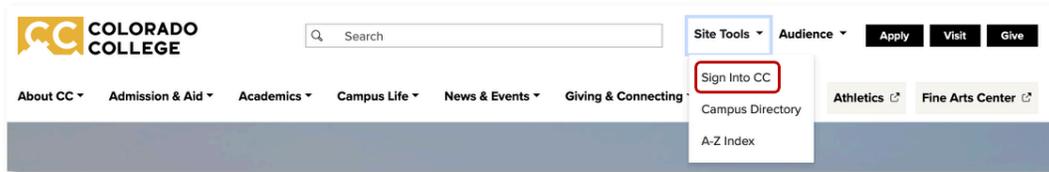




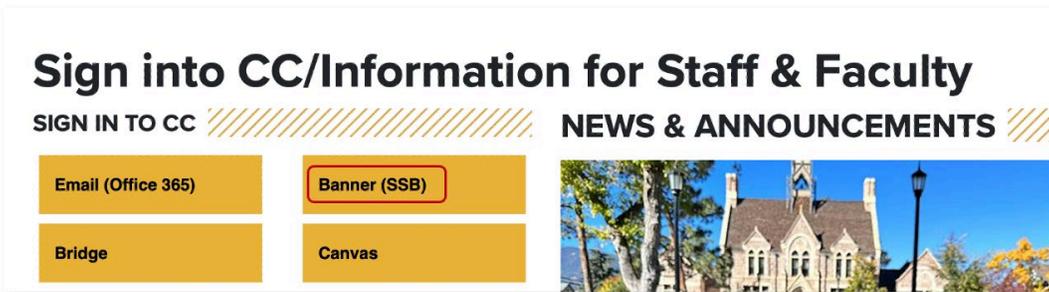
How to Approve a Time Sheet in Self-Service Banner

This document will help walk you through the process of approving a timesheet using Self Service Banner. If you need help with different or more advanced features, please contact the Payroll Office (x6420).

1. To sign on to Self Service Banner from the CC home page, click on Site Tools and then Sign Into CC:



2. Next, click on “Banner (SSB)”:



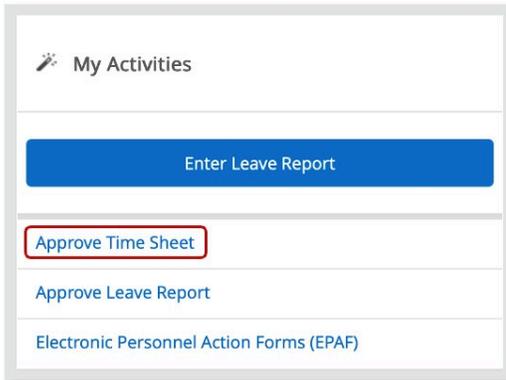
3. Go to the “Employee” tab or menu link:



4. Go to the “Employee Dashboard”:



5. On the My Activities tile, select “Approve Time Sheet”:



6. On the following screen, you can filter the list of employee reports by report type (Time Sheet or Leave Report), by department, by pay period, by status (description below) or by an individual employee:



7. To approve a time sheet, select one from the Pending group:

Employee Name	ID	Organization	Hours/Units
EIS Specialist, TN0034-00	03027554	T-202001, Enterprise Information Solutions	80.00 Hours

8. Verify that the hours entered are correct. If they are, then click “Approve.” If the hours are not correct, click “Return for correction” to enable the user to make a change. Alternatively, click “Details” to enter the user’s time sheet and change the hours directly in their time sheet:

Routing and Status

Name	Action
	Originated On 02/11/2026, 07:52 AM by [Redacted]
	Submitted On 02/20/2026, 11:55 AM by [Redacted]
	Approve by 02/24/2026, 11:59 PM
[Redacted]	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Return
Details
Return for correction
Approve

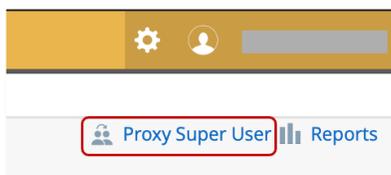
- If you need to make changes to a time sheet that has already been approved but the payroll has not been processed, you can click “Recall”:

Return
Details
Recall

Proxy Access

If you plan to be away from work when time sheets need to be approved, you must set up at least one proxy who can approve time sheets on your behalf.

- Go to Proxy Super User in the upper right-hand corner of the screen:



- In the Existing Proxies box at the bottom of the screen, you can see any users who currently are able to approve time sheets on your behalf. If there are none in this list, you can click “Add a new proxy” and search for them by name. You must also select whether they can approve time sheets or leave reports:

Existing Proxies

Add a new proxy

Select Employee to add as Proxy
 ▼

Timesheet
 ▲

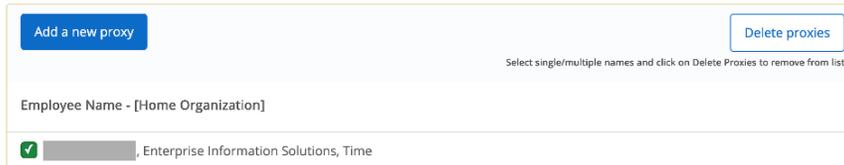
Save

Employee Name - [Home Organization]

[Redacted], Enterprise Information Solutions, Time

Timesheet
Timesheet
 Leave Report

- To remove someone approving on your behalf, select the proxy or proxies from the list and click “Delete proxies”:



The screenshot shows a web interface for managing proxies. At the top left is a blue button labeled "Add a new proxy". At the top right is a blue button labeled "Delete proxies". Below these buttons is a text instruction: "Select single/multiple names and click on Delete Proxies to remove from list". Underneath is a search field labeled "Employee Name - [Home Organization]". Below the search field is a list of proxies, with one entry visible: a green checkmark icon, a greyed-out name, and the text ", Enterprise Information Solutions, Time".

- To act as a proxy for someone else, go to this same screen and select their name from the Act as a Proxy for drop-down. Note that they must have already added you as a proxy for their name to appear here:



The screenshot shows a dropdown menu titled "Act as a Proxy for". The dropdown is currently empty, showing only a downward-pointing arrow.

- After selecting the person to act as a proxy for, click “Navigate to Time & Leave Approvals application” to approve time sheets or leave reports on their behalf:



The screenshot shows a blue button with white text that reads "Navigate to Time & Leave Approvals application".

If you have any questions about the above processes,
please contact Payroll at x6420.