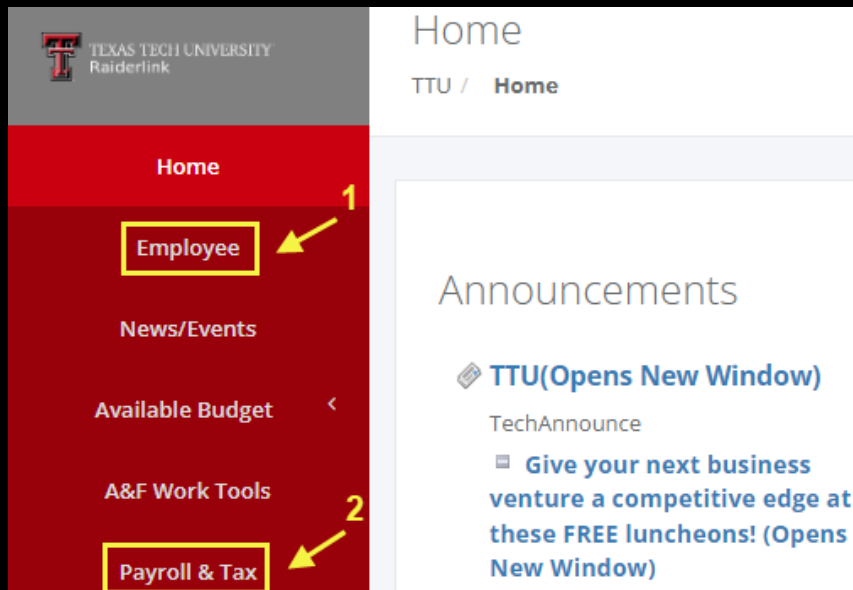


Web Time Entry

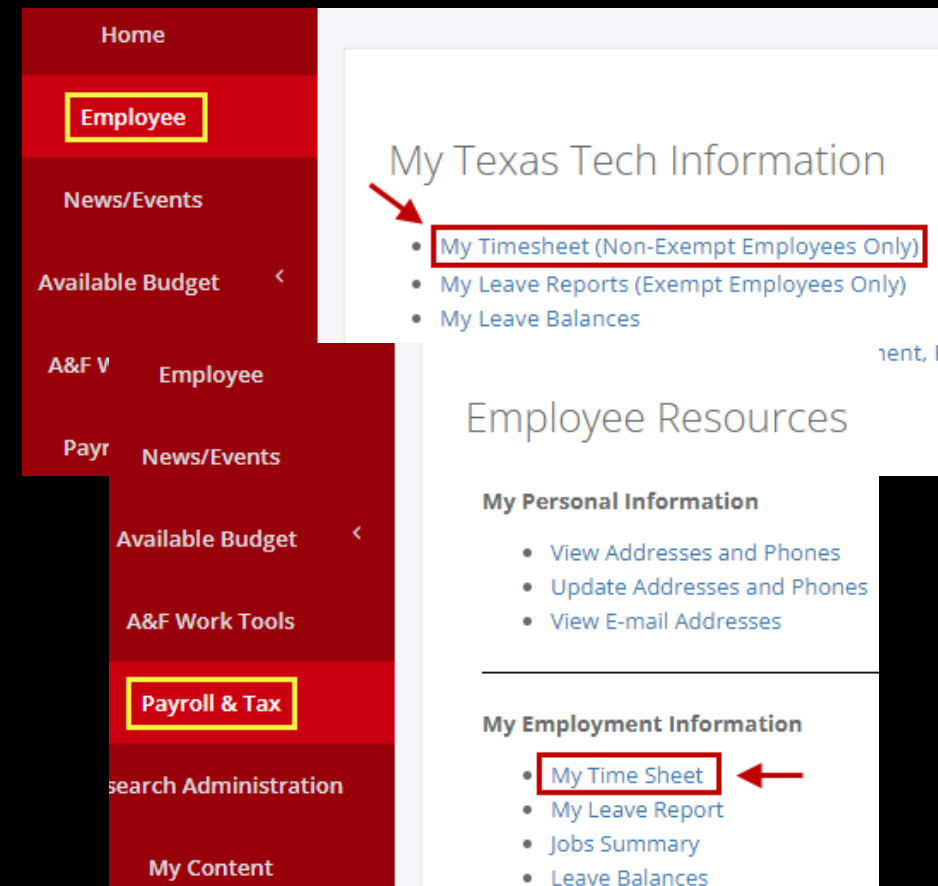
Web Time Entry



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	Hours/Units	Department	Submitted On	Pay Rate	Status	Pay Period
Analyst, T99000-00, T, C10000, Payroll and Tax Services, Rate: \$100.00							Prior Periods
02/16/2023 - 02/28/2023						Not Started	Start Timesheet
02/01/2023 - 02/15/2023						Not Started	Start Timesheet

Web Time Entry



Time is displayed by workweek (Sunday – Saturday).

Analyst, T9900, T, C10000, Payroll and Tax Services, Rate: \$

03/01/2023 - 03/15/2023 24.00 Hours [See list of your approvers](#) In Progress Submit By 03/20/2023, 06:00 PM [Restart Time](#) [Leave Balances](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5 Change to previous week	6 Pay period you are entering time for	7	8	9	10 Deadline to submit leave report	11 View your leave balances

[+ Add Earn Code](#)

Purple horizontal line identifies days within the pay period where time may be reported

Earn Code Hours*

Hours Worked

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.

This screenshot shows the first step of the time entry process. At the top, a calendar view displays Sunday (5), Monday (6), Tuesday (7), and Wednesday (8). Monday is highlighted in blue. Below the calendar, there is a section for adding an earn code. A red arrow points to the 'Earn Code' dropdown menu, which is open and shows options: 'Hours Worked' (selected), 'Vacation Pay', and 'HSC HolidayComp (HSC only)'. Another red arrow points to the 'Hours*' input field, which contains the value '8.00'. To the right of the input field, there is a 'Time Examples' section with the following text: 'Eight hours - 8.00', 'Four hours & 15 minutes - 4.25', and 'Six hours & 30 minutes - 6.50'. At the bottom right, there is a button labeled '+ Add Earn Code'.

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.

