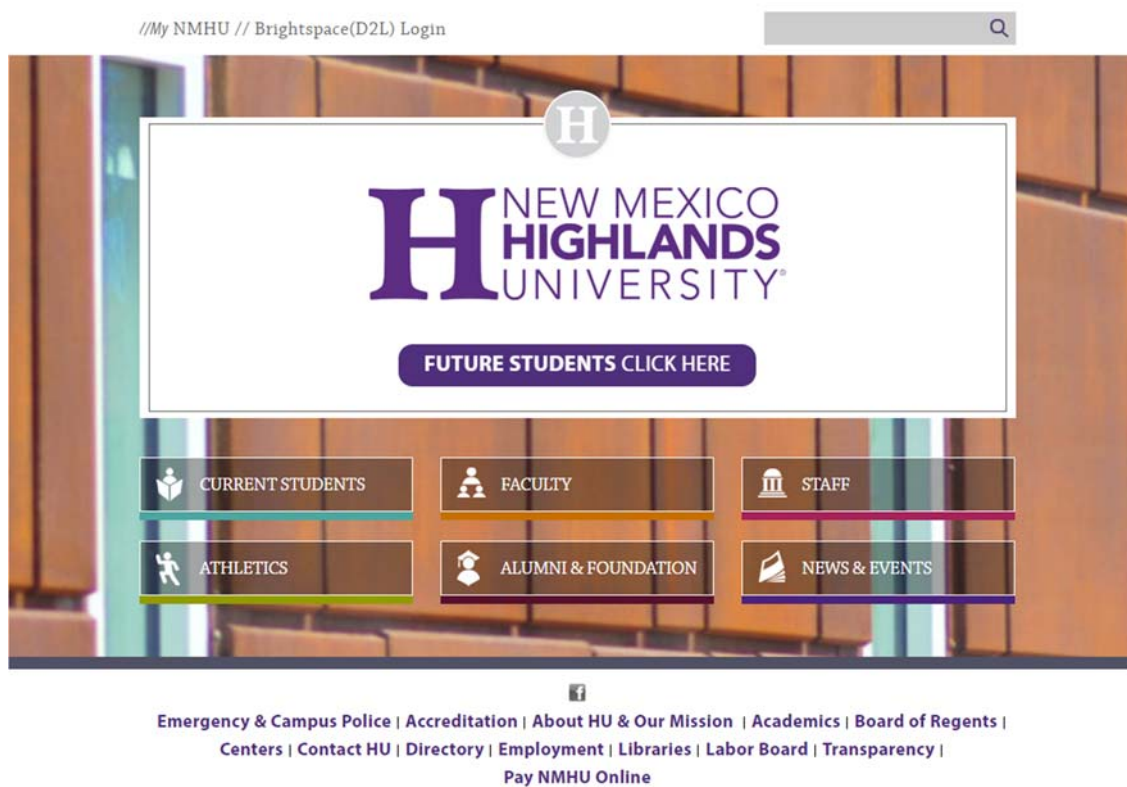


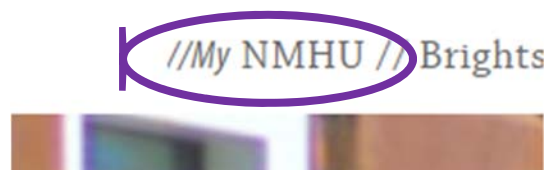
# Web Time Entry Approver Guide

*Welcome to the Web Time Entry Approver Guide. Here you will learn how to navigate your way through Self-Service Banner to review and approve your employees' hours and leave.*

Head to the NMHU website at [www.nmhu.edu](http://www.nmhu.edu) from your computer or mobile device.



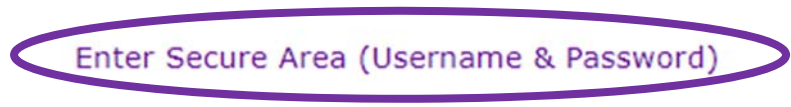
Click on the “MY NMHU” link in the top right corner to access the Self-Service Banner main page.



