Supervisor Procedures for Approving Banner Web Time Entry Timesheets

- **Timesheet are a legal document, it is extremely important that time is recorded exactly how it is taken or worked. Non-Exempt and Student Employees are to report Overtime for any hours paid over 40 hours in a work week, Sunday thru Saturday.**
- Non-Exempt timesheets must be approved no later than 5:00 P.M. the Monday following the pay period end date.
- Student timesheets must be approved no later than 5:00 P.M. on Friday, six days after the close of the pay period.
- Hours not entered into Banner by the submission due date for non-exempt and student employees must be submitted on a paper timecard, approved by the supervisor and turned into the Office of Human Resources.
- Access the Banner Web via Rose-Hulman’s main web page at [http://rose-hulman.edu](http://rose-hulman.edu) and select the faculty and staff link on left, then under “Daily Tools”, select Banner Web.
- Enter your Kerberos username and password (same one you use for email)
- Click on Employee and then click on Timesheet
- Select the appropriate Pay Period
- If no dates are visible you may need to click the “Show History” button
- Select the Department by making sure the icon is highlighted (Salary is bi-weekly staff & Non Salary are students)
- Select the Pay Period from the drop down menu to be approved

Open the timesheet of the first person waiting your approval in “Pending Status”.

- **Approve** the timesheet if all hours look correct. If not, select the “Return for Correction” option. This will alert the employee that the timesheet needs corrected and resubmitted. You will then need to follow the steps to Approve for this employee. This all needs done prior to the cutoff time.

To approve more employees select the “next” option, approve, repeat until you have approved all your employees.
- Once you have approved all your employees’ timesheets, select the “EXIT” button in the top right hand corner of the page to exit Banner Web.