

Procedure for Approving Leave Reports & Timesheets

1. Visit Banner Web by clicking on the following link:
https://bannerweb.utica.edu/PROD/twbkwbis.P_GenMenu?name=homepage
2. Click on “Enter Secure Area”
3. Log into Banner Web using your username and password
4. Click on “Employee”
5. Click on “Leave Report” or “Time Sheet”
6. You are now on the “Time Reporting Selection” page. Select “Approve or Acknowledge Time” and click on the select button.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

7. You should now see the “Approver Selection” page. Select the type, year, month and department for which you need to approve time. Choose a “Sort Order” that you desire. Click on “Select” button.
- a. **NOTE:** Hourly employees are listed under the “Time Sheet” selection whereas exempt employees are listed under “Leave Report.”

Approver Selection

Time Sheet *(If you supervise hourly employees, they will be listed under "Time Sheet")*

Department and Description	My Choice Pay Period
U, 123456, Office of Human Resources <input checked="" type="radio"/>	BW, Sep 07, 2025 to Sep 20, 2025 ▼

Leave Report *(If you supervise exempt employees, they will be listed under "Leave Report")*

Department and Description	My Choice Leave Period
U, 123456, Office of Human Resources <input type="radio"/>	MN, Sep 01, 2025 to Sep 30, 2025 ▼

Sort Order

	My Choice
Sort employees' records by Status then by Name: <input checked="" type="radio"/>	
Sort employees' records by Name: <input type="radio"/>	

8. This page is titled “Department Summary”. All employees that you supervise should show on this page. The “status” of the submitted information should be “pending” (see glossary on the last page) or you will not be able to approve it. Click on the highlighted name of the desired employee to view submitted information.

Department Summary										
Select the employee's name to access additional details.										
COA: U, Utica University Department: Human Resources Office Leave Period: Sep 01, 2025 to Sep 30, 2025 Act as Proxy: Not Applicable Leave Period Leave Entry Status: Open until Oct 10, 2025, 11:59 PM										
<input type="button" value="Change Selection"/> <input type="button" value="Select All, Approve or FYI"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>										
Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
000123456	Trax Moose 000123 - 00 Campus Mascot	Approve	.00	26.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Comments Leave Balance
Not Started										
ID	Name, Position and Title									Other Information
Banner ID	Employee #1 Employee Position # Employee Title									
Banner ID	Employee #2 Employee Position # Employee Title									
Banner ID	Employee #3 Employee Position # Employee Title									

9. Now the “Employee Details” page is open. Review the submission for accuracy. You can use the scroll bar at the bottom of the screen to display additional days in the pay cycle.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 000123456 - 00 Trax Moose
Title: 000123 - 00 Campus Mascot
Department and Description: U Human Resources Office
Transaction Status: Pending

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Leave Report

Earnings	Total Hours	Total Units	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025	Saturday Sep 06, 2025	Sunday Sep 07, 2025	Monday Sep 08, 2025	Tuesday Sep 09, 2025	Wednesday Sep 10, 2025	Thursday Sep 11, 2025	Friday Sep 12, 2025	Saturday Sep 13, 2025	Sunday Sep 14, 2025	Monday Sep 15, 2025	Tuesday Sep 16, 2025	Wednesday Sep 17, 2025	Thursday Sep 18, 2025	Friday Sep 19, 2025	Saturday Sep 20, 2025
Vacation Pay	8																					
Sick Time	2																					
Flex Work Pay	16.5											5.5							5.5			
Total Hours:	26.5											5.5							5.5			
Total Units:		0																				

10. After reviewing the time submitted you may:

- a. **Approve:** Approves the submitted information
- b. **Return for Correction:** Returns the submission to the employee for correction. At this time you must communicate to the employee your concerns. They will make corrections and re-submit the report for your approval.
- c. **Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving. You must notify the employee if you do this. We prefer that you use the Return for Correction option.
- d. **Delete:** Pressing this button will irretrievably delete the timesheet. If you accidentally press this button, a box will pop up asking you to confirm that you want to delete this transaction.
- e. **Add Comment:** The approver can add a comment to the record. This comment can be viewed by you and the employee. It will not be viewed by Human Resources/Payroll.

Routing Queue

Name	Action and Date
Trax Moose	Originated Sep 03, 2025 10:35 am
Trax Moose	Submitted Sep 19, 2025 08:43 am
Reggie Star	Pending

Before exiting, be sure to verify that the status of the employee you approved has been changed from Pending to Approved.

Note

While in the “Employee Details” page you may notice some “cautions” on the right-hand side of the screen. They may say “insufficient leave balance” or “insufficient sick time balance”. These cautions appear because there is no “bank” of hours for professional staff for leave or sick time. However, if you receive a “caution” for vacation time please contact the Human Resources Office immediately at hr@utica.edu or call 315-792-3276.

Glossary

Not Started Employee has not entered data on the leave balance report

In Progress Employee has entered data, but not submitted the report for approval

Pending Employee has submitted leave report for approval and it can be approved at this time

Approved Leave reports have already been approved.

Note: **Pending** reports are the only reports that can be approved.