# Banner Web Time and Leave Reporting

## Approver

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Introduction

NMSU utilizes the Banner Web Time and Leave Entry System to record time worked and leave taken. The time and leave entry system is accessed using MyNMSU.

Exempt employees do not submit their time worked using the online system; they are salaried and paid a set wage for each pay period. However, exempt employees that earn leave must submit an electronic leave report on a monthly basis showing the Annual Leave or Sick Leave taken during the previous month.

This manual will provide the approver with the general time and leave reporting business rules and the process to approve time sheets and leave.

Objectives

In this manual, you will learn to:

- Select Time Sheets, Leave Reports, and Leave Requests for review and approval;
- Make any necessary changes to Time Sheets and Leave Reports;
- Approve Time Sheets, Leave Reports, Leave Requests;
- Set up a proxy to act on your behalf;
- Act as a proxy for another approver.
**General Business Rules**

- All non-exempt employees are paid on an hourly basis.

- Exempt employees who do not earn leave do not access the T&L system, except potentially as approvers.

- The time reporting unit for ALL time and leave entry is hours in 15 minute (quarter hour) increments.

- Only regular employees may serve as approvers.

- If a non-exempt employee does not submit a Time Sheet for approval, he/she will not be paid for that pay period.

- If a non-exempt employee does not have sufficient leave balances, the employee’s pay will be docked for the overdrawn amount.

- If a non-exempt employee is absent during a pay period and has not submitted their time for approval, the department may complete a paper time sheet and submit to the Payroll Office with appropriate approvers’ signatures. This will be processed manually. This action should be reserved for emergency situations.

- Time and Leave must be entered and approved within 4 business days after the end of the pay cycle through 11 pm, now semi-monthly.

- Time or Leave may be changed on the system until either the active pay period closes which is 4 business days after the end of the pay cycle through 11 pm or the Time or Leave has been submitted for approval. For exempt employees, Leave may be changed until 10 days after the last day of the month.

- Leave Requests may be submitted for approval up to 2 months prior to the proposed leave period.

- Retroactive corrections to time or leave submitted in a prior pay period must be submitted via the Time and Leave Correction Form.
Approver Time & Leave

Business Rules (Approver)

- Only regular employees may serve as an approver.

- Time and Leave (for non-exempt) must be entered and approved within 4 business days after the end of the pay period through 11 pm. Leave Reports (for exempt) must be approved within 10 days after the end of the month.

- The Payroll Office will automatically pay all Time Sheets submitted for approval that remain unapproved after the cut off date for approval (4 days after the end of the pay period through 11 pm). Approvers are responsible for disapproving or correcting Time Sheets within the approval time window to prevent this from happening. Approvers with a pattern of missed approval deadlines will be subject to administrative review.

- Approvers can make changes or corrections to hours entered. If corrections are required, the Time Sheets or Leave Reports will not be returned to the employee. It is the Approver’s responsibility to correct Time Sheets.

- Account distribution may be changed by approvers or employees for non-exempt temp or student employees only.

- Employees and Approvers may access T&L information for two months past the pay period end date. Older information can be requested from the Payroll office.
Logon Procedure

All Time and Leave functions are available as part of **Banner Employee Self-service** through the [my.nmsu.edu](http://my.nmsu.edu) website.

1. Enter your **NMSU User Name** and **Password** in the appropriate field of the **Secure Access Login** box.

2. Click on the **Login** button.
The **Welcome** page will be displayed.

3. Click on the **Employee** tab.
The Employee page will be displayed.

4. Click on the **Banner Self-Service** folder.

The **Banner Self-Service** page will be displayed.

5. Click on the **Employee** folder

**Quick Links** are provided to the left of your screen to access Time Sheets, Leave Reports, or Request time off without going through the folders.
The **Employee** options will be displayed.

6. The **Employee** option will display the **Employee** menu, from which you can perform all the Time and Leave related functions that you are responsible for.
1. From the **Employee** menu, click on **Time Sheet**, **Leave Report**, or **Request Time Off**. Any of the three choices display the **Time Reporting Selection Page** available to Approvers.
The **Time Reporting Selection** screen will be displayed.

2. Select the **Approve or Acknowledge Time** radio button.
3. Click on the **Select** button.
The Approver Selection screen will be displayed.

4. From this screen, you may access **Time Sheets**, **Leave Requests**, or **Leave Reports** for departments which you may access.

5. In the My Choice column, select the radio button for the type of approvals in the department you will be processing. In the example above, the approver has chosen to work on **Time Sheets** for the President’s Office.