This screenshot shows the second step of the time entry process. It displays the same calendar view as the first screenshot, with Monday (6) highlighted. Below the calendar, there is a section for adding an earn code. A red arrow points to the '+ Add Earn Code' button. Below this button, there is a form for adding a new entry. The 'Earn Code' dropdown menu is open and shows 'Vacation Pay' selected. The 'Hours*' input field contains the value '4.00'. To the right of the input field, there is a minus sign button.

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

← Add Earn Code

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

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

Hours Worked 8.00 Hours

Total: 8.00

Copy Time Entry

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

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

Select Options

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

Cancel Save

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	13 8.00 Hours	14 8.00 Hours	15 8.00 Hours	16	17	18



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.

02/01/2023 - 02/15/2023

88.00 Hours

In Progress

Submit

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

Hours Worked

4.00 Hours

Vacation Pay

4.00 Hours

Total: 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.

SUNDAY26

MONDAY27

TUESDAY28

WEDNESDAY1
8.00 Hours

THURSDAY2
8.00 Hours

FRIDAY3
8.00 Hours

SATURDAY4

⊕ Add Earn Code

Sick Leave

⌚ 8.00 Hours

Total: 8.00 Hours

Account Distribution

Exit Page

Cancel

Save

Preview

Payroll T99-00, T, C10000, Payroll and Tax Services , 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
Total Hours		24.00	8.00		

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.

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

Hours Worked

🕒 4.00 Hours

Total: 4.00 Hours | [Account Distribution](#)

Vacation Pay

🕒 4.00 Hours

Total: 4.00 Hours | [Account Distribution](#)

Edit →

✎

📄

⊖

✎

📄

⊖

Delete

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.

