Banner HR E-Timesheet (ETS) Training – Approvers

E-Timesheet Approvers’ Guide

Access ETS Approval

Under the Employee Tab in USF Connect, select **Leave Report** or **Time Sheet**.

Under Leave Reporting / Time Reporting Selection, press the button next to **Approve or Acknowledge Time**.

Click **Select**.

Select Department

Press the button next to the Time or Leave Reporting group for which you want to view time reports.

Click **Select**.

NOTE: You may approve time sheets and leave reports for different groups of employees. Be sure to approve time reports in every group that populates your Approver Selection screen.

Select Employee Time Report

The **Department Summary** screen lists all of the employees in the selected approval group, sorted by status:

- **Pending**: Employee has submitted time report, and it’s ready for approval.
- **Approved**: Approver has already approved time report.
- **In Progress**: Employee has started or viewed time report, but has not yet submitted it for approval. Approvers may view-only this record.
- **Not Started**: Employee has not opened time report.

continued on reverse
View, Approve, Change, Comment, or Delete

Click the Employee’s Name to access the time report. Remember, only time reports in the Pending status may be approved, changed, deleted or commented upon.

The Approver has four options:

1. Approve
   Click here to approve the time report.

2. Change Record
   Click here to make a change or correction to the time record. This button links to a time entry screen. Be advised that when an Approver makes a change to an employee’s time report, the employee receives a notification e-mail that a change has been made. *The Approver must explain the change in the Comments of the time report.* (see 'Add Comment' below)

3. Delete
   Click here to delete the employee’s time report and reset it to the “Not Started” status. *The Approver must have a discussion or inform the employee of this action, if taken.*

4. Add Comment
   Click here to attach a comment to the time report. For example, explain the reason for a change to the time report. An Approver may also click the Confidential Indicator to mask the comments from employee view; however, HR and Payroll can view the comment.

Other buttons include:

A  Previous Menu
   Click here to return to the Department Summary screen.

B  Previous & Next
   Click here to access the “next” or “previous” time report in the approval queue.

Approve as a Group

Time reports in the Pending status may be approved as a group. From the Department Summary screen, click the boxes under Approve or FYI for each time report to be approved. Click Save.

<table>
<thead>
<tr>
<th>Pending ID</th>
<th>Name and Position</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>B59999 - 01</td>
<td>Approve</td>
<td>8.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td>Change Time Record</td>
</tr>
<tr>
<td>B59999 - 00</td>
<td>Approve</td>
<td>24.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td>Change Time Record</td>
</tr>
<tr>
<td>B59999 - 02</td>
<td>Approve</td>
<td>2.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td>Change Time Record</td>
</tr>
</tbody>
</table>