

Supervisor Approval for Student 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'.

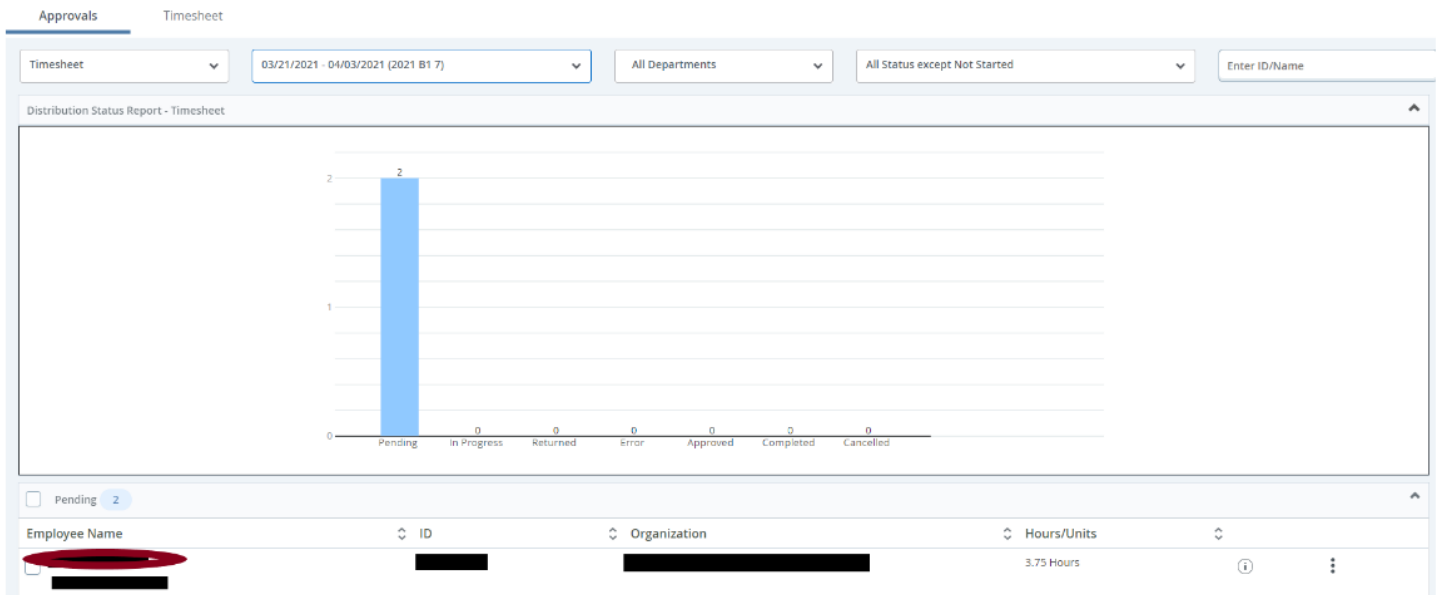
The screenshot shows the 'Employee Dashboard' interface. At the top left, there is a user profile icon and two buttons: 'My Profile' and 'My Team'. To the right, a section titled 'Leave Balances as of 04/05/2021' displays three metrics: 'Vacation Time in hours' (180.00), 'Sick Time in hours' (197.50), and 'Personal Time in hours' (22.50). Below this, there is a 'Mission Leave in hours' (22.50) and a link for 'Full Leave Balance Information'. The main content area is divided into two columns. The left column contains a 'Pay Information' section with links for 'Latest Pay Stub: 02/26/2021', 'All Pay Stubs', and 'Deductions History'. Below this are sections for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column is titled 'My Activities' and contains a list of actions: 'Enter Leave Report', 'Approve Time' (circled in red), 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', 'Labor Redistribution', and 'Campus Directory'.

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

This screenshot shows the 'Approvals - Timesheet' form. At the top, there is a breadcrumb trail 'Employee Dashboard > Time Entry Approvals' and a green notification box that says 'Please select a Pay Period to Continue'. The form has two tabs: 'Approvals' and 'Timesheet'. Below the tabs, there is a 'Timesheet' dropdown menu. To its right is a 'Select Pay Period' dropdown menu with a downward-pointing arrow circled in red. Further right are two input fields: 'All Departments' and 'All Status except Not Started'. On the far right is an 'Enter ID/Name' input field.

