

PAYROLL APPROVING GUIDELINES

TIPS & REMINDERS

fiscal year). Approver's deadline is one week later.

deadline is Monday, by 5:00 pm(est).

deadline is Tuesday, by 5:00 pm (est).

Employee Leave cut-off is about 14 days into the month (except at the end of the

Student Employee Timesheet cut-off is Monday at 5:00 pm(est). Approver's

Employee Bi-weekly Timesheet cut-off is Monday at noon. Approver's

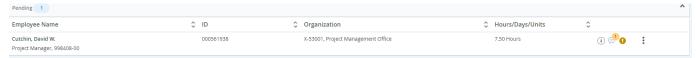
Approvers

TIME/LEAVE REPORTING SUMMARY

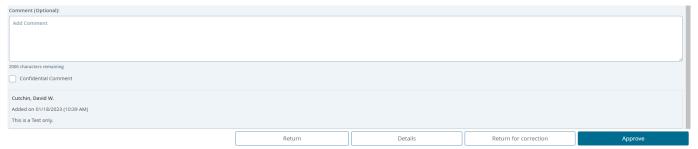
- 1. Access the **Employee Hub** at: http://www.xavier.edu/employees
- 2. Click on the **Banner Self-Service** link
- 3. Select the **Employee Services** link.
- 4. Select the **Employee Dashboard (SSB9)** link.
- 5. Click the **Approve Time** or **Approve Leave Report** link.
- Select the **Department**, **Date Range**, **Status** or search for an **Employee ID** as needed.

Approvals Leave Report 01/01/2023 - 01/31/2023 (2023 MN 1) All Status except Not Started Enter ID/Name

6. Scroll down to the **Pending** section and select the Employee's Report to Approve.



- 7. You may add **Comments** or **Confidential Comments** (Supervisor view only). Employee comments appear here as well.
- 8. Review the Employee Timesheet/Leave Report information.
- 9. **Return** will take you back to the Overview to select another Employee.
- 10. **Details** allows you to look into the Timesheet/Leave Report to make Edits if needed on behalf of the Employee.
- 11. **Return for Correction** allows the Timesheet/Leave Report to be sent back to the Employee for correction. Only use this option when there is sufficient time for the employee to correct, re-submit and the supervisor to Approve before the deadline.
- 12. Approve completes the Timesheet/Leave Report to Payroll for processing.



EMPLOYEE LEAVE BALANCES

You can see the Employee's Leave Balances within the **Details** of the Employee's Time/Leave Report (see above) or the Entry Approvals by selecting the 3-dots Leave Balances.



RETURN FOR CORRECTION

Click the Return for Correction button to return the Employee's Timesheet/Leave Report to the Employee. Note you must include Comments as to the return reason. The Employee will receive a Return for Correction email, then they will need to modify the Timesheet/Leave Report and resubmit to you for Approval. *Only use this option when there* is sufficient time for the employee to correct, resubmit and supervisor Approval before the supervisor deadline.

DESIGNATING A PROXY

A proxy is a person who can act as an Time/Leave Report Approver if you are unavailable.

1. On the *Time/Leave Entry Approvals page*, click the **Proxy Super User**



- 2. Click **Add a new proxy** then enter the persons name, when the information appears, click the persons name
- 3. **Select** the person from the list below
- 4. **Delete proxies** allows you to remove them from your quick list.

