

Approving Timesheets as a Proxy

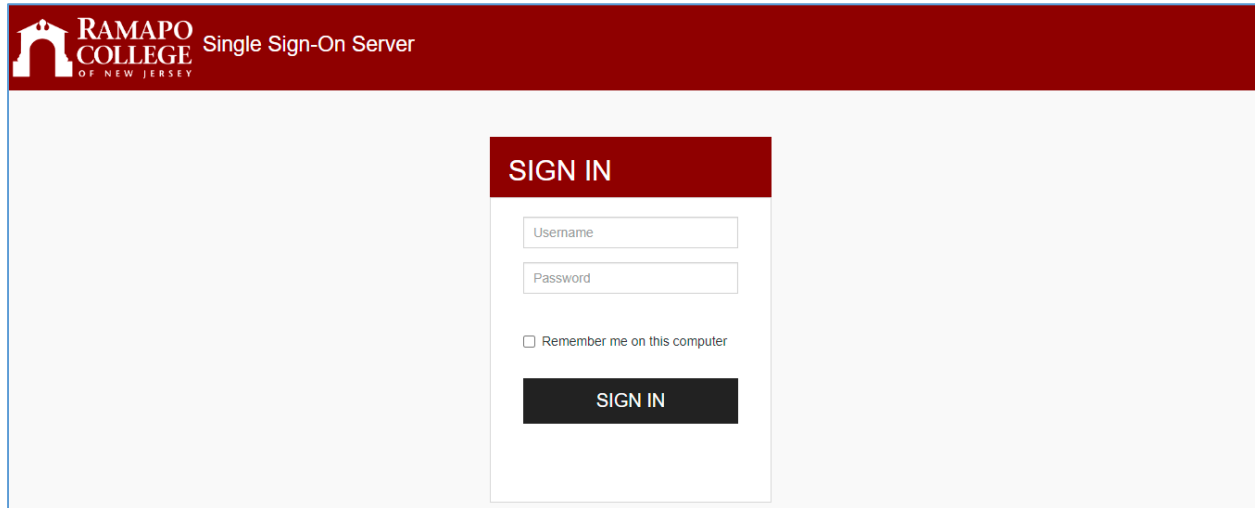
As of 8/15/2022

Background

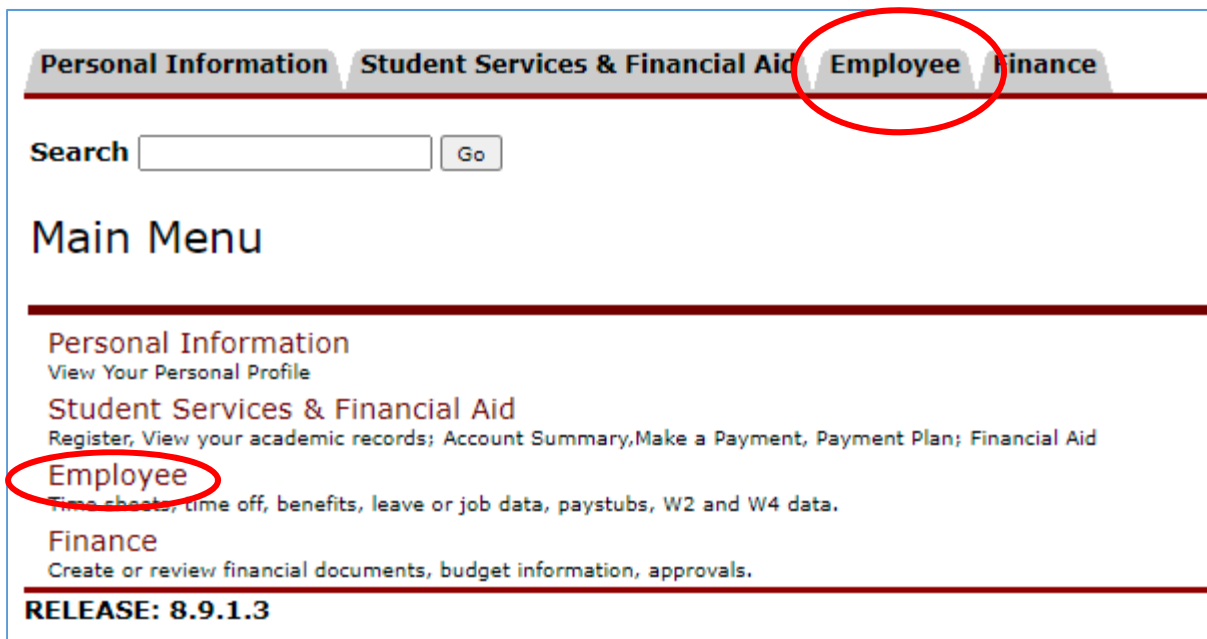
This process will explain how to approve timesheets as a proxy, or on behalf of another user. Note: Banner Self Service was upgraded in July/August 2022.

Steps

1. Go to Self Service
2. Log in using your Ramapo credentials. Note: username does not include @ramapo.edu



3. Click on the Employee tab or the Employee link



4. Click on My Employee

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

Search Go

Employee

Your employee information has been gathered and updated on an ongoing basis via various e 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

5. From the Employee Dashboard, locate the Approve Time link

Employee Dashboard

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	Paid Leave Bank in hours

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

6. Click Proxy Super User in the top right corner

Employee Dashboard > Time Entry Approvals

Approvals - Timesheet

Proxy Super User Reports

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

7. Navigate to the Act as a Proxy For section. Then, after selection, click Navigate to Time & Leave Approvals application
 - a. For the selection, drop down and click on the person's name for which you are a proxy. The person must have listed you as a proxy on their end in order for the name to appear. Then click Navigate to Time & Leave Approvals in the bottom right corner.

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self (Budget Office)

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Navigate to Time & Leave Approvals application

- b. If you need to add a proxy, scroll down and click Add a New Proxy. A search field will appear. Search for the person's name and click on it.

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

keller n

Keller Nora, ITS

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

8. Be sure to drop down to the current pay period. The default pay period is not always the active one, so it is important to drop down to the correct pay period first.

Approvals - Timesheet

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

- Under Pending (you may have to scroll down past the chart), click on the name of the employees whose timesheets are pending approval.

Employee Name	ID	Organization	Hours/Units	
[REDACTED]	[REDACTED]	R-21101, ITS	5.00 Hours	[Info] [1]
[REDACTED]	[REDACTED]	R-21101, ITS	7.00 Hours	[Info] [1]

- If you cannot locate the name of the employee whose timesheet you wish to approve, change the drop down to look for timesheets that are Not Started. If the employee's name appears here, please ask the employee to start and submit their timesheet.

Approvals Timesheet

Timesheet | All Departments | 07/30/2022 - 08/12/2022 (2022 RB 17) | **Not Started** | Enter ID/Name

- Review the entered time, and if everything is accurate, click “Approve”

Employee Dashboard • Time Entry Approvals [REDACTED] Preview

Timesheet Detail Summary

[REDACTED]

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

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

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		

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**

- a. **If a correction needs to be made by the employee, click Return for Correction. Please email the employee individually as the system does not send an email automatically to the employee.** Once the correction is made, you can then go in and repeat this process to approve the timesheet.

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

██████████

Added on 08/10/2022 (01:22 PM)

Return Details Submit **Return for correction**

Note: Once the timesheet is approved, no more changes can be made. For any issues regarding time entered & approval on a timesheet, please contact Payroll.