

Payroll Instructions: Banner 9

- Entering an Hourly Banner Time Sheet
- Approving an Hourly Banner Time Sheet
- Creating a Proxy and Approving Time Acting as a Proxy

Hourly Pay Information

- Pay periods run: 1st – 15th and 16th – 30th/31st
- Time submission is due by midnight on: 15th and 30th/31st
- Payday is on: 1st and 25th
- Late time forms are delayed at least one pay period before being entered per University Policy

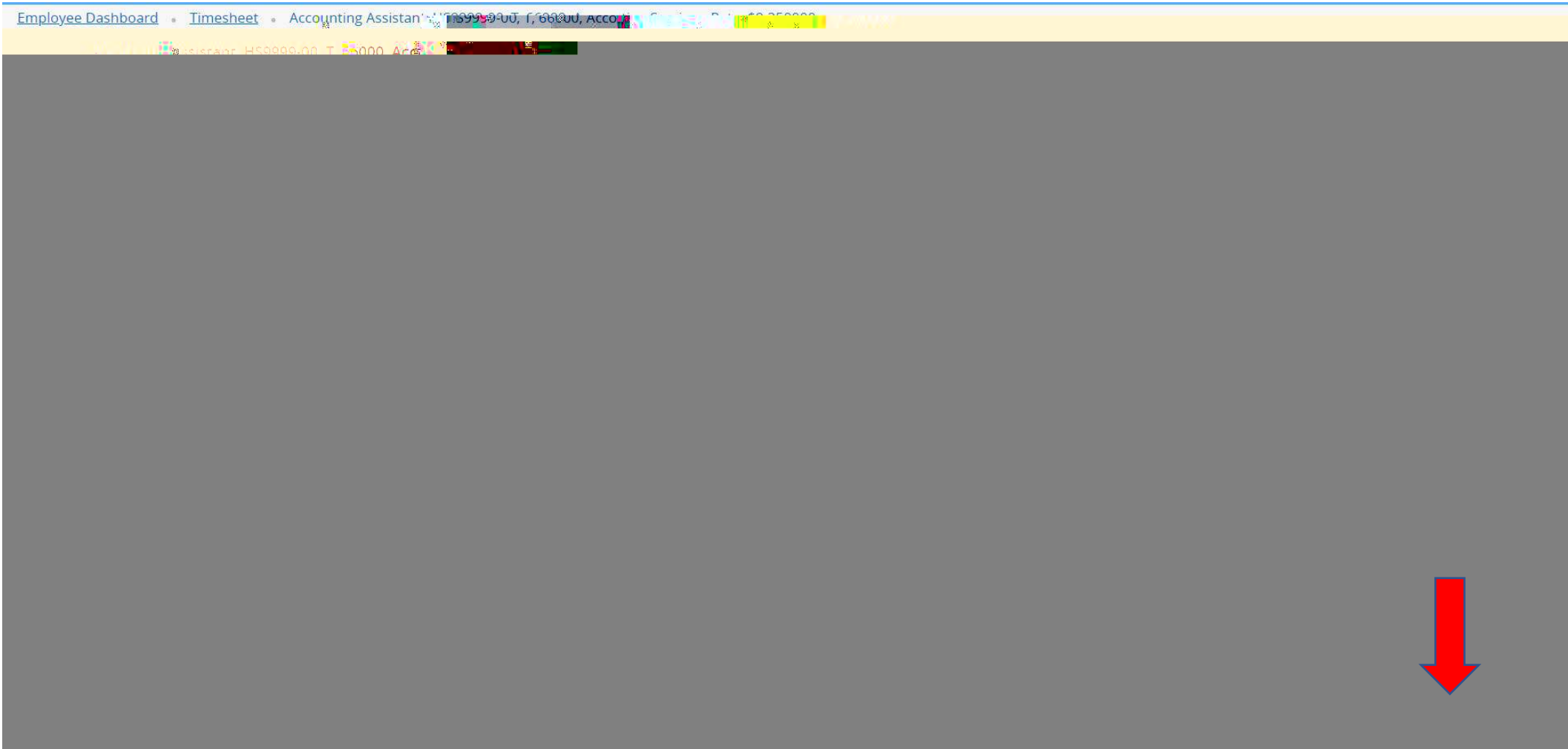
Entering an Hourly Banner Time Sheet

Entering an Hourly Banner Time Sheet

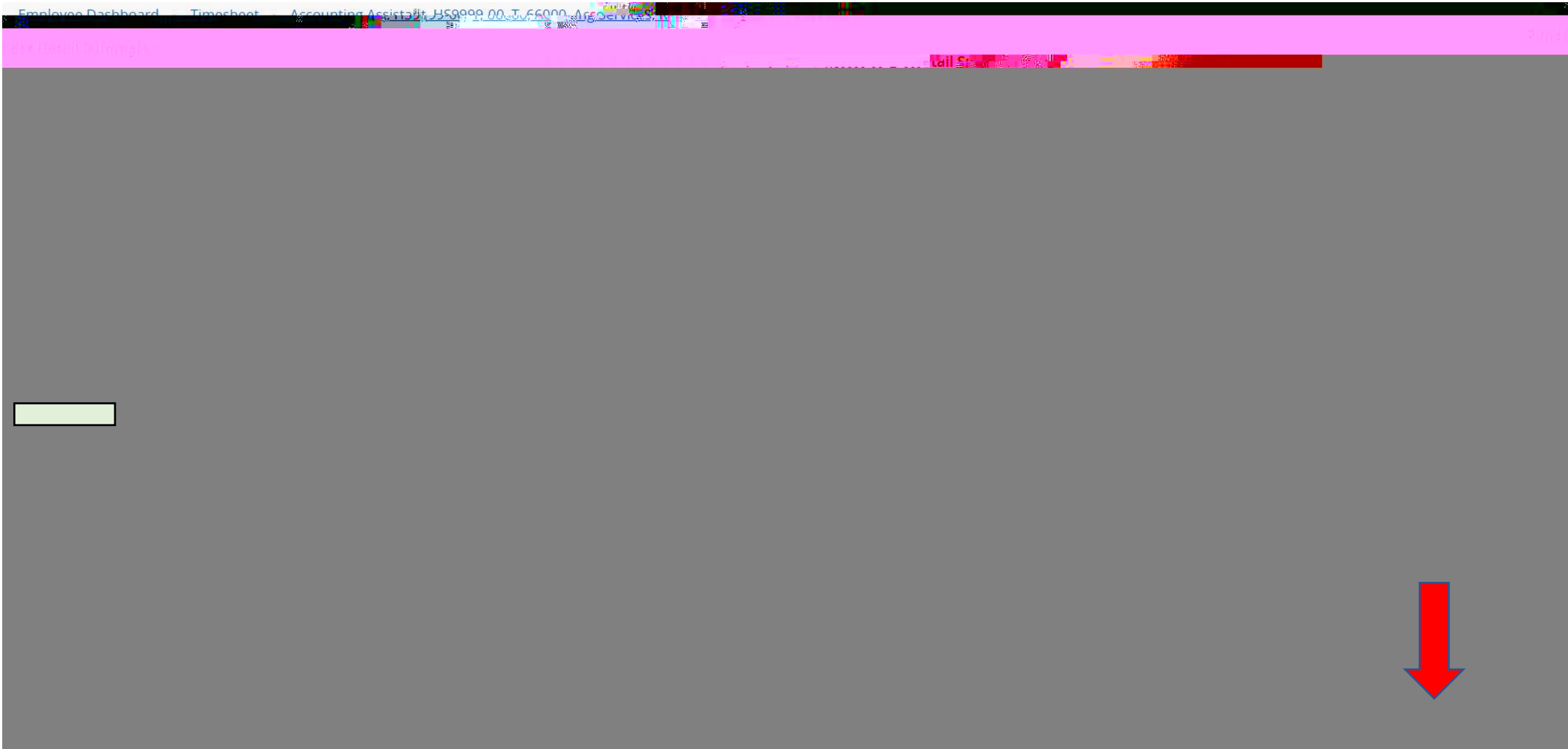




Choose your pay
period and
position



Enter your hours.
Don't forget to
save. Once all
your hours are
entered for the
pay period click
Preview



Preview your hours to make sure they are correct and **SUBMIT**

Follow these instructions if there are still errors occurring with submitting time and the error description is blank.

1. Hard Refresh Browser <https://fabricdigital.co.nz/blog/how-to-hard-refresh-your-browser-and-clear-cache>
2. Clear Cache and Cookies
3. Try a different web browser and/ or Device

If none these solutions work, please contact payroll immediately.

Approving an Hourly Banner Time Sheet

- Time submission by hourly employee is due midnight on: 15th and 30th/31



Travel

December 12 from 10 a.m. to 11:30 a.m. in the Cedar Breaks Room of the Sharwan Smith Student Center

Sexual Violence Awareness (Campus SaVIT)



Go To Employee Self-Service (Banner 9).