⊕ Add Earn Code

Hours Worked ⌚ 4.00 Hours

Total: 4.00 Hours | [Account Distribution](#)

Sick Leave ⌚ 4.00 Hours

Total: 4.00 Hours | [Account Distribution](#)

Cancel

Save

Preview

Payroll T99000, T, C10000, Payroll and Tax Services , Rate: \$15.00
Pay Period: 03/01/2023 - 03/15/2023 | 88.00 Hours | In Progress | Submit By 03/20/2023, 06:00 PM

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
Rd	Originated	02/21/2023, 03:26 PM
Ky	In the Queue	

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

Select return to make corrections prior to submission

When finished select Submit

Return

Submit

Print a copy of the timesheet



Pay Period	Hours/Units	Submitted On	Status	
Payroll T990000-00, T, C10000, Payroll and Tax Services, Rate: \$				
02/16/2023 - 02/28/2023			In Progress	
02/01/2023 - 02/15/2023	88.00 Hours	02/09/2023	Pending	

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
22		23		24		25	
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.

Timesheet Messages

2

Click to reveal messages

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!)

02/16/2023 - 02/28/2023

129.00 Hours

Returned

Submit By 03/02/2023, 06:00 PM

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

Add Earn Code

Hours Worked

8.00 Hours

Total: 8.00 Hours

Account Distribution

Vacation Pay

48.00 Hours

Total: 48.00 Hours

Account Distribution

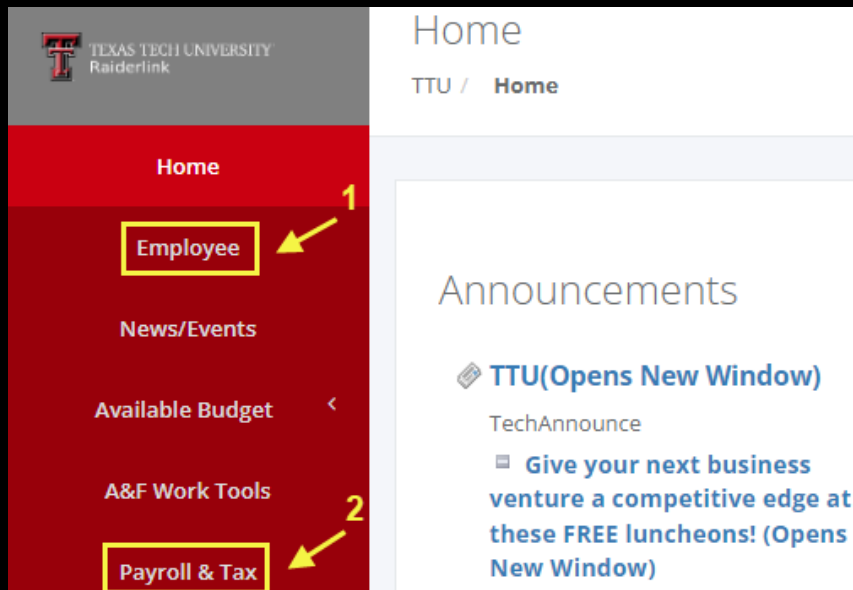


Web Leave Reporting

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**

Position Department Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
Accountant, T8-00, T, C10000, Payroll and Tax Services			
03/01/2023 - 03/31/2023			Not Started
02/01/2023 - 02/28/2023			Not Started

Prior Periods

Start Leave Report

Start Leave Report

Web Leave Reporting



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

The screenshot shows the 'Web Leave Reporting' interface. At the top, there's a header with 'Restart Leave Report' and 'Leave Balances' links. Below this, a date range '01/01/2023 - 01/31/2023' is displayed, followed by an information icon and a link 'See list of your approvers'. A status bar indicates 'In Progress' and a 'Submit By 02/15/2023, 06:00 PM' deadline. The main area is a calendar grid for the week of January 1st to 7th, 2023. The days are labeled: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The calendar cells are numbered 1 through 7. A blue box highlights the 'MONDAY' cell (cell 2). A purple horizontal line runs across the bottom of the calendar grid. Below the calendar, there's a section for 'Earn Code' with a dropdown menu labeled 'Select Earn Code'. Annotations with green arrows point to various elements: 'Pay period you are entering leave for' points to the date range; 'Change to previous week' points to a left arrow; 'See list of your approvers' points to the information icon; 'Deadline to submit leave report' points to the 'Submit By' text; 'View your leave balances' points to the 'Leave Balances' link; 'Change to next week' points to a right arrow; 'Add Earn Code' points to the '+' icon; and 'Purple horizontal line identifies days within the pay period where leave may be reported' points to the purple line.

