

# Approving F/SR Timesheets

If you are unfamiliar with the process of approving student timesheets for faculty student researchers, please follow the steps below. Note: Banner Self Service was upgraded in July of 2022. If you have not approved a student timesheet since that update, please review this process.

- 1 Go to web self-service. <https://web.ramapo.edu/faculty-staff/>

**FACULTY / STAFF RESOURCES**

Recognizing Mahwah PD, Mahwah Fire Department, and Mahwah EMS at the 2022 TD Bank Summer Concert Series

THE FUTURE SERIES  
View recorded sessions, 2021-2022 strategic planning resources and feedback forms.

**QUICK LINKS**

RETURN TO CAMPUS	HUMAN RESOURCES	COURSEVAL	LIBRARY
CANVAS	WEB SELF-SERVICE	SPACE RESERVATIONS	BOOKSTORE

2. Hit the Employee Tab, and then select My Employee.

This brings you to the “employee dashboard”

Personal Information Student Services & Financial Aid Faculty Services **Employee** Finance

Search  Go

**Employee**

Your employee information has been gathered and updated on an ongoing basis via various employee self-service. In the event that you are not able to correct discrepancies, please contact the Payroll Office at ext 7782 for pay and tax form information.

My Employee Proxy Management Holds and Waivers

RELEASE: 8.9.1.3

3. Navigate to the bottom right corner and select “approve time”

Employee Dashboard

My Profile

Leave Balances as of 08/11/2022

Vacation Accruals in hours	Sick Accruals in hours	Personal Accruals in hours
Compensatory Accruals in hours	Furlough State Mandated in hours 0.00	Paid Leave Bank in hours 0.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 08/05/2022 All Pay Stubs Direct Deposit Information Deductions History