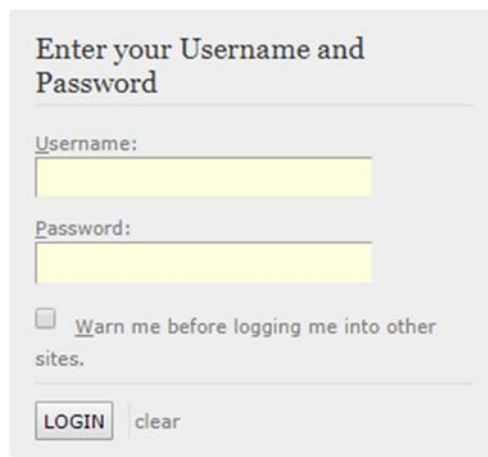
# Web Time Entry Approver Guide

Click on “Enter Secure Area (Username & Password)” to access your Self-Service area.

## Self-Service Banner

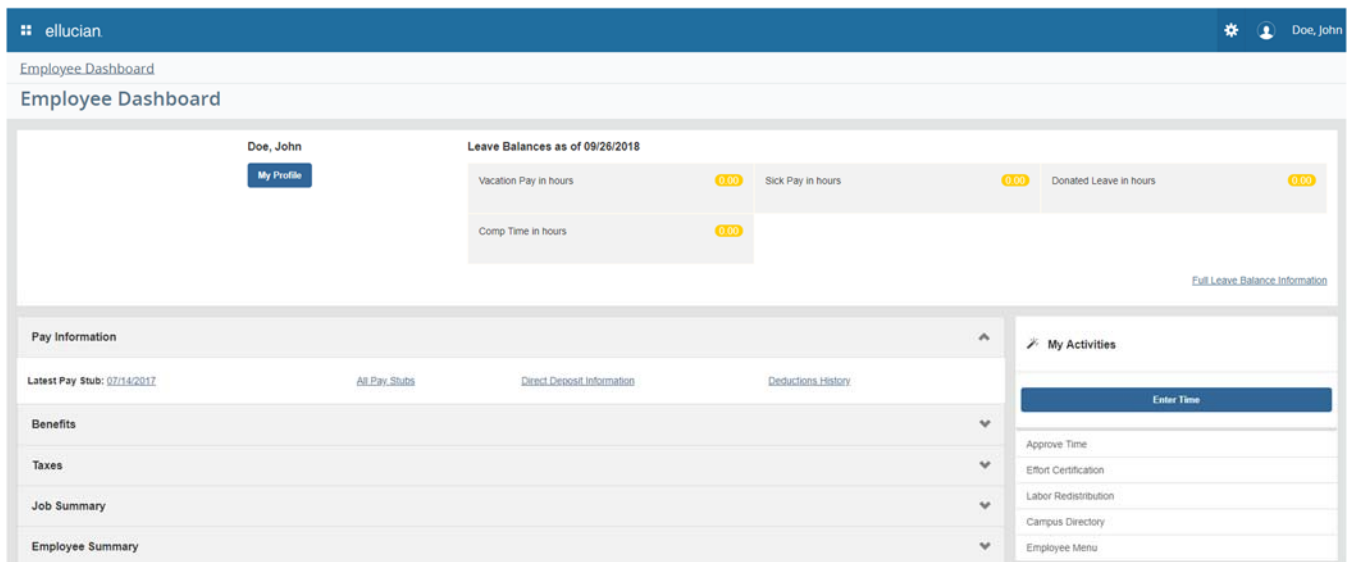


Enter your login information and click “login.”



