



General Information about Time Sheet and Leave Report Approving

Action Items:

- The methods of approval for the three time and leave reporting options:
 1. Bi-Weekly Web Time Sheets
 2. Monthly Leave Reports
 3. Department Time Certification

1. Bi-Weekly Web Time Sheet Approvals

- This type of approval is applicable to bi-weekly paid students and staff.
- University Policy regulations require the recording of each time-in and time-out instance of hours worked, and leave taken on a daily basis.
- The University requires electronic submission and certification of the time sheet by the employee for subsequent supervisory approval in order to receive pay.

2. Monthly Leave Reports

- These reports are applicable to all monthly paid salaried staff eligible for vacation and sick leave accruals and other paid leave.
- The University requires recording of each instance of exception time, submission of the leave report, and certification of the leave report.
- Mandatory Time Approvers are responsible for reviewing each leave report assigned for their approval for accurate leave reporting.

3. Department Time Certification

- This requires the approver to use Internet Native Banner to extract and approve time sheets for specific working groups of employees. These employees include: Faculty, Graduate Assistants, Supplemental Pay positions, and Housestaff.
- Since these employees do not accrue vacation or sick time, the only available exception time to report is unpaid leave, if applicable.
- By approving these time sheets in Internet Native Banner, the Time Approver is certifying the employees continued eligibility for pay.

Time Approver Responsibility

- All Time Approvers are responsible for being familiar with the appropriate University Leave Policy in regards to vacation, sick, bereavement, jury duty, military leave, FMLA, Holiday, and University closure.
- Time Approvers are expected to adjust employee time and leave entries to conform to University Leave Policy, or contact Payroll Services at payroll@list.slu.edu for assistance if unclear about how the policy should be applied.
- It is up to the time approver to notify PROXY when they will be out during time approval deadline. There are no system reminders sent to PROXY.



General Information about Time Sheet and Leave Report Approving

Time Approver Process

- If the person being added as an approver does not have the appropriate security access for Time Approvers or access to the Org they will be approving, then the Department Head or Business Manager must complete the [University Security Access Request Form](#).
- Once the new approver's security access has been setup, HRIS will contact the new approver and provide [timekeeping tutorial links](#). Changes to approval queues, before the appropriate security access is granted will result in errors on the time sheet, and denial of access to the time sheet for the employee.
- The Department Head or Business Manager should request the current approval queue from timeq@list.slu.edu. The subject line of the email to timeq@list.slu.edu should contain the Banner Org. that is being requested (i.e.: D010, Z602, T703).
- The Department Head or Business Manager will be provided the requested approval queues in excel format. The Department Head or Business Manager will review and insert changes into the spreadsheet. To improve efficiency, and better serve you, we ask that the changes be made by changing your font color in those cells to red. The changes must include the new Approvers position number, Banner ID, and name (as it appears in Banner).
- The Department Head or Business Manager should then email the excel file back to timeq@list.slu.edu. They will be notified once all the changes have been made. At that time you can also request a new copy of the approval queue for your records. The changes will not be visible to the new approver until the next time the employees take action (start, restart, or submit) on their time sheet or leave reports.
- Best practice is to request the approval queues when there is any movement (new hires, terminations, promotions, reclassifications, etc.) in your department.

Designating a PROXY

- Time Approvers, once their access is setup, are required to designate (setup) an individual within the department (who must have security access to that department) as a PROXY. Their PROXY is someone who would be allowed to approve Time Sheets or Leave reports, should the designated Approver be unavailable when time and leave approvals are due.
- Go to the time sheet or leave report link on Banner Elf-service. Click on "PROXY SET UP" link at top of screen. Select Name from drop down box to act as a proxy and click Save.
- All Time Approvers should have at least one PROXY setup.
- It is up to the time approver to notify PROXY when they will be out during time approval deadline. There are no system reminders sent to PROXY.