Earnings

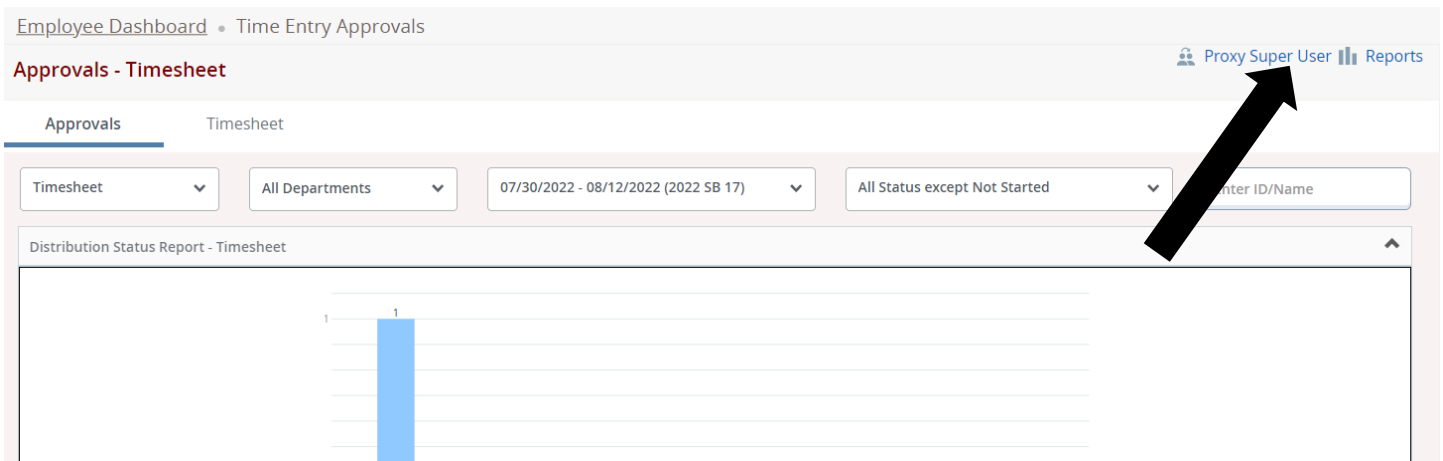
Benefits

My Activities

Enter Time

Approve Time

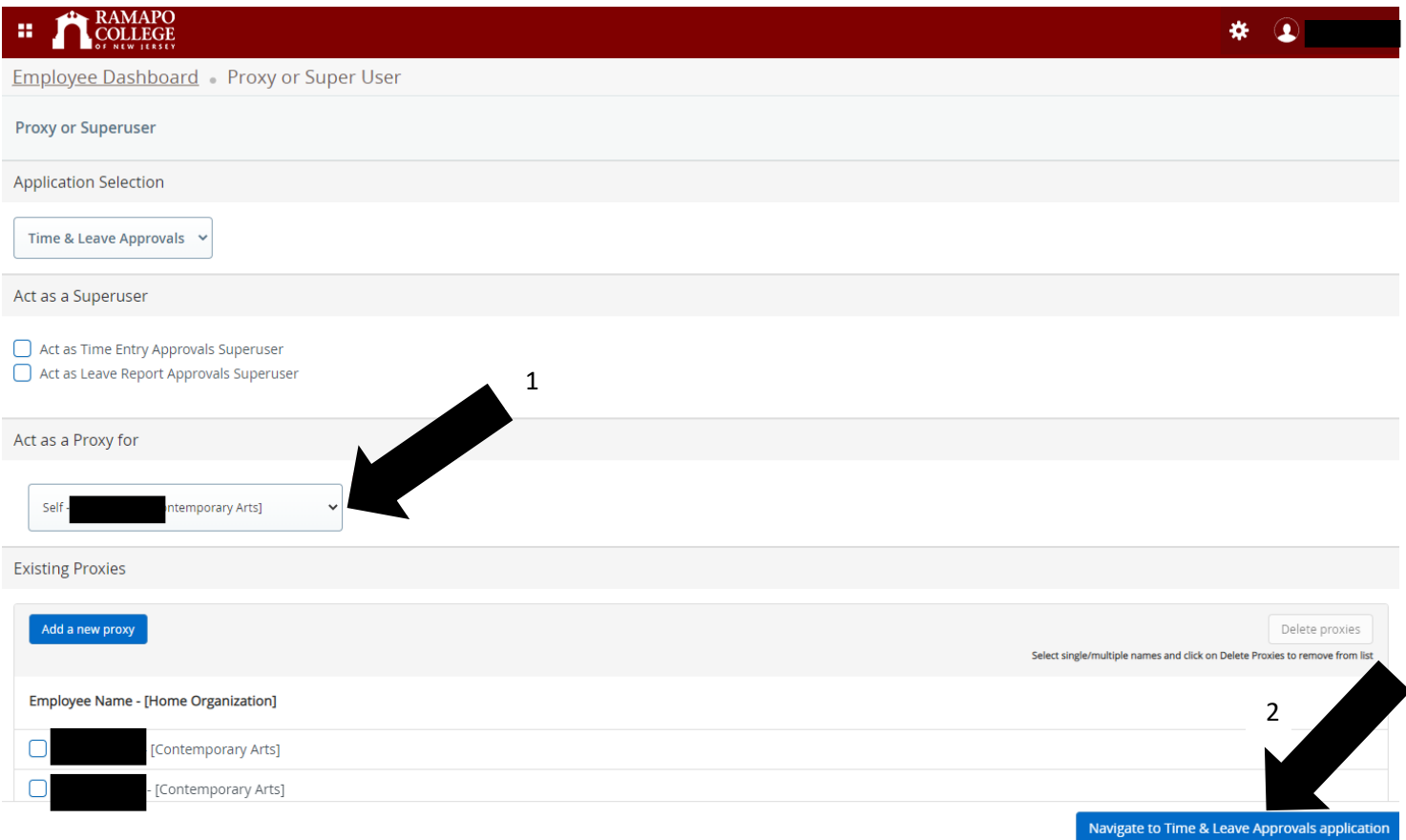
4. Click **Proxy Super User** in the top right corner



The screenshot shows the 'Employee Dashboard' with the 'Time Entry Approvals' section. The 'Approvals - Timesheet' header is visible. In the top right corner, there is a user profile icon labeled 'Proxy Super User' and a 'Reports' link. A large black arrow points to the 'Proxy Super User' link. Below the header, there are several filters: 'Timesheet', 'All Departments', '07/30/2022 - 08/12/2022 (2022 SB 17)', and 'All Status except Not Started'. A search box for 'Enter ID/Name' is also present. The main content area shows a 'Distribution Status Report - Timesheet' with a single blue bar representing a value of 1.

5. Navigate to **Act as a Proxy For** then, after selection, click **Navigate to Time & Leave Approvals application**

Drop down and click "Self - {your name}" then hit Navigate to Time & Leave Approvals in the bottom right corner. If you are approving timesheets on behalf of someone else, select the person's name. This is only possible if the person set you up as a proxy.



The screenshot shows the 'Proxy or Superuser' configuration page. At the top left is the Ramapo College of New Jersey logo. The page title is 'Employee Dashboard • Proxy or Super User'. The 'Application Selection' dropdown is set to 'Time & Leave Approvals'. Under 'Act as a Superuser', there are two unchecked checkboxes: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'. Under 'Act as a Proxy for', a dropdown menu is open, showing 'Self - [Redacted] Contemporary Arts'. A large black arrow labeled '1' points to this dropdown. At the bottom, there is a table of 'Existing Proxies' with two entries, each with an unchecked checkbox. A large black arrow labeled '2' points to a blue button at the bottom right that says 'Navigate to Time & Leave Approvals application'.

**6. Be sure to drop down to the current pay period, then click on the name of YOUR F/SR researcher.**

The default pay period is not always the active one, it is important to drop down to the correct pay period first. You will also see all F/SR students so be mindful to pick the correct one.

Approvals - Timesheet Proxy Super User Rep

Approvals Timesheet

Timesheet All Departments 07/30/2022 - 08/12/2022 (2022 SB 17) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

1

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

Pending 1

2 Employee Name ID Organization Hours/Units

CA FACULTY/STUDENT RESEARCH R-20601, Contemporary Arts 6.25 Hours

**5. Review the entered time, and if everything is accurate, click “Approve”**

Please remember that students are only permitted to work a certain amount of hours per week, and a certain amount of hours in a row without a break. Please refer to the [Cahill website](#).

If the timesheet is not correct, please select “return for correction” and NOTIFY your student via email you have done so. The system will not automatically send an email for you.

Employee Dashboard > Time Entry Approvals > [redacted] > Preview

Timesheet Detail Summary

CA FACULTY/STUDENT RESEARCH [redacted] Contemporary Arts

Pay Period: 07/30/2022 - 08/12/2022 | 6.25 Hours | Pending Submitted On 07/31/2022, 12:15 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/30/2022	RSA, Regular Student Aide	1	3.50 Hours
07/31/2022	RSA, Regular Student Aide	1	2.75 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/30/2022	RSA, Regular Student Aide	1	3.50	02:00 PM			05:30 PM		
07/31/2022	RSA, Regular Student Aide	1	2.75	01:30 PM			04:15 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
RSA, Regular Student Aide	1	3.50	2.75		6.25 Hours
Total Hours		3.50	2.75		

Routing and Status

Return Details Submit Return for correction Approve