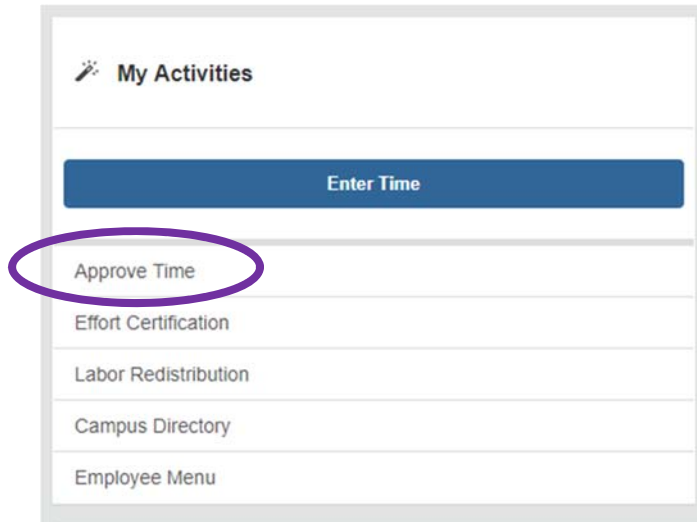
### Approving Timesheets

The Employee Dashboard: Here you will be able to view your employment information and approve your employees’ time for the pay period.

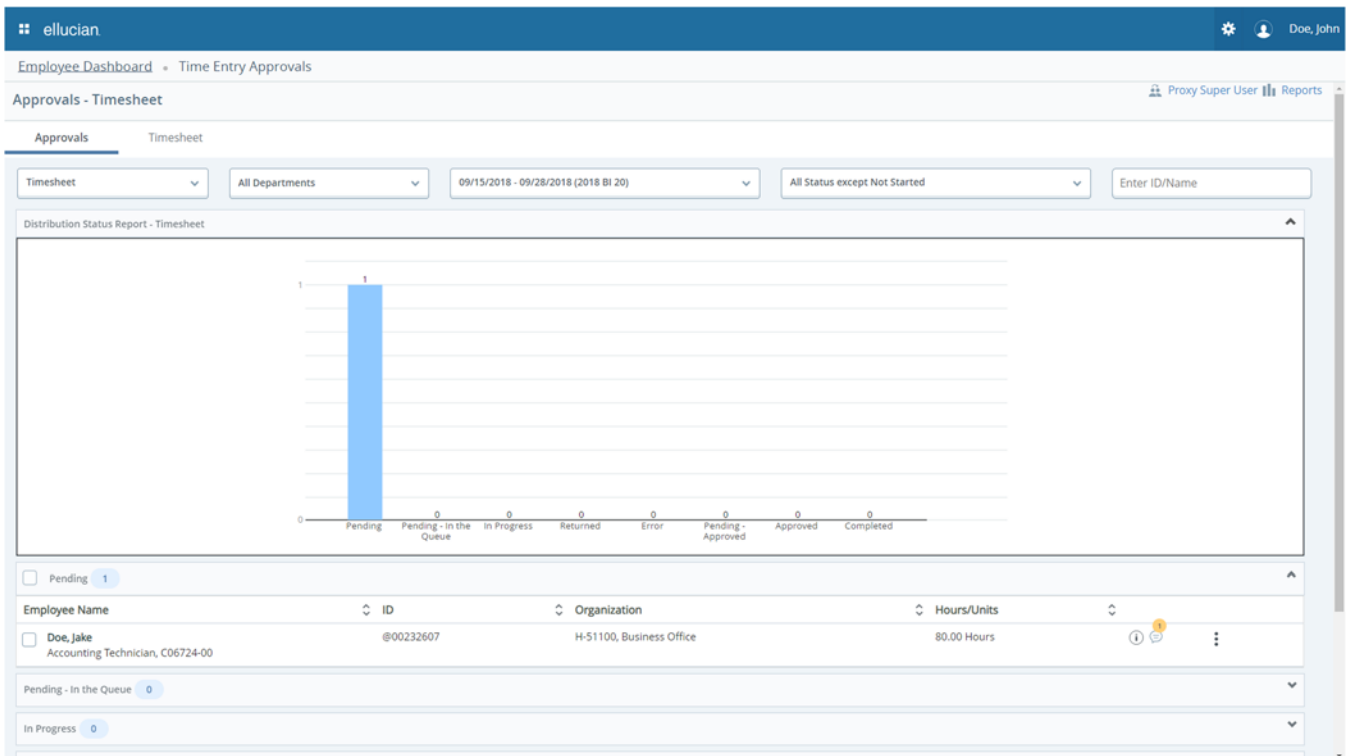


# Web Time Entry Approver Guide

To begin approving timesheets for the pay period, click on the “Approve Time” button from the Employee Dashboard page, which will take you to the Approvals page.



