Time Approver Instructions for the End of the Pay Period
UKG Dimensions: https://usnh-sso.prd.mykronos.com

1. If you have benefitted employees, go to the My Notifications Tile to approve or refuse submitted Time Off Requests. These must be addressed before proceeding. If you do not have benefitted employees, skip to step 2.

2. On the home page in the top left, select the menu icon.

3. This opens a sidebar on the left.
Select Dataviews & Reports > Dataview Library
In the Timekeeping section choose the Job Approval Summary dataview.

4. On the Job Approval Summary dataview:

   Job Total Approval Status indicates if any supervisors have already approved the hours listed.
   Labor Category Level 2 Entry Description provides the Banner HR Job Title.
   Labor Category Level 2 Entry Name displays the Personal Identifier Number-Position-Suffix.
   Labor Category Name (Path) shows required Personal Identifier Number-Position-Suffix has been entered.
   If this information is missing, the timecard will need to be updated to provide the missing transfer information for the employee to be paid for the hours listed.

5. The dataview defaults to the Previous Pay Period.
Use the calendar icon to select the timeframe: Current Pay Period or Previous Pay Period.

6. A list of all employees for which you are assigned as the supervisor on their job in Banner HR is displayed.
Select the Employees you want to review OR use the Select All feature. Use the arrows to move between the selected timecards.

7. Right click an employee name and the number of employees selected displays.
Select Go To and then Timecard.

8. Missing in or out punches are highlighted in red.
Missing punches MUST BE corrected before approving timecards for employees to be paid correctly.

9. In the Transfer column, the icon identifies entries for you which are responsible.

10. Open the Totals tab at the bottom of the timecard.
In the Job column, the icon identifies entries for you which are responsible.
In the Labor Category confirm that each entry has the appropriate information identifying the job.

   Personal Identifier Number – Position – Suffix
   5### - UNZH03 - 00
   If any of the Transfer information is missing the employee WILL NOT BE PAID for the hours worked and you will have to complete a payroll adjustment form.
11. Review the **Transfer** information assigned to each row to confirm the job assignment.

   If additional information is needed to complete the review, click in the **Transfer** column, then select ‘Search’ in the drop down.

   The **Labor Categories** and **Activity** information provide the **Transfer** information and the Banner HR job description. If no corrections are needed, close the pop-out.

   If corrections are needed, the Business Structure and Labor Categories can be edited accordingly. The [Add or Edit a Job Transfer Information](#) provides more detailed instructions.

   After all outstanding items are addressed, use the Approve button to approve the timecard. Only the entries for which you are responsible will be highlighted.

   **The employee cannot make any edits after a supervisor has approved their timecard.**

   If the employee and supervisor have approved the timecard the background color will be **green**.

   If the only the supervisor has approved the timecard the background color will be **light purple**.

   The **yellow** background indicated the timecard was approved by the employee, but not the manager.

   The **gray crosshatch** indicates the timecard has been signed off by the Time and Leave Team. This will be shown on Mondays after the pay period deadlines at 1:00 pm, which locks all users, except HRIS and Payroll from adjusting the timecard.

12. Use the arrows to move between the selected timecards