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**Purpose**

This document is intended to provide an introduction to Timesheet Approval in My.Fordham. Web Time Entry is the timesheet method for student, hourly, and clerical employees at Fordham University. Departmental Time Entry is the timesheet method for maintenance employees. Once timesheets are submitted via these two methods, the employee’s supervisor will be responsible for approving the timesheet. Once the timesheet is approved, they will then be reviewed by the Student Employment Office (SEO) or Payroll and processed by Payroll.

**What is Banner and My.Fordham?**

Banner is a suite of integrated software systems designed for managing colleges and other institutions. Banner is an Enterprise Resource Planning (ERP) system, which is a single solution to Fordham’s Human Resources, Finance, Enrollment and Advancement systems.

Banner itself is divided into two parts: *Internet Native Banner (INB)* which includes administrative and other functions used to change or maintain Banner, and *Self Service Banner (SSB)* which is the version that is accessible through My.Fordham.

My.Fordham is the gateway to Fordham’s online services for students, faculty, staff and alumni. Bookmarks, calendar, an online directory, campus announcements, an email interface, academic course and enrollment tools for faculty, discussion groups, registration, financial aid, bill payment and academic course information are all located inside My.Fordham.

**Logging into My.Fordham**

In order to log into My.Fordham, follow these steps:

1. Go to my.fordham.edu
2. In the Secure Access Login area, type in your **AccessIT ID** and **Password**.
3. Click **Login**.
Note: If you do not know your AccessIT user account and password, please contact the University Help Desk at (718) 817-3999 or via email to: helpdesk@fordham.edu for assistance.

Timesheet Approver Instructions

1. Once you have logged into My.Fordham, select the **Employee Tab** and you should see a screen similar to the one below:

2. On the **Employee Tab**, in the **Time Approval** channel, click on the pay period under the department to access the timesheets for the pay period listed.

**NOTE**: If you have multiple departments, they will be listed separately and you will need to approve timesheets for each department.

Editing the Time Approval Channel

The **Time Approval** channel’s default view is to see **Pending Records Only**. This view displays the department only when you have timesheets that are pending approval.

1. To change the default view, select the **icon in the Time Approval channel.**
2. Change the **Display** to **All Records**.

3. Click the **Apply** icon.

4. Click the **Back** icon and you will be navigated back to the view of the **Time Approval** channel. Now, the channel will display all departments in which you approve timesheets.

**Monitoring and Approving Timesheets**

**Department Summary**

COA: F, Fordham University  
Department: 17001, Human Resources Department  
Pay Period: Oct 21, 2010 to Nov 16, 2010  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until Nov 17, 2010, 12:00 P.M.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Transaction Status</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
</table>
| A  | Damaris Cardona  
SU0001 - 00  
University HR Student Worker | Pending | Approve | 10:00 | .00 | | | | | Change Time Record  
Leave Balance |
| A  | Marko Soto  
SF0001 - 00  
Federal HR Student Worker | Approved | | 5:00 | .00 | Overidden | | | | Leave Balance |
| A  | Stanley R. Vasquez  
SU0001 - 10  
University HR Student Worker | Returned for Correction | | 54:00 | .00 | | | | | Comments  
Leave Balance |

**Pay Event Transactions**

Action required by all approvers: 1  
Time or Leave Transactions Approved or FYI: 1  
Time or Leave Transactions Awaiting Approval or FYI: 1  
Total: 3  
Total Hours: 73:00  
Total Units: .00
1. Once you having selected the **Department** in **Time Approval** channel, the **Departmental Summary** page will display. The page consists of three sections; the General Information section, the Employee List section, and the Pay Event Transactions section.

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts (COA)</td>
<td>Displays the COA</td>
</tr>
<tr>
<td>Department</td>
<td>Displays the Org Code and Description</td>
</tr>
<tr>
<td>Pay Period</td>
<td>Displays the date range of the pay period</td>
</tr>
<tr>
<td>Act as Proxy</td>
<td>Displays either <strong>Not Applicable</strong> if you are approving your own employee’s timesheets or the name of the supervisor for the timesheets you are approving.</td>
</tr>
<tr>
<td>Pay Period Time Entry Status</td>
<td>Displays the date and time in which timesheets should be submitted and approved.</td>
</tr>
</tbody>
</table>

### Employee List

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Banner ID of the employee.</td>
</tr>
</tbody>
</table>
| Name, Position, and Title    | Employee’s Name  
Position Number and Suffix  
Position Title                                                                                           |
| Transaction Status           | The status of the timesheet (See status table above)                                                                                       |
| Total Hours                  | The total number of hours that have been recorded in the timesheet.                                                                           |
| Total Units                  | Not applicable to Student Employment.                                                                                                         |
| Queue Status                 | Will display Overridden if the timesheet has been approved by Payroll.                                                                     |
| Approve or FYI               | Check box to approve or acknowledge the timesheet.                                                                                           |
| Return for Correction        | Check box to return the timesheet for correction to the employee.                                                                            |
| Other Information            | Links to for the following:  
• Correct Timesheets  
• View Comments  
• View Leave Balances |
Pay Event Transactions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions required by all approvers</td>
<td>Displays the number of timesheets that require approver action.</td>
</tr>
<tr>
<td>Time or Leave Transactions Approved or FYI</td>
<td>Displays the number of timesheets that have been approved or acknowledged.</td>
</tr>
<tr>
<td>Time or Leave Transactions Awaiting Approval or FYI</td>
<td>Displays the number of timesheets that are awaiting approval or acknowledged.</td>
</tr>
<tr>
<td>Act as Proxy</td>
<td>Displays either Not Applicable if you are approving your own employee's timesheets or the name of the supervisor for the timesheets you are approving.</td>
</tr>
<tr>
<td>Pay Period Time Entry Status</td>
<td>Displays the date and time in which timesheets should be submitted and approved.</td>
</tr>
</tbody>
</table>

2. To review a specific employee’s timesheet, click on the employee’s name. This will navigate you to a preview of the timesheet that will consists on the following sections; General Information section, Time Sheet section, Time In and Out section, Routing Queue section, Account Distribution Default Data section, and the following buttons:

   Previous Menu  Approve  Return for Correction  Change Record  Delete  Add Comment  Previous

3. You can return the timesheet for correction to the employee by clicking Return for Correction. Once this option has been selected, the Transaction Status will change from Pending to Returned for Correction.