01/01/2023 - 01/31/2023 | See list of your approvers | In Progress | Submit By 02/15/2023, 06:00 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1 2 3 4 5 6 7

Change to previous week

Pay period you are entering leave for

Deadline to submit leave report

View your leave balances

Change to next week

+ Add Earn Code

Purple horizontal line identifies days within the pay period where leave may be reported

Earn Code

Select Earn Code

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 the first step of the reporting process. At the top, there are four tabs for the days of the week: SUNDAY, MONDAY, TUESDAY, and WEDNESDAY. Below each tab is a numbered box (1, 2, 3, 4) representing the days. The MONDAY box (2) is highlighted in blue. Below the day selection, there is a section for selecting an earn code. A red box highlights the 'Earn Code' dropdown menu, which is open and showing a list of options: 'Vacation Pay', 'Vacation Pay', 'HSC HolidayComp (HSC only)', and 'Sick Leave'. The 'Vacation Pay' option is selected. To the right of the dropdown is a text input field for 'Hours', which contains the value '8.00'. A red arrow points to the 'Hours' field. Below the input fields, there is a section titled 'Time Examples:' with the following text: 'Eight hours - 8.00', 'Four hours & 15 minutes - 4.25', and 'Six hours & 30 minutes - 6.50'. A red arrow points to the 'Add Earn Code' button, which is located at the bottom right of the interface.

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 second step of the reporting process. At the top, there are four tabs for the days of the week: SUNDAY, MONDAY, TUESDAY, and WEDNESDAY. Below each tab is a numbered box (1, 2, 3, 4) representing the days. The TUESDAY box (3) is highlighted in blue. Below the day selection, there is a section for selecting an earn code. A red box highlights the 'Add Earn Code' button, which is located at the bottom right of the interface. Below the button, there are two rows of input fields. The first row has an 'Earn Code' dropdown menu with 'Sick Leave' selected and a 'Hours' input field with the value '4.00'. The second row has an 'Earn Code' dropdown menu with 'Vacation Pay' selected and a 'Hours' input field with the value '4.00'. Red arrows point to the 'Add Earn Code' button and the 'Vacation Pay' option 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.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12 8.00 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.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

8

9

10

11

12
8.00 Hours

13
8.00 Hours

14

+

Add Earn Code

Sick Leave

8.00 Hours

Total: 8.00 Hours

Exit Page

Cancel

Save

Preview

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

Pay Period: 02/01/2023 - 02/28/202324.00 HoursIn ProgressSubmit 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
Total Hours		8.00			16.00		

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.

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

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

⊕ Add Earn Code

Vacation Pay ⌚ 4.00 Hours

Edit →

✎

📄

⊖

Total: 4.00 Hours

Sick Leave ⌚ 4.00 Hours

✎

📄

⊖

Total: 4.00 Hours

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.

Accountant, T88000, 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
02/06/2023	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

Summary

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			

Routing and Status

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

Comment (Optional):

Add Comment

Add comments for your approver to see, if desired.

NOTE: Comments can only be added prior to submitting the leave report

2000 characters remaining

Cancel Save Preview

Print a copy of the leave report

Select Return to make corrections prior to submission

When finished, select Submit

Return Submit

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	Start Leave Report
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	24.00 Hours	03/08/2023	Pending	i

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
			Recall Leave Report
			Preview

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
03/01/2023 - 03/31/2023			Not Started
02/01/2023 - 02/28/2023	16.00 Hours		Returned

Comments

Start Leave Report


Start Leave Report

2

Not Started

Start Leave Report

Returned

 2

Comments

Rom [redacted]

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

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

[redacted]

