Approvers

Banner Web Time Entry Quick Reference

1) Log onto https://patriotweb.gmu.edu and choose employee Self Service. Click Login. Click Employee Services.

2) Enter your User ID (your "G number") and PIN. You may also login using your social security number. Click Login. Click Employee Services. Click Time Sheet.

3) On the "Time Sheet or Leave Request Selection" page, click the Approve or Acknowledge Time Sheets or Leave Request button. Then click Select.

4) Choose Approve or Acknowledge Time. Click Select. If you approve for more than one organization, select the one you want to work with under Description and Department. Then choose the proper time period from the drop down menu on the right. You may sort by "Status," then by "Name" or by "Name"

5) Employees will appear in one of three statuses. "Not Started" employees have yet to access their time sheets in the period. "In Progress" employees have accessed the time sheet but have not yet submitted. "Pending" employees have submitted time for approval. Choose the name of the employee whose timesheet you are approving by clicking onto the employee's name. Those who have submitted timesheets for approval appear with pertinent information to include: ID, name, required action and total hours reported (not broken down by type). Details of the employee's submission can be viewed by clicking on the employee's name. The Next button will let you move from one employee's time sheet to the next. Click Previous Menu to return to the approval summary menu. The approver has several options:

    a) The approver may approve all of the pending time sheets in the organization by clicking on Select All, Approve or FYI and then clicking on Save.

    b) The approver may approve an individual's pending time sheet by clicking onto the square under Approve or FYI for the individual and then clicking on Save.

    c) If an approver needs to change the information on the time sheet, click on Change Time Record under "Other Information." Changes may be made by going to the appropriate column, clicking on it, and entering the correct information. When completed, click Save Hours or Units. Repeat for additional days if necessary. The copy function may be utilized for the same hours on multiple days. The employee should always be informed of any changes. You can accomplish this by clicking on Comments to communicate with the employee and then click Save. After saving your comments, click on Previous Menu to return to the employee's time sheet and Previous Menu again to return to the approval summary menu. Approve by clicking on the square under Approve or FYI for the individual. You will see the message "(Number) record(s) have been Approved/Acknowledged."

Time Sheet submission Tips

As a time sheet approver, you can submit you employees' hours for them if they miss the submission deadline as long as they have started their timesheets! Once you have Submitted the hours, you can go in and make any changes that are needed.

To make changes after the submission deadline, access your employee's timesheet as if you were going to approve it. You will see that it has an "In Progress" status. Click on the employee's name to go to the timesheet where you will be give a "Submit" option. Once you "Submit," you will be able to make any changes needed and then approve the timesheet as above. Please use the "Comments: area to indicate any changes you may have made; the system will automatically record the fact that you did the submitting rather than the employee.