

# Instructions for Webtime Approvers

## Quick Reference Guide for Approvers

### TIPS & REMINDERS

1. The normal deadline for approving part-time hourly timesheets is 9:00 a.m. usually around the 19th, but may vary, login to verify dates each month.
2. The deadline for approving full time leave reports is 9:00 a.m. on or before the 8<sup>th</sup> of each month.
3. Timesheets can be approved at any time in the pay period.
4. Remind employees to check Leave Balances (if applicable).
5. Return for Correction should only be used when sufficient time exists to meet the approval deadline.
6. Need help? Contact Payroll for more information.

### OPENING APPROVAL QUE

1. Type **www.gadsdenstate.edu** into your web browser.
2. Click MYGADSDENSTATE (top right corner)
3. myGadsdenstate Update – Click Get Started
4. Have you activated your Alabama.edu account? Click Yes
5. Enter A#@alabama.edu & PIN, Click Sign In
6. Go to the Employee Self Service Banner Card
7. Click Employee Dashboard

### APPROVING HOURLY TIMESHEETS

1. From the **Employee Dashboard**.
2. Select **Approve Time**
3. **Optional:** Access the **Proxy** item.
4. **Optional:** In the Act as Proxy section, check the person.
5. Click the **Navigate to Time & Leave Approvals application** button.
6. Select the department to approve.
7. Select the employee.
8. Use the mass approvals or select **Individual employee's name** to approve a single employee's time document.
9. Approve or Acknowledge as appropriate

### APPROVING LEAVE

1. From the **Employee Dashboard**.
2. Select **Approve Leave Report**.
3. **Optional:** Access the **Proxy** or **Super User** item.
4. **Optional:** In the Act as Proxy section, check the person.
5. Click the **Navigate to Time & Leave Approvals application** button.
6. Select the department to approve.
7. Select the employee.
8. Use the mass approvals or select **Individual employee's name** to approve a single employee's document.
9. Approve or Acknowledge as appropriate.

### RETURN FOR CORRECTION


If you find problems on a timesheet and/or leave report that the employee must correct, return the timesheet and/or leave report for correction as follows:

1. Access the **Employee Dashboard**.
2. Select **Approve Timesheets, Approve Leave Reports, or Approve Leave Requests**.
3. Launch the Time Entry and Leave Management application. Select the employee.
4. Enter a comment (if applicable).
5. Click **Recall button** from the Preview screen

6. Timesheet/Leave report successfully recalled.
7. Instruct the employee to revise and resubmit the timesheet and/or leave report via email or verbally.

### OVERRIDING A TIME ENTRY

You may need to make a correction to an employee's time sheet and/or leave report.

1. Access the Employee Dashboard
2. Click Approve Time or Approve Leave Request
3. Select the department to approve.
4. Select the employee.
5. Select Details
6. Choose the date to correct
7. Click the **pencil icon** 
8. Enter the correct hours
9. Click Save
10. Notify the employee of the corrections.

### DESIGNATING A PROXY

Approvers should designate at least one proxy—a person who can approve timesheets in their absence.

1. Access the **Employee Dashboard**.
2. **Employee Dashboard**
3. Click Approve Leave Reports
4. Click the Approval Tab
5. Click **Proxy Superuser icon (located in top right corner)**.
6. Click the **Add a new proxy**.
7. From the dropdown box, select the person you want designated as your proxy.
8. Click the **Navigate to Time & Leave Approvals application** button.
9. Repeat to add additional proxies.

### STATUS DEFINITIONS

**Not Started** – The employee has not touched (extracted) their time sheet. The approver should monitor this status throughout the pay period to ensure all time sheets are started.

**In Progress** – The time sheet has been started. If the time sheet is in this status when the due date/time has passed, the Submit button will disappear. In the event that the time period to enter time has closed before the employee has submitted a complete timesheet, the Approver will need to Submit and Return.

**Pending** – The time sheet has been submitted for approval. If necessary, the employee can get the time sheet back to enter corrections by clicking Return Time. The time sheet will remain in Pending status until the Approver approves it, which will then convert it to an Approved status.

**Recall** – The time sheet has been returned to the employee for correction. The approver must contact the employee regarding the return of the time sheet.

**Approved** – The time sheet has been approved by the approver.

**Completed** – The time sheet has been successfully processed through the payroll cycle.

**Error** – Occasionally an employee's time sheet will fall into Error status as a result of improper navigation or issues in the Banner database, such as a change in Supervisor. Contact the Payroll Office.