



How to Approve a Timecard

To Approve a Timecard

- Go to the [Employee Dashboard in Banner](#).
- Choose **Approve Time** under *My Activities* on the right-hand side of the screen.
- Ensure that the timecard period and payroll (SM or ST) are correct at the top of the screen (third box).
- Go to the *Pending* section.
- Click on the employee's name, and it will bring up a *Preview* box.
- Click on the **Details** button to see the hours worked each day. When you are finished reviewing the time, click on the *Preview* button in the lower right corner.
- In the *Preview* screen, you can click on the **Approve** button at the bottom. If the wrong pay period was submitted or the hours are incorrect, you may return it for correction. If you choose to **Return for correction**, you must enter a comment.
- If you want to approve all of the time cards in your queue, you can click on the checkbox next to the *Pending* label to select them, then click on the blue **Approve/Acknowledge** button.
- If an employee has started but has missed the submission deadline, the approver can submit it then return it for correction.
 - Find the employee's timecard under the *in Progress* section.
 - Click on the employee's name, and it will bring up a *Preview* box.
 - If the submission deadline for the employee has passed, click on the **Approve** button at the bottom. This submission will move the timecard to the *Pending* section.
 - Click on the employee's name under the *Pending* section and click on it, and it will bring up a *Preview* box. Choose to **Return for correction**, and enter a comment.