On the Approvals page, you will be able to approve timesheets for the current pay period and see the status of your employees' timesheets for your department.



# Web Time Entry Approver Guide

Click on the employee's name to preview their pending timesheet summary.

Employee Name

**Doe, Jake**  
 Accounting Technician, C06724-00

**Preview** ✕

@00232607 - Doe, Jake  
 Accounting Technician, C06724-00, H, 51100, Business Office  
 Pay Period: 09/15/2018 - 09/28/2018 | 80.00 Hours  
 Submitted On: 09/26/2018, 10:18 AM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	72.00
Vacation Pay	1	8.00
<b>Total Hours</b>		<b>80.00</b>
<b>Total Units</b>		<b>0.00</b>

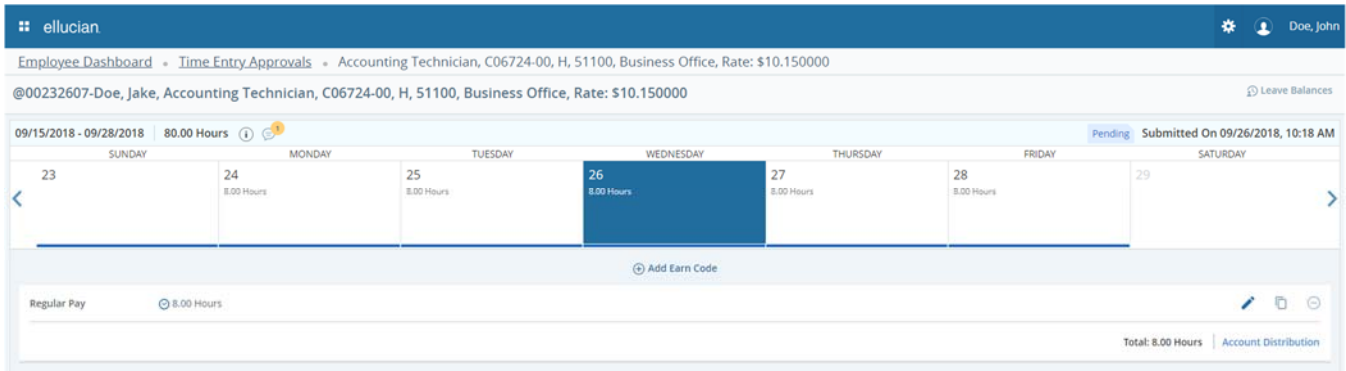
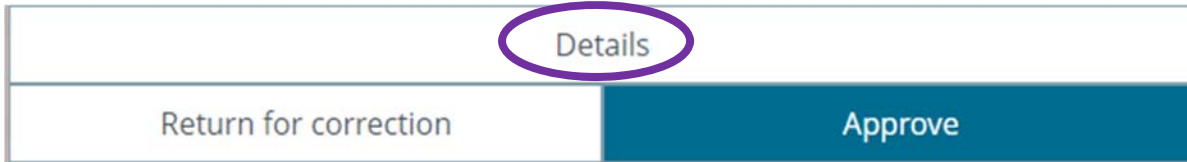
Weekly Summary	
Week	Total Hours
Week 1	
Week 2	40.00