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

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

Total: 8.00 Hours

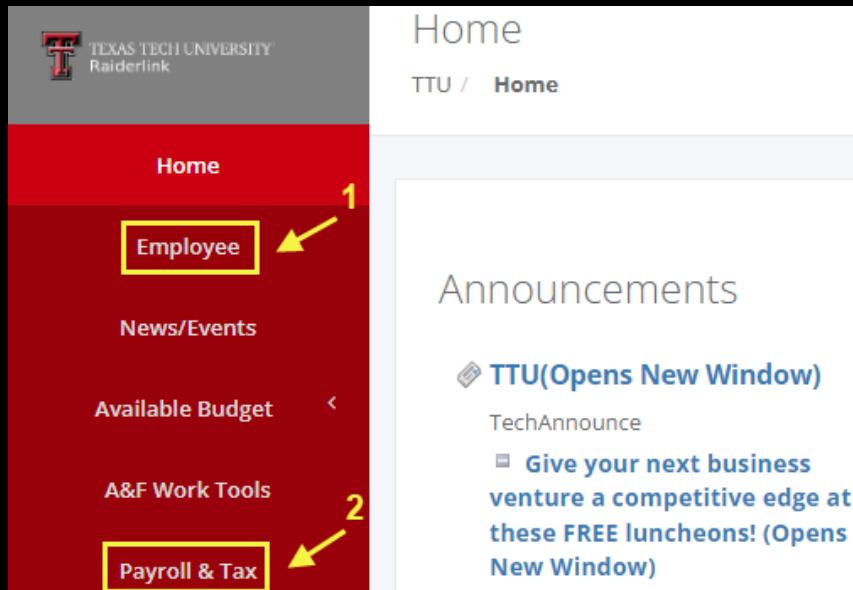


Approving Time and Leave

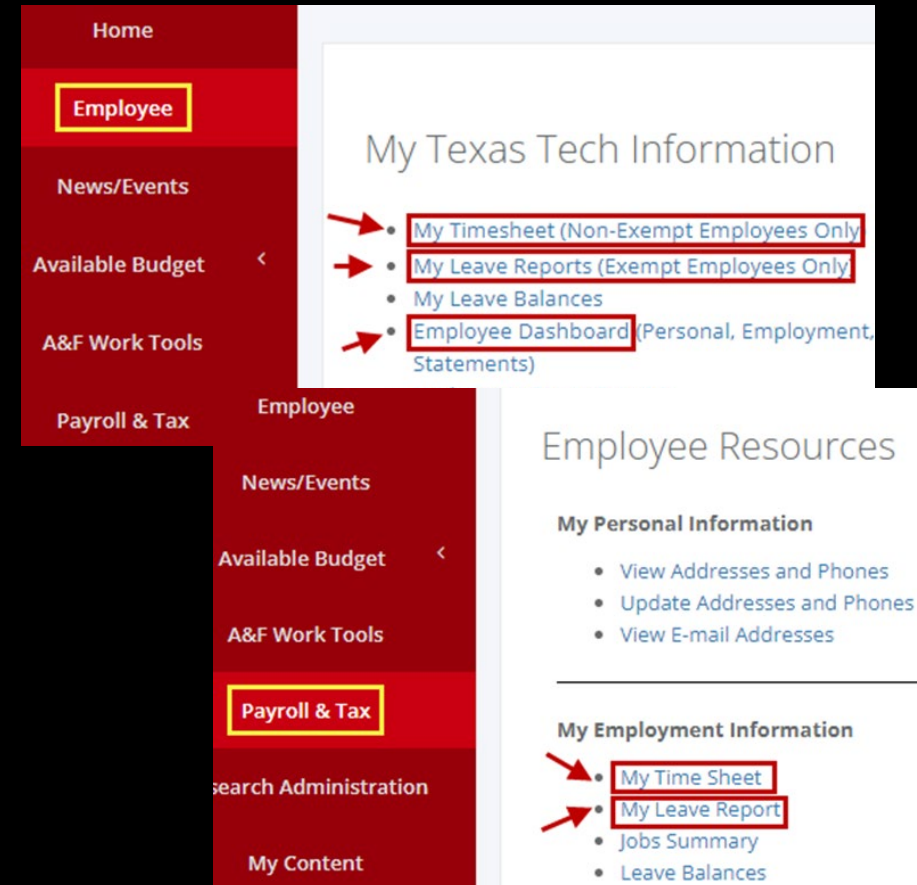
Approving Time and Leave



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
03/01/2023 - 03/31/2023			Not Started

