



Approvers / Acknowledgers Self Serve Banner (SSB)

Getting Started

- Enter Self Serve Banner through **PAWS**
- Enter your EIU Net ID; and EIU Net Password
- Select the **EMPLOYEE** tab
- Select **TIME SHEET**

User Login

Please enter your Eastern Illinois University Net ID and password. When finished, select Login.

Please Note: Net ID and password are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

EIU Net ID:

EIU Net Passwd:

[Click Here for Help with Login?](#)

Personal Information **Alumni and Friends** **Student and Financial Aid** **Employee**

Search

Employee

- Time Sheet
- Leave Report
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Jobs Summary
- Leave Balances
- Faculty/Staff Parking Permit Application
- Faculty/Staff Parking Permit Application

Time Reporting Selection

- Select **APPROVE OR ACKNOWLEDGE TIME**
- Click **SELECT** button

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Act as Proxy:

Act as Superuser:

Select Department and Pay Period

- Choose appropriate **DEPARTMENT**
- Choose correct **PAY PERIOD** from drop down
- Sort by **STATUS** then by **NAME**
- Click **SELECT** button

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Det Select to access the records.

Time Sheet

Department and Description	My Choice	Pay Period
E, 130060, Management Systems	<input type="radio"/>	BW, Oct 01, 2007 to Oct 14, 2007
E, 133000, Human Resources	<input checked="" type="radio"/>	BW, Nov 26, 2007 to Dec 09, 2007
E, 133110, Payroll	<input type="radio"/>	BW, Nov 26, 2007 to Dec 09, 2007

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Option 1 - Approving Individual Time Sheets/Leave Reports

To view individual time sheet click on **Employee's Name**

Department Summary

Select the employee's name to access additional details.

COA: E, Eastern Illinois University
 Department: 133000, Human Resources
 Pay Period: Nov 26, 2007 to Dec 09, 2007
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Dec 11, 2007, 07:59 A.M.

Select New Department Select All, Approve or FYI Reset Save

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
E12095470	Patricia A Hood C11250 - 00		75.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
E12062829	Marla S Belden C09370 - 00		.00	.00

NOTE: You cannot approve a time sheet with status of "In Progress" or "Not Started". Only employee can complete and submit time sheet. Superuser (payroll personnel) may override if necessary.

VERIFY their hours worked

Click **APPROVE** button below account information

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Shift	Special Rate	Total Hours	Total Units	Monday, Nov 26, 2007	Tuesday, Nov 27, 2007	Wednesday, Nov 28, 2007	Thursday, Nov 29, 2007	Friday, Nov 30, 2007	Saturday, Dec 01, 2007	Sunday, Dec 02, 2007	Monday, Dec 03, 2007	Tuesday, Dec 04, 2007	Wednesday, Dec 05, 2007	Thursday, Dec 06, 2007
Regular Hours 1		67.5		7.5	7.5	7.5	7.5	7.5				7.5	7.5	7.5
Vacation Taken	1	7.5									7.5			
Total Hours:		75		7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5
Total Units:			0											

Routing Queue

Name	Action and Date
Patricia A Hood	Originated Nov 26, 2007 09:12 am
Patricia A Hood	Submitted Nov 29, 2007 08:20 am
Linda C Holloway	Pending
Paul A McCann	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Nov 26, 2007	82.40		110020	133000	61210	60				
	17.60		140020	233005	61210	60				

Previous Menu **Approve** Return for Correction Change Record Delete Add Comment Next

If you approve the time sheet, the screen will display the following confirmation message:
"Time Transaction Successfully Approved"

From this point you can exit the system. Your changes have been saved.

Option 2 – Approving Multiple Time Sheets/Leave Reports

You may **SELECT ALL, APPROVE** or **FYI** if you wish to approve all time sheets/leave reports at the same time.

Department Summary

Select the employee's name to access additional details.

