

Web Time Entry – Instructions for Proxies to Approve Hours

Instructions to access Banner Web Self Service:

1. Go to CSB/SJU homepage: <http://www.csbsju.edu>
2. Choose A-Z index
3. Choose B – Banner Web Self Service
4. Enter secure area
5. Enter Banner ID
6. Enter password

To approve time sheets:

1. Access “Employee”
2. Choose “Time Sheet”
3. Choose “Approve or Acknowledge Time”, under “Act as Proxy” choose the name of the person you are acting as a proxy for, and click “Select”
4. Choose the department and month you are approving time for and how you want the names to be sorted and click “Select”
5. If you would like to see the details of the timesheet or need to change the hours see the instructions below.
6. If you do not need to change the hours or want to see the details check the box under “Approve or FYI” for the timesheet(s) you want to approve.
7. Click “Save”

To view the details of the timesheet or to change the hours:

1. To view the complete timesheet click on the students name
2. If you need to change hours click “Change Record” and see instructions below.
3. Click “Enter Hours” next to “Regular Earnings” on a day that you want to record hours
4. Enter the number of hours the student worked that day and click “Save”
5. Click “Next” to progress through the weeks
6. When hours are correct click “Approve”