Time Sheet Approval

Accessing the Time Sheets

1. Go to my.washburn.edu

2. Enter your **User Name** and **Password** then click the **Login** button

3. Click the **Employees** tab.

4. Click the **Access Employee Self-Service Main Menu** link.

5. Click on the **Employee Services** link.
6. Click on the **Time Sheet** link.

## Approving/Returning/Changing Time Sheets

1. Mark the radio button next to **Approve or Acknowledge Time** and leave **Self** in the drop-down menu. Then click the **Select** button.

2. Select the appropriate pay period from the drop-down list (BW = Bi-Weekly, MN = Monthly), make sure the sort order is the way you want it, and click the **Select** button.
*Note* If an employee hasn’t started their time sheet, the approver will not see that employee in the list.

3. Take a closer look at the employee’s information by clicking on the employee’s name link.

From here you can see the detailed information and approve the time sheet by clicking the **Approve** button.
4. Once a time sheet is approved, no changes can be made to it.

5. There are two ways to return a time sheet to the employee for corrections.
   
a. If you can tell a time sheet needs corrected simply by looking at the summary screen, you can check the **Return for Corrections** box and click the **Save** button.
b. If you want to take a closer look at the employee’s information click on the employee’s name link to see detailed information on their time sheet.

From here you can return the time sheet to the employee for corrections by clicking the **Return for Corrections** button.
6. There are two ways to get to the **Change Time Sheet Record** page.
   a. Click the **Change Time Record** link on the **Approver Department Summary** screen.
   
   ![Change Time Record Link](image1)

   ![Approver Department Summary](image2)

   b. Click on the employee’s name link to see detailed information on their time sheet.
Click the **Change Record** button.

7. From here, you can make changes to the time sheet just as the employee would. After you have made the changes you can approve the time sheet from here by clicking the **Approve** button.
Add/Remove Proxy

1. From the Time Sheet/Leave Request/Proxy page, select the Proxy Set Up link at the bottom of the page.

2. To remove a proxy from your list, check the Remove box next to the proxy and click the Save button.

3. To add a proxy to your list, find them in the drop-down menu, check the Add box next to the drop-down menu, and click the Save button.
4. If the person you need to add is not listed in the drop-down menu, send a request to Linda Griffin for them to be set up in Banner. The request can be found under the Employee tab of MyWashburn.
5. In the **Explanation Area** of the form state **For time approval only.**

Washburn University

Banner Account Request Form

This form is required to obtain a Banner account, necessary for functions described in Step 3 below. This form may also be used to approve additional functionality for an existing Banner account.

**Step 1: Applicant Information**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EXTENSION</th>
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</thead>
<tbody>
<tr>
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<th>WIN</th>
<th>DEPT</th>
<th>DATE NEEDED</th>
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<tbody>
<tr>
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</tbody>
</table>

**Step 2: Confidential Agreement (to be signed by applicant)**

I, ____________________________, an employee of Washburn University, in consideration of having and utilizing an account in the University's SIT Banner system, hereby agree as follows:

I agree to use and keep my Banner password private and confidential from disclosure to any person or entity, except as may be required by a legal directive from the Banner administrator and, further, I agree I shall allow no person or entity to use either my password or account assigned to me. I agree I shall be responsible for any changes made to the database under my name.

I agree to only access and/or disclose to others any confidential information as may be required in the performance of my job duties and to comply with all data entry and reporting standards. Confidential information includes, but is not limited to, protected health information under the Health Insurance Portability and Accountability Act (HIPAA), student educational records under the Family Education Rights and Privacy Act (FERPA) and personal financial information protected under the Gramm-Leach-Bliley Act.

I agree to comply with all University policies on security, confidentiality of data and data integrity.

I agree to comply with these obligations shall subject me to disciplinary action in my capacity as student at, and/or employee of, the University which action may include, but is not limited to, suspension, expulsion, termination, loss of future University employment opportunities.

**Applicant Signature:** ____________________________ Date__________________

**Step 3: (to be completed and signed by department approver)**

Which of the following functions will this employee perform? (Mark as many as apply.)

- [ ] Use Banner Oracle Forms to do:
  - [ ] Schedule entry
  - [ ] Permit overrides
  - [ ] Enter/expire Holds
  - [ ] Test Score Entry
  - [ ] Document Imaging
  - [ ] Other (explain below)

- [ ] Use MyBanner to:
  - [ ] Perform self-service finance functions.
  - [ ] (Requires completion of "Request for Banner Finance Access Form").
  - [ ] Approve time through self-service.
  - [ ] (Indicate for whom in the Explanation area below.)
  - [ ] Access Crystal Reports on employee tab.
  - [ ] Access Crystal Line reports on employee tab.
  - [ ] Other (explain below)
  - [ ] Direct Database Access
  - [ ] Other (explain below)

**Explanation Area:**

My signature below certifies that the access requested for the person named above is appropriate for his/her job duties.

**Department Approver Signature:** ____________________________ Date__________________

**Step 4: For Internal Use Only**

<table>
<thead>
<tr>
<th>Access Approved:</th>
<th>Date Approved:</th>
<th>Signature(s) of functional area head(s):</th>
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<table>
<thead>
<tr>
<th>Training Required:</th>
<th>Date Obtained:</th>
<th>Signature of trainer:</th>
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<table>
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<tr>
<th>Security Cases/Reporting rules Required:</th>
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<th>Signature of ABA:</th>
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<tbody>
<tr>
<td>(attach to document or place on back)</td>
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<table>
<thead>
<tr>
<th>Banner User ID:</th>
<th>Date Created:</th>
<th>Signature of USA:</th>
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Return completed form to Enterprise Application Services, Morgan 237

Version 08-17-00007
Act As Proxy

1. Select the person you are acting as a proxy for from the drop-down menu and click the “Select” button.