COA: E, Eastern Illinois University
 Department: 246001, Sports and Recreation
 Pay ID: BW, Biweekly
 Pay Period: Nov 26, 2007 to Dec 09, 2007
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Closed as of Dec 11, 2007 07:59 A.M.

Pending								
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
E12105592	Jessica L Acevedo DUSR11 - 00	Override	2.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
E12051214	Nathan R Atkinson DUSR11 - 00	Override	2.46	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
E12070281	Andrew P Boland DUSR11 - 00	Override	4.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

Transaction Status Definitions

A time sheet/ leave report is assigned different statuses as it progresses through the time / leave entry process. You may access your time sheet/leave report as many times as you like during the pay period; all time does not have to be entered at once. However, once you have submitted for approval, you cannot make any changes.

Not Started: Employee has not opened (or started) the time sheet or leave report

In Progress: Employee has opened the time sheet/leave report and is in the process of entering time/leave for that pay period. Once a time sheet/ leave report is opened (even if you do not make any entries) its status changes from *Not Started* to *In Progress*.

Error: The time sheet may have been submitted with zero hours or hours listed under earnings codes that do not accrue leave. Records can also appear in error status if the employee does not have enough annual or sick leave to cover the hours entered. Any records in error status should be carefully reviewed to ensure that time had been entered correctly.

Pending: Employee has submitted time sheet/leave report and it is waiting for approval.

Returned for Correction: The Approver has returned the time sheet/leave report to the employee, so that corrections can be made. The employee must make the necessary corrections and resubmit before the pay period deadline.

Override/Overridden: The override/overridden status indicated that the superuser (payroll personnel) has overridden the regular approval status.

Approved: The time sheet has been approved. Upon approval, time sheets will continue through the payroll process. Leave reports, when approved go immediately to completed status.

Completed: Your time sheet has been received and processed by the Payroll office.



Approvers / Acknowledgers Internet Native Banner (INB)

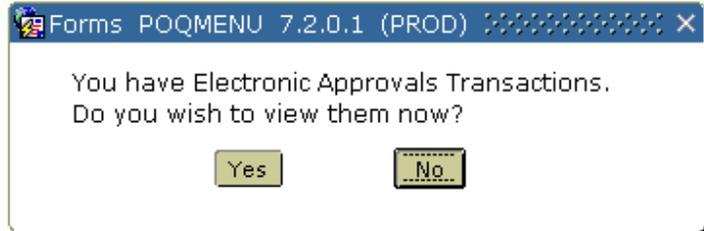
If you prefer to use Internet Native Banner instead of Self-Serve...

Note: Self-Serve is the preferred method.

The following pop-up window may appear when you are using

Banner Internet Native (INB):

This link allows you to approve Timesheets/Leave Reports when you are within Internet Native Banner



Approving Bi-Weekly Timesheets in Internet Native Banner

NOTE: You must have the security level of Superuser or Department Approver to approve timesheets.

1. Type **PHATIME** in the **Go To...** field & press ENTER to open **Electronic Approvals of Time Entry Form**.
2. Type the timesheet COA code **E** in the **COA** field.
3. Type the timesheet organization code in the **Organization** field.
4. Check that the **Transaction Status** is Pending. Click the drop-down arrow to select if this field is incorrect.
5. Type the year in the **Year** field (if necessary).
6. Type the Payroll ID **BW** (for biweekly) in the **Payroll ID** field.
7. Type the appropriate Pay Period Number in the **Payroll Number** field.
8. Click the **Next Block** button.

NOTE: The first pending timesheet displays listed in alphabetical order.

9. To select a particular employee's timesheet:
 - a. Click **Enter Query**.
 - b. Type the employee's ID in the **ID** field.
 - c. Click **Execute Query** to display the employee's timesheet.
10. Select **Approve Time** from the **Options** menu. (The **Status** field changes to Approved.)
11. Click the **Exit** button to return to the main menu.

Jobs ID	Last Name	First Name	Position Suffix	Status	Method

Time Entry Earn	Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn