

Banner Web Time Entry (WTE)

As an approver, the following are your responsibilities:

1. Verify timely submission of all your student employees' Timesheets. Please refer to the student payroll calendar for when supervisor approval is due.
2. Notify student employees that they need to submit the Timesheet if they have not done so. Please have students refer to the student payroll calendar for when their timesheet is due.
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 pay period.
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.**

How to Approve Student Timesheets

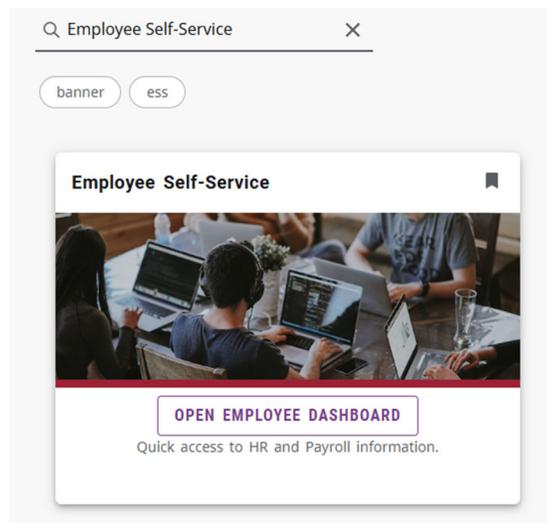
1. Log into MyRider and click the left-hand side:



2. Click View All Cards:

 [VIEW ALL CARDS](#)

3. Type in Employee Self Service to access the dashboard and Click on “Open Employee Dashboard”:

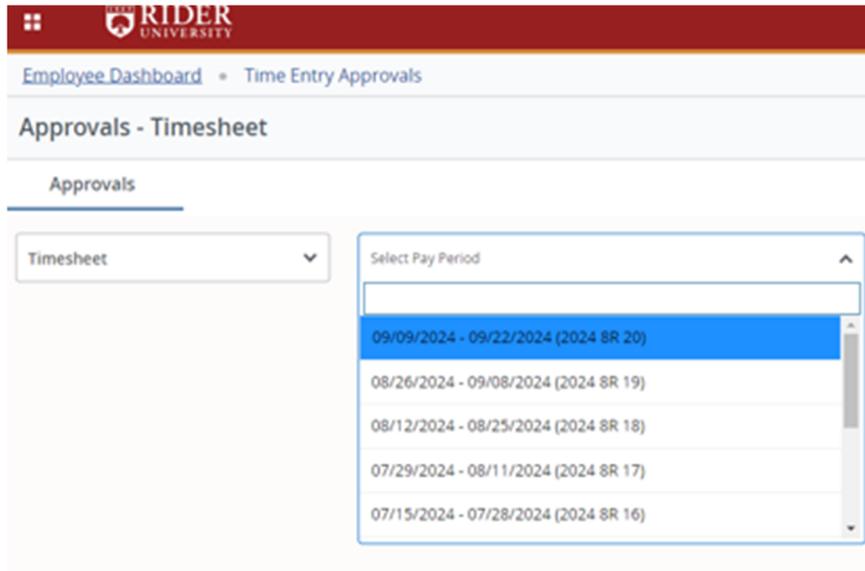


4. Click “Approve Time” from My Activities Box:

 My Activities

Approve Time

5. Make sure you are choosing the appropriate pay period you are approving:



RIDER UNIVERSITY
Employee Dashboard • Time Entry Approvals
Approvals - Timesheet
Approvals
Timesheet
Select Pay Period
09/09/2024 - 09/22/2024 (2024 8R 20)
08/26/2024 - 09/08/2024 (2024 8R 19)
08/12/2024 - 08/25/2024 (2024 8R 18)
07/29/2024 - 08/11/2024 (2024 8R 17)
07/15/2024 - 07/28/2024 (2024 8R 16)