Details

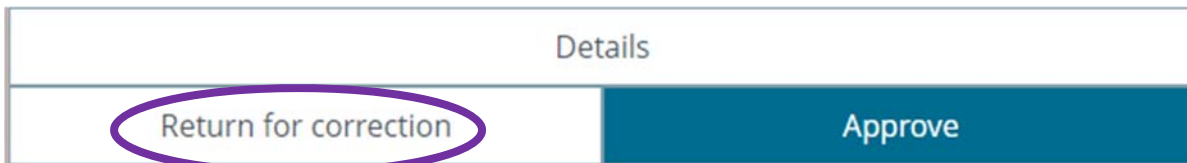
Return for correction Approve

# Web Time Entry Approver Guide

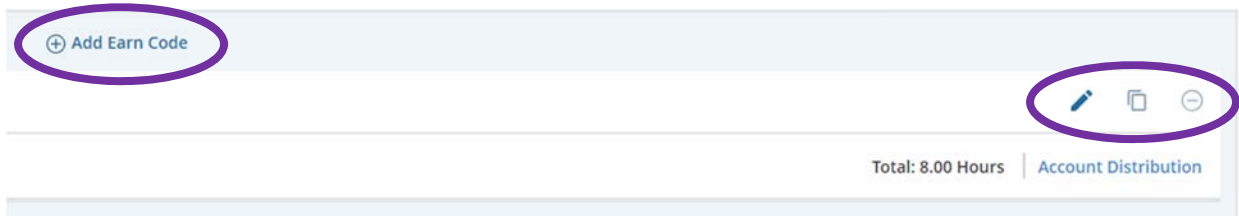
Click on the “Details” button from the preview window to review the employee’s detailed timesheet.



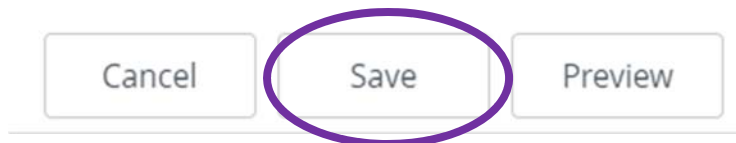
If an employee’s hours are incorrect and the employee is able to edit, you can return the timesheet back to the employee by clicking the “Return for correction” button from the preview window.



If an employee’s hours are incorrect and the employee is unable to edit, you can edit the timesheet by clicking on the pencil icon or with the “Add Earn Code” button as needed. A comment will be required if using this method.

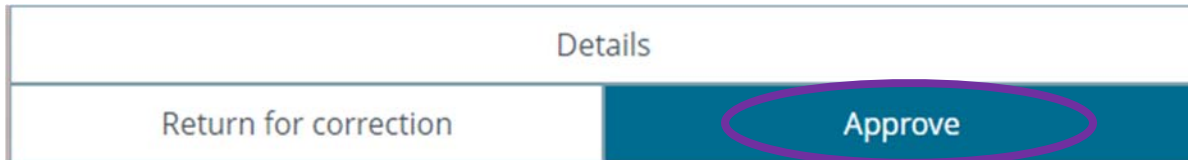


After you are finished editing, click the “Save” button in the bottom right hand corner of the timesheet.



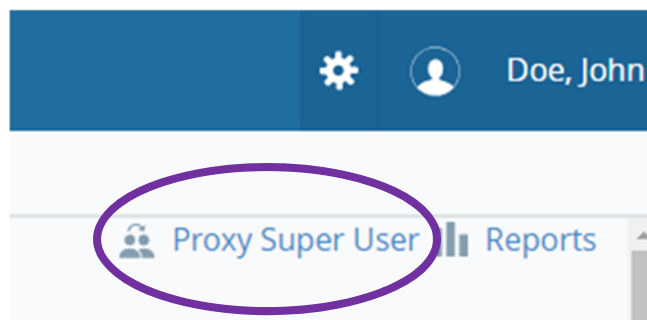
# Web Time Entry Approver Guide

To approve the timesheet, click on the “Approve” button from the preview window.