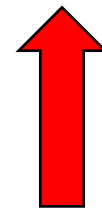
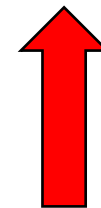
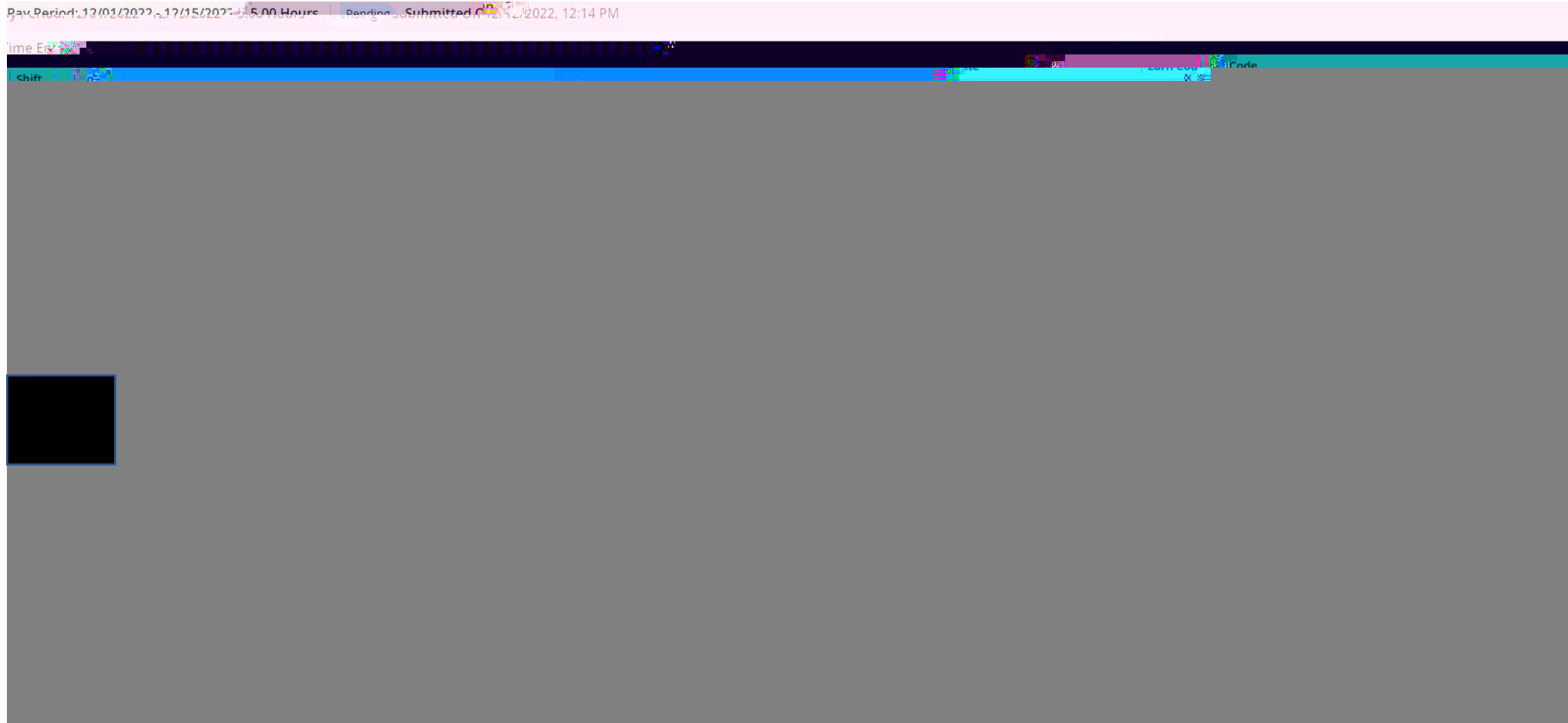


In your Employee
Dashboard click on
Approve Time on the
right-hand side.

Select the correct pay period and choose the time sheet you need to approve



This will bring you to a list break down of all the hours work. From this screen you can Approve or return for corrections. To see a calendar view, select Details. Select "Preview" to return to the List break down.



Creating a Proxy for Time Approval and Approving Time as a Proxy

Creating a New Proxy

Purpose: A proxy allows another individual in your department able to approve hourly employee's time in the event the original approver is sick or on PTO.

Who should be a Proxy: A Proxy should be able to validate the hours submitted by an hourly employees, such as the original approver's supervisor or another individual who they work closely with.

Note



In your Employee
Dashboard click on
Approve Time on the
right-hand side.



In the upper right
corner click "Proxy
Super User"



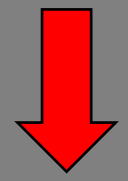
Click Add a new proxy and select the appropriate individual. Once added select the green check box next to their name to activate them as a proxy.

Only individuals with a check mark next to their name will be able to act as a proxy

Approving Time Acting as a Proxy



In the section Act as a Proxy for, change the person from self to the approver you are acting as a proxy for. Once selected click Navigate to Time & Leave Approvals application.





Choose the applicable payroll, usually the most current pay period, needing approval. Once there, you will be able to view the individuals

To Approve time, click on an individual below the chart. This will bring you to a list view of hours worked per day. Verify the hours are accurate and click Approve. Repeat this for each individual.

Thank You!