Approve Timecards – for the Time-Approver

This job aid explains how to access timecards & apply an ‘Approve’ to individual or multiple timecards. You only click on ‘Approve’ at the end of the pay period when you know your employee(s) will no longer be working during that pay period.

**IMPORTANT:** Once you ‘Approve’ a timecard, it is **LOCKED** and an employee is prevented from making any further edits or to **Punch In/Out**.

You can click on ‘Remove Approval’ on a timecard if needed, to allow you or the employee to make further edits or allow an employee to continue to use the **Punch** tile during that pay period.

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**How to Access Your Employee Timecards:**

On your home page, click the **Main Menu** icon in the upper left corner of your screen.

The **Main Menu** will slide out from the left side margin.

In the **Main Menu** click on **Time**, then **Employee Summary** under **Time**.
You will now see a list of **ALL employees** whose jobs list you as a their time-approver in Banner HR.

You can click the **Select All** icon

**OR** the box next to the name of the **Employee(s)** you want to review. This will turn that row blue.

Then click on the **Open Selected** icon to take you to the **Timecard(s)** selected

**OR**

Right click on the blue row and a pop-up box will appear for the number of **Employees Selected**

Click **Go To** and a second pop-up box will appear

Then select **Timecard**

You can now view **ALL Timecards** you selected. Use arrows < 1 of X > (*upper left corner*) to move between the Timecards.

In addition, pay close attention to the **pay period** you are reviewing.

**TIP:** It should read “**Current Pay Period**” up until midnight on the Friday at the end of pay period.

- **IF** you are reviewing on the weekend or a payroll Monday, this should be set to “**Previous Pay Period**”.
- **IF** you accidentally “**Approve**” the wrong pay period, you can always “**Remove Approval**.”
Reviewing Timecard(s) Prior to Approving:

**IMPORTANT:** If an hourly paid employee has any outstanding Pending Edits that require your review, they will appear on a pop-up panel from the right. **YOU CANNOT Approve** a Timecard until ALL Pending Edits for that employee have been resolved.

Before you can approve an employee’s timecards, you should:

- Resolve any **missed punch(es)**. A missing **IN** or **OUT** punch is denoted by a **red bar** that fills a cell on the **Timecard**.
- Review for **unexcused absence** exceptions (**hourly paid employees with schedules only**)
- Resolve any **Pending Edits**.
  - **TIP:** if your employee submits the same edit multiple times, the first one you approve will be added to the timecard. Any further edits for that day/time slot will give you an error message – **‘Duplicate Request’** because it is trying to change an edit you already approved to the timecard.
    - You should **refuse** that edit to clear it from the **Pending Edits** list. **Your employee will receive notifications in their Control Center** of any approved or refused edits to their timecard.
- Review **Totals** (**tab located at the bottom of the timecard**)
  - This allows you to review **total hours worked** and confirm that any hours for employees with multiple positions have a **completed Job Transfer path**.
- **FOR BENEFITTED EMPLOYEES ONLY:**
  - Review any pending requests for **paid time off** in the pay period you are reviewing. If so, it **MUST** be Approved or Refused before payroll is processed.
    - To verify if you have any pending time off requests for review/approval, you can access them from your **My Notifications** tile on your **Home page**, then click on **Employee Requests**.

**FINALLY – IF:**

- **ALL Pending Edits** are addressed,
- **Missed Punches** are corrected,
- **Job Transfer paths** are complete and correct,
- And any **Employee Requests** are approved or refused... **You can now Approve the Timecard.**
APPROVE Timecard(s):

To APPROVE a timecard(s):

1. Open timecard(s) and verify correct pay period.
2. Timecard is accurate.
3. Click Approve then move on to the next timecard using the arrows at the top of the page.

Verify your Approval in the Table view

The background color of the timecard changes, depending on who has approved it:

<table>
<thead>
<tr>
<th>Background Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow background</td>
<td>Timecard approved by employee but not yet by time-approver.</td>
</tr>
<tr>
<td>Light purple background</td>
<td>Timecard approved by time-approver but not by employee.</td>
</tr>
<tr>
<td>Green background</td>
<td>Timecard approved by both employee and time-approver.</td>
</tr>
<tr>
<td>Gray crosshatch</td>
<td>Timecard has been signed off by payroll. No further changes can be made.</td>
</tr>
</tbody>
</table>