6. Select the Pay Period for which you will be reviewing and approving **Time Sheets** or **Leave Requests** from the drop-down box. If you are processing **Leave Reports**, you would select the Leave Period.
7. To determine the Sort Order, select the appropriate radio button. If you opt to sort by Status then by Name, as above, you will see the transactions sorted into categories as follows:

- Pending
- Approved
- Error
- In Progress
- Not Started
- Completed

8. Click the Select button.

Team Tip: Selecting to Sort by Status then by Name is the most convenient way to see who has not yet submitted their Time Sheet or Leave Report.
The **Department Summary** page will be displayed. All employee **Time Sheets** assigned to the Approver will be displayed.

9. Check the **Approve or FYI** check box next to the employee’s time you want to approve.
10. Click on an employee’s name to access additional details.
11. Click the **Select All, Approve or FYI** button to select all employees to approve at one time.
12. Click the **Save** button to approve the time sheet(s).

*Team Tip:* Click on the scroll bar or use the `<Page Down>` key on the keyboard to see additional Time Sheets.
Changing Hours on a Time Sheet

If an error was made by the employee or a change needs to be made, it is the Approver’s responsibility to make the changes.

1. On the Department Summary page, click on Change Time Record in the Other Information column to change time or leave detail.
The **Time and Leave Reporting** page will be displayed.

2. Click on the **entered hours** to make appropriate changes.
The **Time In and Out** page will be displayed.

3. Make appropriate changes to time worked.
4. Click **Save** to record changes.
5. If no more changes are required, click on the **Approve** button.
Change Account Distribution

If an error was made by the employee or a change needs to be made, it is the Approver’s responsibility to make the changes.

1. On the Department Summary page, click on Change Time Record in the Other Information column.
The **Time and Leave Reporting** page will be displayed.

2. Click on the **entered hours** to make appropriate changes.
The **Time In and Out** page will be displayed.

3. Click on the **Account Distribution** button.
The **Account Distribution** page will be displayed.

4. Click on **Update** to change the Account Distribution.

**Team Tip:**

*Multiple Account Numbers can be assigned to specific hours on any given day.*
The **Account Distribution Criteria** Screen will be displayed.

5. Enter Hours that need to be changed to a different account number in the **Enter hours to be changed**: field.
6. Enter your account Index in the **Index** field.
7. Click the **Default from Index** button.
8. The Fund, Organization, and Program fields will automatically populate.

9. You must enter an account. Enter the appropriate Account (Labor Expense Code) in the Account field. The Account can be found on the Current Account Distribution screen (page 21) or on the Labor Expense Code List.

10. Click the Previous Menu button to get back to the Account Distribution page.
11. Click the **Time Sheet** button to get back to the Time and Leave Reporting page.
Return for Correction (Leave Requests only)

Leave Requests can be returned to the originator (with comments) for correction or change. The following steps will walk you through this process.

1. On the Department Summary page, click on an employee’s name.
2. Click on **Add Comment** to respond to the employees **Request for Time Off**.
The Comments page will be displayed.

3. Enter comments in the Enter or Edit Comment: field.
4. Click on the Save button to save comments.
5. Click on the Previous Menu button to return to the Employees Detail page.
The **Employee Details** page will be displayed.

6. Click on the **Return for Correction** button to return the Request for Leave to the originator.

7. A message will display verifying the **Time Transaction successfully returned for correction**.
Setting up a Proxy to Act on Your Behalf

This option should be used when you plan to be away from the office for an extended period of time or you want to change or add a permanent backup approver for yourself. From the **Time Reporting Selection** page, you can select another person to act as your proxy for time and leave approvals. Anyone you select must have the same level of system security that you do. Call the FSA Help Center at 646-HELP (4357) to check this before you assign a proxy.

1. From the Time Reporting Selection page, click on **[Proxy Set Up]**.
The **Proxy Set Up** page will be displayed.

2. Click on the arrow in the drop-down box of the Name field and highlight the name of the person who will act as your proxy.

   - Note: All users of the Banner System will be displayed in an alphabetized list.

3. Click on the **check box** in the **Add** column.
4. Click on the **Save** button.
5. Click on the **check box** in the **Remove** column when you no longer need a proxy.

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**Team Tip:**

Don’t forget to go in and check the remove column when you don’t need a proxy anymore.
**Acting as a Proxy for another Approver**

If another Approver has designated you as their proxy, you must follow these instructions to approve Time and Leave for the other Approver's employees. From the **Time Reporting Selection** page, you can opt to approve Time and Leave on another person’s behalf. The person you will be approving for must have selected you to act as their proxy. You must have the same level of system security as the person for whom you are acting as proxy.

1. From the Time Reporting Selection page, click on the radio button next to Approve or Acknowledge Time.
2. Click on the arrow of the drop-down box next to the Act as Proxy field. Highlight the name of the person for whom you will be acting as proxy.
3. Click on the **Select** button.
4. Proceed with the Approving Time and Leave process (pg. 10).
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