Approving Time and Leave



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

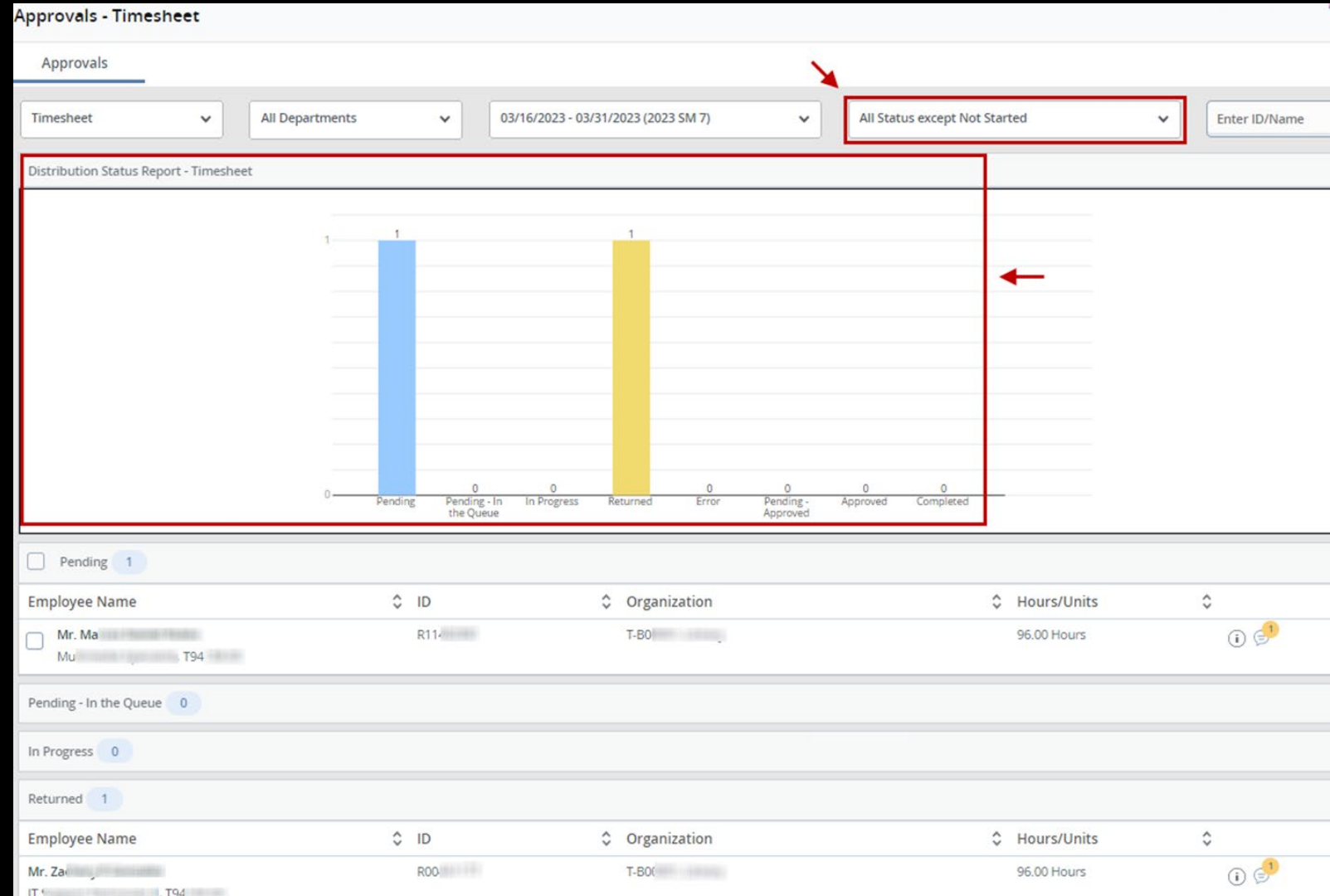
Approving Time and Leave



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.