   NOTE: There are no automatic notifications to the employee that the timesheet has been returned for correction. You will need to contact the employee to inform them that they need to alter and resubmit their timesheet. It is a best practice to indicate in Comments what the reason is that the timesheet is being returned for correction.

4. You can change the record by clicking Change Record. Once this option has been selected, you will be able to update the timesheet following the steps the employee uses to enter time (See picture below). Once you have chosen to change the timesheet, you can no longer return the timesheet for correction.

   NOTE: After the timesheet is closed for time entry, the employee is no longer able to correct their own timesheet. Therefore, the timesheet approver should make corrections themselves. It is a best practice to indicate in Comments what changes were made to the timesheet.
5. You can delete the timesheet by clicking **Delete**. You will receive a pop window asking, **"Do you want to delete this time transaction?"** You would then select **OK**. The employee's entire timesheet will be deleted.

![Image of a pop-up question: Do you want to delete this time transaction?](https://sserpqa8.erp.fordham.edu)

6. You can add a comment to the timesheet by clicking **Add Comment**. You will be navigated to the **Comments** page. Enter your comments in the **Enter or Edit Comment:** field and click **Save**. If you do not want you comment to be viewable by the employee, check the **Confidential Indicator:** box.

---

### Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

**Employee:** Jorge Oubre  
**Pay Period:** Dec 04, 2010 to Dec 17, 2010

**Made By:** Jorge  
**Comment Date:** Dec 22, 2010  
**Confidential Indicator:**  
**Enter or Edit Comment:** This is a comment.

---

**Timesheet Approval Guide | Fordham University**
7. You can approve the timesheet by clicking **Approve**. Once this option has been selected, the **Transaction Status** will change from **Pending** to **Approved**.

8. You can go to the previous or next employee’s timesheet by clicking either **Previous** or **Next**.

### Adding and Removing Approval Proxies

In the absence or unavailability of the timesheet approver to approve their employees’ timesheets, you are able to setup **Proxies** to approve time on your behalf. It is recommended that you setup at least two people as your proxy. To setup your proxy:

1. Click on the **Update Approval Proxies** in the **Time Approval** channel.

2. You will be navigated to the **Proxy Set Up** page.

3. Select the employee that you want to setup as your proxy from the **Name** drop down list. The names will appear in alphabetical order by last name.

   **NOTE:** If the employee in which you want to setup as your proxy is not listed in the **Name** drop down list, contact Payroll and they will enter the employee into Banner so that they will appear in the list. Please note that Clerical employees can only approve time for work study students. **Only** Administrators can approve timesheets for clerical, hourly, and maintenance employees.
4. After you have selected the employee, check the **Add** check box and then click **Save**.

### Proxy Set Up

<table>
<thead>
<tr>
<th>Name</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damarie Cardona, CARDONA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacey R. Vasquez, SVASQUEZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April M. Acosta, AACOSTA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. To remove a proxy, check the **Remove** check box and then click **Save**.

### Proxy Timesheet Approval Process

The **Time Approval** channel is only able to be used by the normal approver to approve timesheets. Proxies must follow the steps below to approve time on behalf of the normal timesheet approver using the **Banner Self-Service** channel:
1. After the Proxy has logged into the portal and selected the **Employee** tab, they will navigate to the **Banner Self-Service** channel. They would select the **Banner Self-Service** folder, then the **Employee** folder. Once in the **Employee** folder, select the **Time Sheet** link. This will navigate you to the **Time Reporting Selection** page.

**Time Reporting Selection**

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

**Selection Criteria**

<table>
<thead>
<tr>
<th>Access my Time Sheet:</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Leave Report:</td>
<td>☐</td>
</tr>
<tr>
<td>Access my Leave Request:</td>
<td>☐</td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Act as Proxy:**

- Self

**Act as Superuser:**

- Damian Cardona CARDONA
- Self

2. The Proxy would then select the timesheet approver from the **Act as Proxy** drop down list and then click **Select**. This will navigate you to the **Approver Selection** page.

**NOTE:** If no names appear within the drop down list, the employee has not been set up as a proxy. The employee will need to contact the timesheet approver so they can set up the employee as their proxy.
Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list.

Time Sheet

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>F, 20001, VPII-IT</td>
<td></td>
<td>BW, Dec 04, 2010 to Dec 17, 2010</td>
</tr>
<tr>
<td>F, 52005, SFA-Student Salanes</td>
<td></td>
<td>WN, Nov 17, 2010 to Dec 07, 2010</td>
</tr>
</tbody>
</table>

Sort Order

- Sort employees’ records by status then by Name: [ ]
- Sort employees’ records by Name: [ ]

3. The Proxy would then select the department and pay period in which they want to approve time for and click Select. This will navigate the proxy to the Departmental Summary page.

4. The Proxy would then be able to approve timesheets using the steps above.

Banner Help Guides and Aids

The Banner Help Guides and Aids channel links directly to the Banner Quick Reference Site. This site contains helpful information on the Banner Information system, including Fordham – specific documentation.