



# PAYROLL APPROVING GUIDELINES

## 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

Leave Report All Departments 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.

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Cutchin, David W. Project Manager, 998408-00	000561938	X-53001, Project Management Office	7.50 Hours

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.

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Cutchin, David W.  
Added on 01/18/2023 (10:39 AM)  
This is a Test only.

Return Details Return for correction Approve

### 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.

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Preview  
Leave Balance

### 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, re-submit and supervisor Approval before the supervisor deadline.

### TIPS & REMINDERS

**Employee Leave cut-off** is about 14 days into the month (except at the end of the fiscal year). **Approver's deadline** is one week later.

**Employee Bi-weekly Timesheet cut-off** is **Monday at noon**. **Approver's deadline** is **Monday, by 5:00 pm(est)**.

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

### 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**

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.

Add a new proxy

Employee Name - [Home Organization]

Cutchin, David W. - [Project Management Office]

Huber, Tiffany C. - [Financial Administration VFPA/CBO]