

Supervisor Approval for Bi-Weekly Employee Instructions

At the 'Welcome to Banner @ JCU' screen click on 'Staff' or 'Faculty' and then on the drop down menu click on 'Employee Dashboard'. The following screen will appear. Click on 'Approve Time'.

Employee Dashboard

Leave Balances as of 04/05/2021

Vacation Time in hours	186.00	Sick Time in hours	197.50	Personal Time in hours	22.50
Mission Leave in hours	22.50				

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 02/26/2021 [All Pay Stubs](#) [Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

- [Approve Time](#)
- [Approve Leave Report](#)
- [Approve Leave Request](#)
- [Electronic Personnel Action Forms \(EPAP\)](#)
- [Effort Certification](#)
- [Labor Redistribution](#)
- [Campus Directory](#)

Click on the arrow next to 'Select Pay Period' and then scroll down to the pay period you will be approving.

Approvals - Timesheet

Timesheet [Leave Report](#)

All Departments 03/21/2021 - 04/05/2021 (2021 RW 7) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

Pending	1	Pending - In the Queue	0	In Progress	0	Returned	0	Error	0	Pending - Approved	0	Approved	0	Completed	0
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Pending 1

Employee Name	ID	Organization	Hours/Units
[Redacted]	[Redacted]	[Redacted]	75.00 Hours

Click on the name of the employee.

Employee Dashboard » Time Entry Approvals

Approvals - Timesheet

Approvals | Leave Report

Timesheet: [v] | All Departments: [v] | 03/21/2021 - 04/03/2021 (2021 BW 7) | [v] | All Status except Not Started: [v] | Enter ID/Name

Distribution Status Report - Timesheet

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 1

Employee Name	ID	Organization	Hours/Units	
[Redacted]	[Redacted]	[Redacted]	75.00 Hours	[Icons]

Review hours and if correct, click 'Approve'.

Preview [X]

[Redacted]

[Redacted]

Pay Period: 03/21/2021 - 04/03/2021 | 75.00 Hours

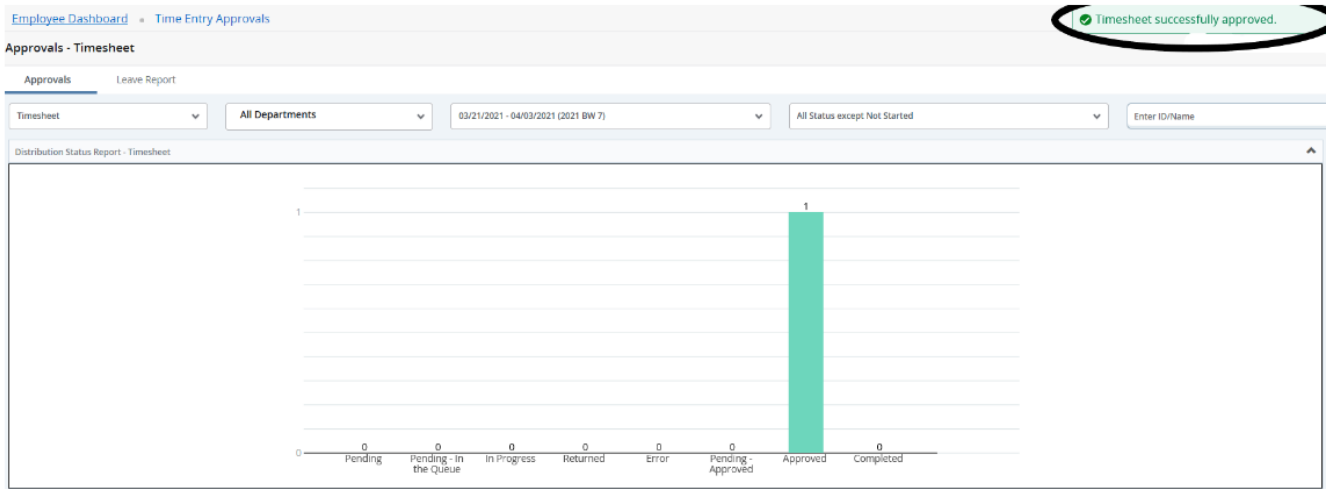
Submitted On: 03/30/2021, 11:43 AM

Earning Distribution		
Earn Code	Shift	Total
Regular	1	56.25
Vacation Time	1	7.50
Holiday	1	11.25
Total Hours		75.00
Total Units		0.00


Weekly Summary	
Week	Total Hours
Week 1	37.50
Week 2	37.50

Delete	Details
Return for correction	Approve

The following screen will appear:



Supervisors will have until midnight on the Monday after the pay period has ended to approve.
Review the current FT & PT STAFF PAYROLL SCHEDULE to see any changes in due dates.

To review employee current leave balances, click  .

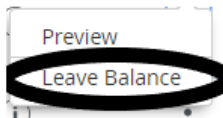
Approvals - Timesheet

Approvals | Timesheet

Timesheet | 03/07/2021 - 03/20/2021 (2021 BW 6) | All Departments | In Progress | Enter ID/Name

In Progress 58

Employee Name	ID	Organization	Hours/Units		
[REDACTED]	[REDACTED]	[REDACTED]	7.50 Hours	ⓘ	⋮
[REDACTED]	[REDACTED]	[REDACTED]	76.00 Hours	ⓘ	⋮



Then,

The following screen will appear:

Employee Leave Balance

Category	Item	Value
Vacation Time	Beginning Balance	0.00
	Earned	62.50
	Taken	0.00
	Vacation Time in hours	62.50
Personal Time	Beginning Balance	0.00
	Earned	22.50
	Taken	0.00
	Personal Time in hours	22.50
Sick Time	Beginning Balance	0.00
	Earned	0.00
	Taken	0.00
	Sick Time in hours	0.00
Mission Leave	Beginning Balance	0.00
	Earned	18.75
	Taken	0.00
	Mission Leave in hours	18.75