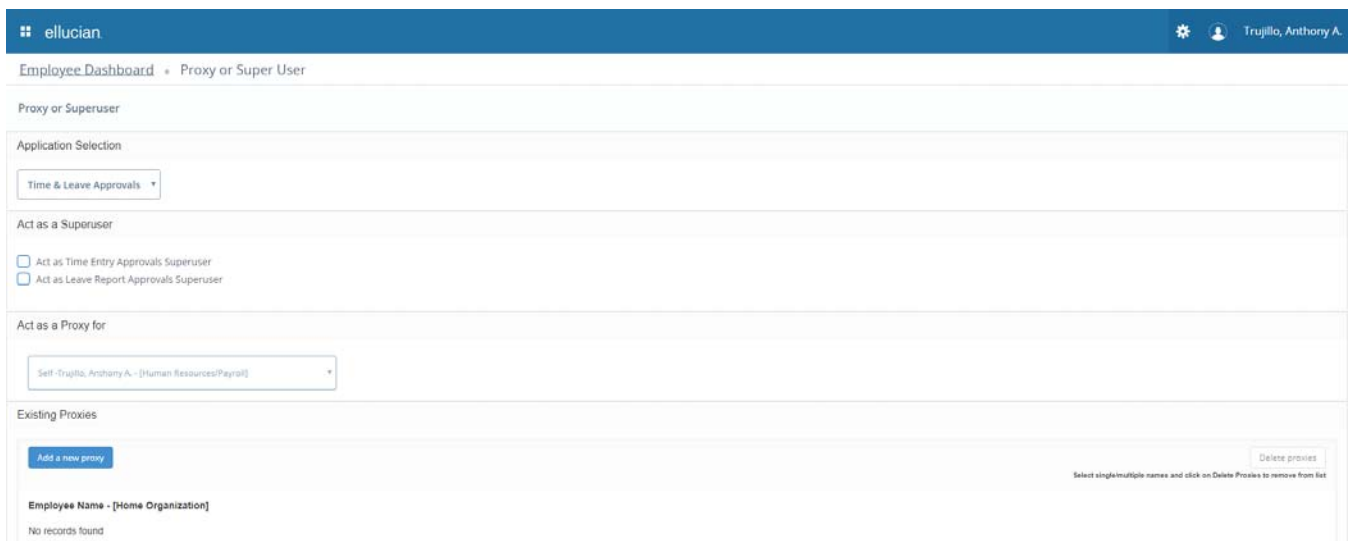


## Proxy Setup

To setup a proxy, or to act as a proxy, return to the approvals page and click on the “Proxy Superuser” button on the top right hand corner.

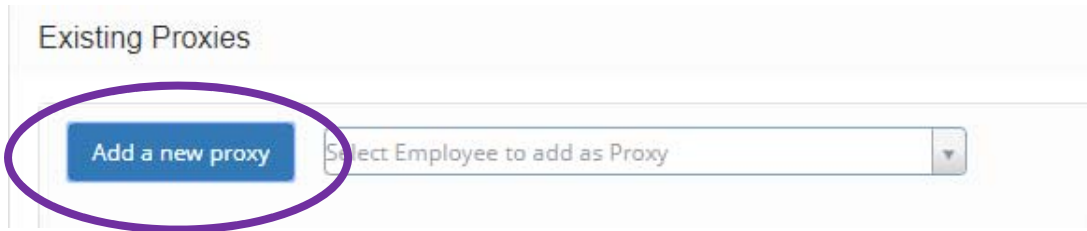


The Proxy Page: Here you will be able to setup a proxy or act as a proxy to approve timesheets on someone else’s behalf.