This screenshot shows the 'Approvals - Timesheet' form with the 'Select Pay Period' dropdown menu open. The dropdown menu lists several pay periods: '03/21/2021 - 04/03/2021 (2021 B1 7)', '03/21/2021 - 04/03/2021 (2021 BW 7)', '03/07/2021 - 03/20/2021 (2021 B1 6)', '03/07/2021 - 03/20/2021 (2021 BW 6)', and '03/21/2021 - 03/06/2021 (2021 B1 5)'. The first option, '03/21/2021 - 04/03/2021 (2021 B1 7)', is highlighted and circled in red. The rest of the form, including the 'Timesheet' dropdown, 'All Departments' and 'All Status except Not Started' fields, and the 'Enter ID/Name' field, remains the same as in the previous screenshot.

Click on the name of the employee.



Review Hours and if correct, click 'Approve'.

Preview

[Redacted]

Pay Period: 03/21/2021 - 04/03/2021 | 3.75 Hours

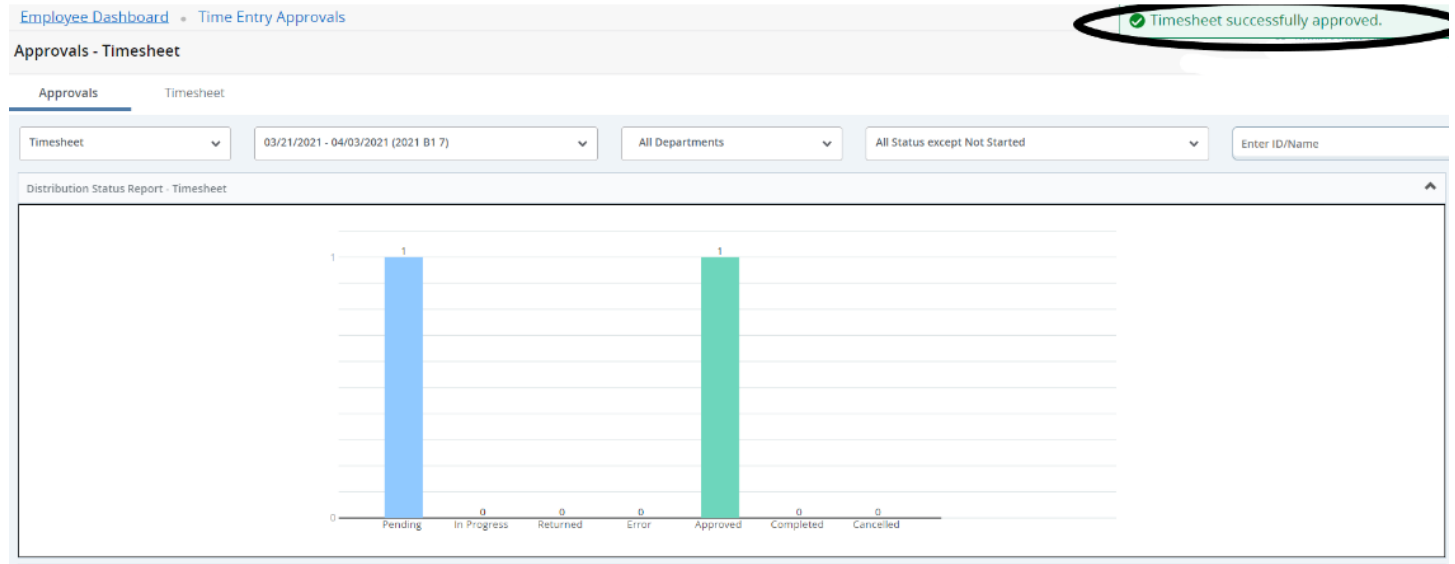
Submitted On: 04/05/2021, 02:37 PM

Earning Distribution		
Earn Code	Shift	Total
Regular	1	3.75
Total Hours		3.75
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	

Delete	Details
Return for correction	Approve

The following screen will appear:



Supervisors will have until 10:00 am on the Monday after the pay period has ended to approve.

Review the current STUDENT PAYROLL SCHEDULE so see any changes in due dates and times.