Approving Time and Leave



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

A screenshot of a web application's 'Approvals' menu. The menu has a white background with a blue header bar. Below the header, there are five dropdown menus: 'Leave Report', 'All Departments', '04/01/2023 - 04/30/2023 (2023 MN 5)', 'All Status except Not Started', and 'Enter ID/Name'. Red arrows point to each of these dropdowns with labels: 'Select specific department/org codes' points to 'All Departments', 'Change status' points to 'All Status except Not Started', 'Toggle between timesheets and leave reports' points to 'Leave Report', 'Adjust pay period' points to the date range dropdown, and 'Search by employee name or R#' points to 'Enter ID/Name'. Below the dropdowns, there is a section titled 'Distribution' with a link 'Status Report - Leave Report' and an upward arrow icon.

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



To view (preview) a timesheet/leave report, 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"/> [Redacted] iate, T8	R10	T-B0	80.00 Hours	1
<input type="checkbox"/> [Redacted] sor, T8	R00	T-B0	96.00 Hours	1

You may also click on the vertical ellipses located to the right and select preview.

Employee Name	ID	Organization	Hours/Days/Units	
<input type="checkbox"/> [Redacted] ian, T9	R1	T-B0	12.00 Hours	1
<input type="checkbox"/> [Redacted] iger, T9	R1	T-B0	24.00 Hours	1
<input type="checkbox"/> [Redacted] iger, T9	R1	T-B0	40.00 Hours	3

Preview

Leave Balance

Approving Time and Leave



Leave balances are available for viewing.

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

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

Approving Time and Leave



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

We [redacted]
ger, T9 [redacted]

R11 [redacted] T-B0 [redacted]

24.00 Hours

Warning

24.00 Hours

Possible Insufficient Leave Balance for Jury Duty Exempt

[redacted]ns
an, T9 [redacted]

R11 [redacted] T-B0 [redacted]

12.00 Hours

Comments

Comments

Ca [redacted]
Pending On 03/06/2023 | 04:03 PM
Comment: [redacted] Leaving for Raider [redacted]
Flight out of [redacted] [redacted] [redacted]
ng.

n Prentice
ciate, T89916-00

R10186301 T-B00001, Library

80.00 Hours

List of Approvers

Fl [redacted]
Sequence 1.00
Pending Approval

← Approvers

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]

Business 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
Total Hours			24.00					

Routing and Status

Name	Action
	Originated On 03/28/2023, 03:27 PM by Ro [redacted]
	Submitted On 03/30/2023, 03:05 PM by Ro [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], [Job Title], 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

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

Approving Time and Leave



There are two ways to approve timesheets and leave reports. First, you may approve each timesheet/leave report individually (one at a time).

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

The screenshot shows a web interface for approving timesheets and leave reports. At the top, there is a progress bar with status labels: Pending, Pending - In the Queue, In Progress, Returned, Error, Pending - Approved, Approved, and Completed. Below the progress bar, there is a filter bar with a 'Pending' tab selected, showing a count of 3. The main table lists three items, each with a checkbox, employee name, ID, organization, hours/days/units, and action icons. Red annotations highlight the 'Pending' filter, the first row, and the action icons.

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

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 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**

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.

The screenshot shows a web interface for approving timesheets and leave reports. At the top, there is a filter bar with a 'Pending' button and a count of '2'. Below this is a table with columns: Employee Name, ID, Organization, and Hours/Units. The first row is highlighted with a red border and a red arrow pointing to it from the text 'Click anywhere here'. The second row is also visible. To the right of the table, there is a red arrow pointing to a 'More options' icon (three dots) with the text 'Or select preview here'.

Employee Name	ID	Organization	Hours/Units
Angela [redacted]	R10 [redacted]	T-B [redacted]	96.00 Hours
John [redacted]	R00 [redacted]	T-B [redacted]	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.

