

Banner Web Time Entry (WTE)

As an approver, the following are your responsibilities:

1. Verify timely submission of all your student employees' Timesheets.
2. Notify student employees that they need to submit the Timesheet if they have not done so.
3. Review all submitted Timesheets in detail. It is the responsibility of the approver to verify the employee has accurately entered the hours in accordance with University policy, and that the hours submitted do not exceed 20 hours per week.
4. If you will be unable to approve the Timesheet, designate a proxy to perform your responsibility in your absence. Proxies can be designated; an employee may never be designated as their own proxy.

Quick-Guide

1. Access Employee Self Service from myRider
2. Click "Approve Time"
3. Navigate to the employee to be reviewed
4. Click "Details" to review the time reported by the employee
5. Review for accuracy
 - a. If you find errors on the employee submission:
 - i. Scroll to bottom of "Preview" window
 - ii. Add comments (i.e., you forgot to clock out on "X" date)
 - iii. Click "Return for correction"
 - b. To approve the time as submitted:
 - i. Scroll to bottom of "Preview" window
 - ii. Add comments, if desired
 - iii. Click "Approve"