Supervisor Student Time Card Approval

There are two ways to enter Banner Web to approve a student's time card:

1. As an approver, once the student submits their time card via Banner Web you will receive the following email:

   From: hrdept@jcu.edu [mailto:hrdept@jcu.edu]
   Sent: Friday, July 27, 2018 7:41 AM
   To: ███████@jcu.edu
   Cc: hrdept@jcu.edu
   Subject: Time Sheet Awaiting Action: ███████@jcu.edu

   There is a Time Sheet waiting action for you, please access Banner Self-Service at your earliest convenience and take action on this transaction. If you have any questions please call Tammy Wisz at x4456 or Melanie Moss at x1668.

➔ Please click on the Banner Self-Service link and it will take you directly to step #3.

OR

2. Proceed to the Banner Web Portal (**www.jcu.edu/bannerweb**) which will take you to step # 3.

3. Click on "Enter Secure Area"

John Carroll | **BANNERWEB**
UNIVERSITY

HELP   EXIT

John Carroll University Banner Web

*** Important Change ***
Banner Web now uses the **JCU Single Sign-On Server** and **Campus Network ID** for access.

Students: Don't forget to setup your Proxy Access on the Main Menu

Enter Secure Area
Login here to view your personal information; Check your registration status and register for classes.
Student Financial Services
JCU Financial Services website with all information related to the cost, payments, and financial aid process to ensure your financial success at the University.
Registration Utilities
Course Catalog, Class Schedules and Seat Availability
Proxy Access
Access to student information for Parents and other proxy users.
Login to EverFi Training (AlcoholEdu, Haven)
Alcohol and Sexual Harassment training from EverFi. If you are not already logged in to JCU Sign-on, you will be prompted for your network id and password.
RELEASE: 8.8.3

4. Click on Employee Services

Employee **Finance**

Search [   ] [Go]
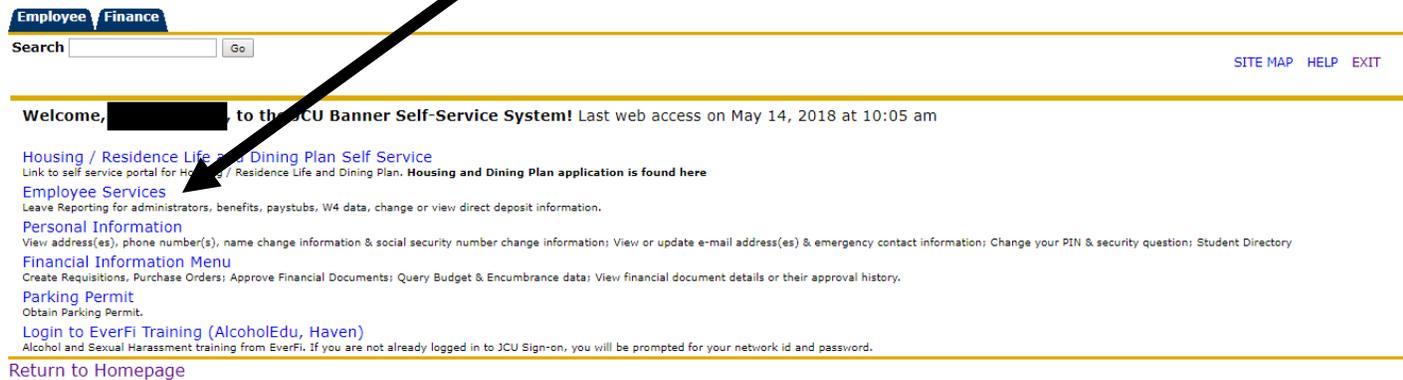
SITE MAP   HELP   EXIT

Welcome, ▆▆▆▆▆▆▆ **to the JCU Banner Self-Service System!** Last web access on May 14, 2018 at 10:05 am

Housing / Residence Life and Dining Plan Self Service
Link to self service portal for Housing / Residence Life and Dining Plan. **Housing and Dining Plan application is found here**
Employee Services
Leave Reporting for administrators, benefits, paystubs, W4 data, change or view direct deposit information.
Personal Information
View address(es), phone number(s), name change information & social security number change information; View or update e-mail address(es) & emergency contact information; Change your PIN & security question; Student Directory
Financial Information Menu
Create Requisitions, Purchase Orders; Approve Financial Documents; Query Budget & Encumbrance data; View financial document details or their approval history.
Parking Permit
Obtain Parking Permit.
Login to EverFi Training (AlcoholEdu, Haven)
Alcohol and Sexual Harassment training from EverFi. If you are not already logged in to JCU Sign-on, you will be prompted for your network id and password.
Return to Homepage

4. Click on Timesheet

Employee | **Finance**

Search [_____] [Go]

RETURN TO MAIN MENU   SITE MAP   HELP

Employee Services

Any W-2 questions can be addressed by calling Payroll at ext. 4456.

Leave Report
Leave Reporting for Administrators
Request Time Off
Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
Tax Forms
View your W-4 information
Time Off Current Balances and History
Electronic Personnel Action Forms
Benefit Summary
Time Sheet
Annual Performance Evaluation Menu
Student Summer Hire Menu
Salary Planner
Faculty Load

RELEASE: 8.8.3

5. It will default to "Approve or Acknowledge Direct Report's Time off". Click on "Approve all Departments", then Click SELECT. **If you are a proxy click on the drop-down and select who you are acting as proxy for.**

Employee | **Finance**

Search [_____] [Go]

SITE MAP | HELP | EXIT

Time Sheet/Leave Request/Proxy

ⓘ Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Leave Report:	○
Approve or Acknowledge Direct Report's Time off:	○
Approve All Departments:	☑
Act as Proxy:	Self ▼
Act as Superuser:	☐

[Select]

Proxy Set Up

RELEASE: 8.12.1.5

3

6. The following screen appears. Verify the pay period. It defaults to the most current pay period. If you approve after 11:59pm Saturday you will have to click the drop-down arrow to get the correct pay period. Hit SELECT.