6. To approve an employee’s timecard, they HAVE to be in “Pending” status. If they are “In Progress” you will NOT be able to approve the timecard because the employee did not hit the “Submit” button. Make sure the employee hits the “Submit” button before the deadline. Once they fully submit their timecard, you can approve their timecard by either clicking their name or the big blue rectangle:

Pending 1

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/>  Grad Asst - Campus life, 586060-00	006331333	R-523001, Campus life	40.00 Hours

Able to approve



NOT able to approve



7. Navigate to the employee to be reviewed and ensure times they recorded are accurate. If a student worked over 6 hours, they should have also recorded a 30-minute unpaid break as well. If timecard is correct, press "Approve" on the bottom right corner:

Employee Dashboard » Time Entry Approvals » Student - VP finance office_486018-00_R_411001_VP finance office_Rate: \$13.620000 » Preview

Timesheet Detail Summary

Student - VP finance office, 486018-00, R, 411001, VP finance office , Rate: \$13.620000
Pay Period: 08/26/2024 - 09/08/2024 9.00 Hours Pending Submitted On 09/13/2024, 02:09 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/26/2024	012, Student - Non FWS	1	2.00 Hours
08/27/2024	012, Student - Non FWS	1	4.00 Hours
08/28/2024	012, Student - Non FWS	1	3.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
08/26/2024	012, Student - Non FWS	1	2.00	01:00 PM			03:00 PM		
08/27/2024	012, Student - Non FWS	1	4.00	04:00 PM			08:00 PM		
08/28/2024	012, Student - Non FWS	1	3.00	01:00 PM			04:00 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Total
012, Student - Non FWS	1	9.00		9.00 Hours
Total Hours		9.00		

Routing and Status

8. If time is incorrect follow additional steps below:

- Scroll to the bottom of timesheet and add a comment. Then click “Return for Correction”

Employee Dashboard » Time Entry Approvals » Student - VP finance office, 486018-00, R, 411001, VP finance office, Rate: \$13.620000 » Preview

Please enter a comment to proceed.

Date	Shift	Hours	Start Time	End Time
08/26/2024	U12, Student - Non FWS	1	03:00 PM	03:00 PM
08/27/2024	012, Student - Non FWS	1	04:00 PM	08:00 PM
08/28/2024	012, Student - Non FWS	1	01:00 PM	04:00 PM

Summary

Earn Code	Shift	Week 1	Week 2	Total
012, Student - Non FWS	1	9.00		9.00 Hours
Total Hours		9.00		

Routing and Status

Name	Action
	Originated On 09/13/2024, 08:48 AM by Foote, Helen
	Submitted On 09/13/2024, 02:09 PM by Calderon, Jackie
	Approve by 09/11/2024, 05:00 PM
Calderon, Jackie	Pending Approval

Comment (Optional):

dear student correct time card you did not work on 8/28/2024 (this is an example of message to student)

1897 characters remaining
 Confidential Comment

Return Details Cancel Timesheet **Return for correction** Approve

2000 characters remaining
 Confidential Comment

Calderon, Jackie
 Added on 09/13/2024 (02:11 PM)
 dear student correct time card you did not work on 8/28/2024 (this is an example of message to student)

9. Once the timesheet is returned, the student can go into their timesheet and make the adjustments:

Timesheet Detail Summary

Student - VP finance office, 486018-00, R, 411001, VP finance office , Rate: \$13.620000

Pay Period: 08/26/2024 - 09/08/2024 | 9.00 Hours | **Returned** Submit By 09/10/2024, 05:00 PM

Time Entry Detail

10. Afterwards, you can go back and approve it:



[Employee Dashboard](#) • [Time Entry Approvals](#) • [Student - VP finance office, 486018-00, R, 411001, VP finance office,](#)

Timesheet Detail Summary

Student - VP finance office, 486018-00, R, 411001, VP finance office , Rate: \$13.620000
Pay Period: 08/26/2024 - 09/08/2024 | 9.00 Hours | Approved Approved On 09/13/2024, 02:12 PM

Time Entry Detail

Date	Earn Code	Shift	Total
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