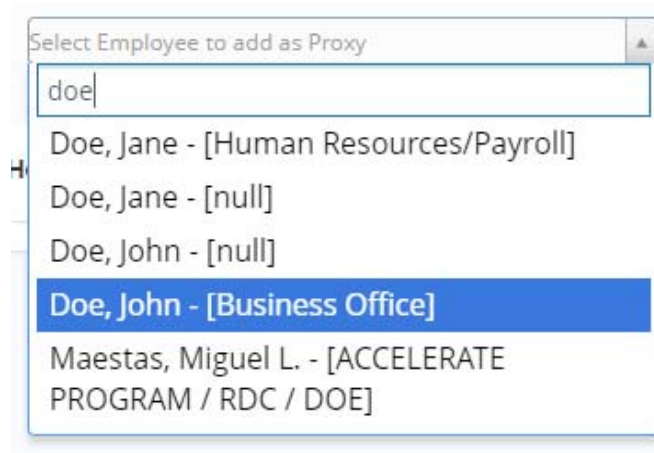


## Web Time Entry Approver Guide

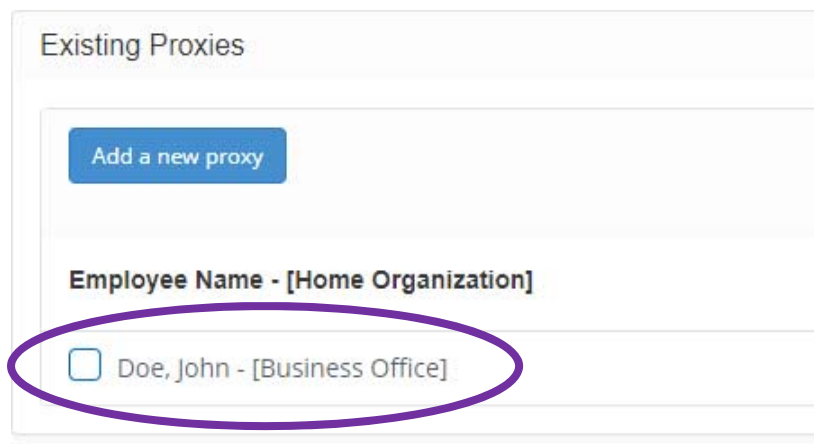
To add a proxy, navigate to the Existing Proxies section of the page and click “Add a new proxy”.



In the search box, type the name of the person you wish to act as your proxy. Then click on the name to add.

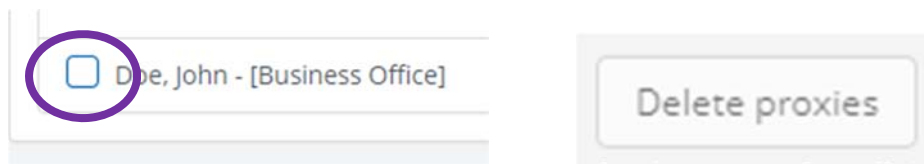


Once the proxy has been added, their name will appear in the Existing Proxies section.

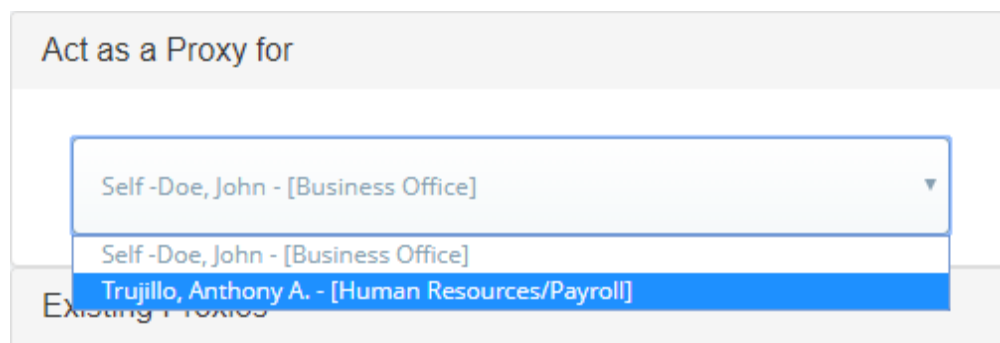


## Web Time Entry Approver Guide

To delete a proxy, click on the checkbox next to the proxy's name you wish to delete. Then click on the "Delete proxies" button to the right.



To act as a proxy on someone else's behalf, navigate to the "Act as Proxy for" section and click on the dropdown menu to select the person you wish to act as proxy for.



After selecting the person you wish to act as proxy for, click on the "Navigate to Time & Leave Approvals application" button in the bottom right hand corner to begin the approval process.

[Navigate to Time & Leave Approvals application](#)