7. The following screen will show you the status of the student time cards. You need to take action on those that are PENDING. Please notify all students that are NOT STARTED to complete their time card before the 5:00pm Friday cut-off to ensure they will get paid.

Summary

ⓘ Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: C, John Carroll University
Department: All
Pay Period: Jul 15, 2018 to Jul 28, 2018
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jul 31, 2018, 10:00 AM

Change Selection | Select All, Approve or FYI | Reset | Save

Pending

ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
B0	PSEC17 - 01 Student TF	Approve	8.75	.00		☐	☐		Change Time Record Leave Balance

Approved

ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
B0	PSEC15 - 00 Student TF		10.50	.00	Approved				Leave Balances

Not Started

ID	Name, Position, Title and Department	Other Information
B0	PSEC16 - 02 Student TF	
B0	PSEC17 - 01 Student TF	
B0	PSEC17 - 00 Student TF	

Pay Event Transactions
Action required by all approvers: 0

8. Click on the student's name to see the time card detail. You will see the following screen:

Employee | Finance

Search [_____] Go

SITE MAP | HELP | EXIT

Employee Detailed Information

ℹ To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: B█████████ **Department and Description:** C████████
Title: PSEC15-00 Student TF **Transaction Status:** Pending

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment]

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Jul 15, 2018	Monday, Jul 16, 2018	Tuesday, Jul 17, 2018	Wednesday, Jul 18, 2018	Thursday, Jul 19, 2018	Friday, Jul 20, 2018	Saturday, Jul 21, 2018	Sunday, Jul 22, 2018	Monday, Jul 23, 2018	Tuesday, Jul 24, 2018	Wednesday, Jul 25, 2018	Thursday, Jul 26, 2018	Friday, Jul 27, 2018	Saturday, Jul 28, 2018
Regular	1		10.5				5	2.75		2.75								
Total Hours:			10.5				5	2.75		2.75								
Total Units:				0														

Routing Queue

Name	Action and Date
████████	Originated Jul 19, 2018 10:49 am
████████	Submitted Jul 25, 2018 09:12 am
	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 15, 2018	100.00		███	███	███	███				

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment]

Review the hours listed and make one of the following decisions:

 APPROVE – all hours are correct.

 RETURN FOR CORRECTION – the hours are NOT correct. Only use this option if the student will be able to make the correction before the 5:00pm Friday cut-off. Notify the student that they can get into their time card again to make the correction.

 CHANGE RECORD – the supervisor can modify the time card if necessary. This option can be used until the 10:00am Monday cut-off.

 ADD A COMMENT – use this if you made changes to the time card.

9. If you APPROVE, you should see the following message:

"Time Transaction Successfully Approved"

Once you see this message, no more changes can be made. You will need to contact Payroll for resolution.

Employee Detailed Information

To select the next or previous employee (if applicable) click either **Next** or **Previous**.

⚠ Time transaction successfully approved.

Employee ID and Name: BC████████████	**Department and Description:**	C██████████
Title: PSEC15-00 Student TF	**Transaction Status:**	Approved

[Previous Menu] [Return Time]

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Jul 15, 2018	Monday, Jul 16, 2018	Tuesday, Jul 17, 2018	Wednesday, Jul 18, 2018	Thursday, Jul 19, 2018	Friday, Jul 20, 2018	Saturday, Jul 21, 2018	Sunday, Jul 22, 2018	Monday, Jul 23, 2018	Tuesday, Jul 24, 2018	Wednesday, Jul 25, 2018	Thursday, Jul 26, 2018	Friday, Jul 27, 2018	Saturday, Jul 28, 2018
Regular	1		10.5				5	2.75		2.75								
Total Hours:			10.5				5	2.75		2.75								
Total Units:				0														

Routing Queue

Name	Action and Date
████████████	Originated Jul 19, 2018 10:49 am
████████	Submitted Jul 25, 2018 09:12 am
	Approved Jul 26, 2018 02:27 pm

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jul 15, 2018	100.00		████	████	████	████				

[Previous Menu] [Return Time]

10. Click on PREVIOUS MENU

11. You are now finished and it is marked as APPROVED.

Department: All
Pay Period: Jul 15, 2018 to Jul 28, 2018
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jul 31, 2018, 10:00 AM

[Change Selection]

Approved

ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
B0 ███	███████ PSEC15 - 00 Student TF		10.50	.00	Approved				Leave Balances
B0 ███	███████ PSEC17 - 01 Student TF		8.75	.00	Approved				Leave Balances

Not Started

ID	Name, Position, Title and Department		Other Information
B0 ███	███████ PSEC16 - 02 Student TF ███████		
B0 ███	███████ PSEC17 - 01 Student TF ███████		
B00272081	███████ PSEC17 - 00 Student TF ███████		

Pay Event Transactions

Action required by all approvers: 0

Time or Leave Transactions Approved or FYI: 2

Time or Leave Transactions Awaiting Approval or FYI: 0

Total: 2

Total Hours: 19.25

Total Units: .00

12. Click on EXIT.