05/30/2023RGH, Hours Worked18.00 Hours

05/31/2023RGH, Hours Worked18.00 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 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]
Rollins [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
<input type="checkbox"/> Ang [redacted] Ser [redacted]	R10 [redacted]	T-B [redacted]	96.00 Hours	<div><div>3</div><div>Click anywhere here</div><div></div></div>
<input type="checkbox"/> John [redacted] Section [redacted]	R00 [redacted]	T-B [redacted]	96.00 Hours	<div><div>5</div><div></div><div></div></div>

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
Total Hours		32.00	40.00	24.00	

Routing and Status

Name	Action
	Originated On 05/24/2023, 10:21 AM by John C. Brown
	Submitted On 05/26/2023, 11:28 AM by John C. Brown
	Approve by 06/02/2023, 06:00 PM
For: John C. Brown	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.

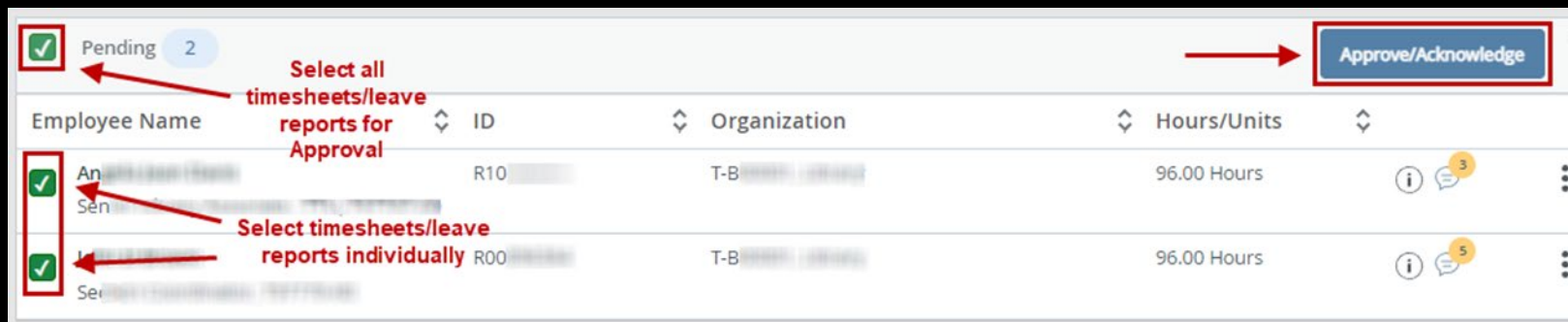
Repeat this process until all timesheets and leave reports you wish to approve are reviewed.

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.



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. [Redacted] Lea [Redacted]	R1 [Redacted]	T-B [Redacted]	12.00 Hours	<div>Preview Leave Balance</div>
<input type="checkbox"/> Je [Redacted] Assist [Redacted]	R1 [Redacted]	T-B [Redacted]	40.00 Hours	

SCR, Sick Leave 12.00 12.00 Hours

Total Hours 12.00

Routing and Status

Name	Action
	Originated On 04/21/2023, 01:47 PM by R [Redacted]
	Submitted On 04/21/2023, 01:47 PM by R [Redacted]
	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

Approving Time and Leave



☐ Pending 1

Click anywhere here

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

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

Delete

Vacation Pay

8.00 Hours

Edit

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
	5 8.00 Hours	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

Comment (Optional):

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

1919 characters remaining

☐ Confidential Comment

Approving Time and Leave



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

Error 0

Pending - Approved 1

Employee Name	ID	Organization	Hours/Units
Jol...	R00...	T-B...	96.00 Hours

Approved 1

Awaiting acceptance from Payroll

Employee Name	ID	Organization	Hours/Units
An...	R10...	T-B...	96.00 Hours

Completed 0

Approval queue completed

Ky...

Approved on 05/25/2023 | 01:57 PM by Ky...

Rc...

Approved on 05/25/2023 | 02:01 PM by Rc...

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.

Approve by 06/02/2023, 06:00 PM	
Kyle [Name Redacted]	Approved on 05/25/2023 01:57 PM by Kyle [Name Redacted]
Robert [Name Redacted]	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Return

Details

Return for correction

Approve



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



In Conclusion



Thank You



**PAYROLL &
TAX SERVICES**

TEXAS TECH
Administration & Finance
Financial & Business Services

