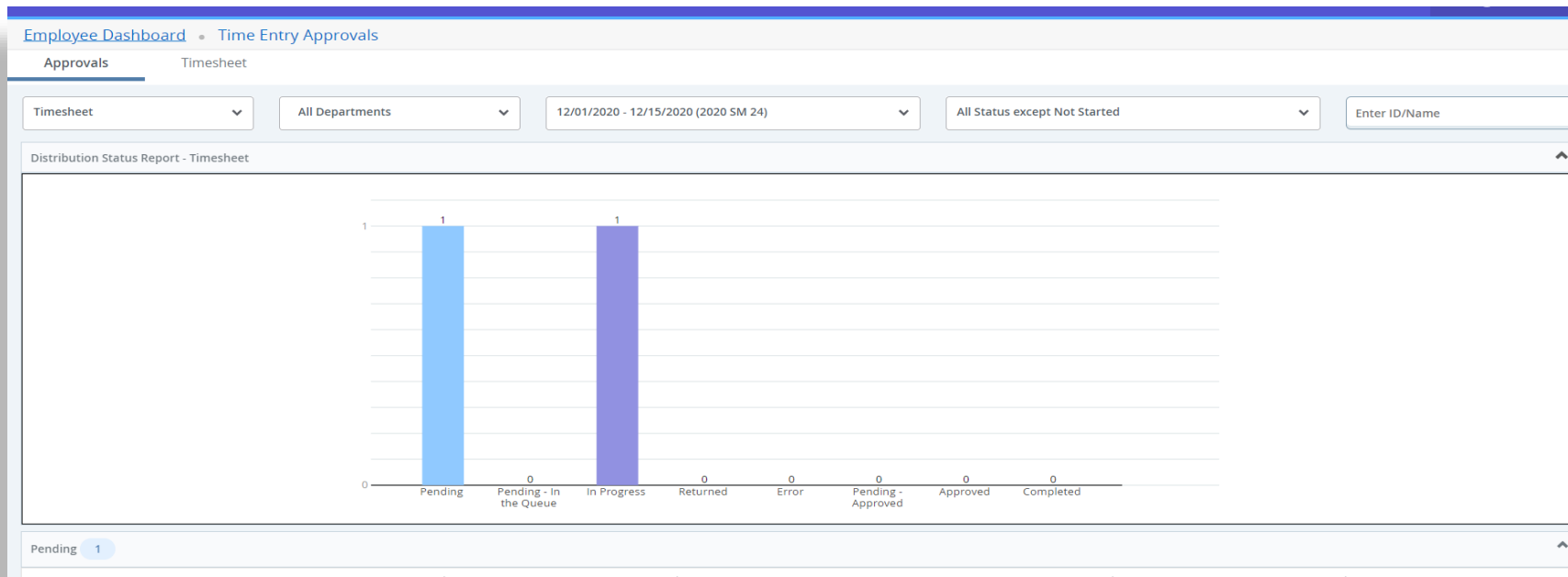


## Approving Time as a Supervisor

1) Navigate to Cardinals Apps/Banner 9 Employee Dashboard and click on **Approve Time**.

The screenshot displays the 'Employee Dashboard' interface. At the top left, there is a link for 'Employee Dashboard'. Below this, the dashboard title 'Employee Dashboard' is shown. On the left side, there is a profile picture placeholder and two buttons: 'My Profile' and 'My Team'. To the right, there is a section for 'Leave Balances as of 12/09/2020' with two bars: 'Vacation in hours' and 'Sick Leave in hours'. A red arrow points from the 'Approve Time' link in the 'My Activities' sidebar to the 'Approve Time' link in the main content area. The 'My Activities' sidebar is on the right, containing a list of links: 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', '1094 Tax Receipt ID Entry', 'Campus Directory', and 'Employee Menu'. The 'Approve Time' link is circled in red. The main content area on the left has a 'Pay Information' section with links for 'Latest Pay Stub: 11/30/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below this are sections for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary', each with a dropdown arrow.

2) You will see a chart with a data table. In this example there is “one” timesheet pending for approval and “one” in progress. This particular example means that one employee approved a timesheet and one did not (still in progress).



Pending 1

Employee Name	ID	Organization	Hours/Units	
[REDACTED]	[REDACTED]	1-6134, Payroll	9.75 Hours	⋮

Pending - In the Queue 0

3) If you scroll down you will see your employees. Click on the icon with the three dots and it will expand to “**Preview**” and “**Leave Balances**”

Pending 1

Employee Name	ID	Organization	Hours/Units	
[REDACTED] Payroll Coordinator, 61345C-00	W00886300	1-6134, Payroll	9.75 Hours	⋮

Pending - In the Queue 0

Preview  
Leave Balance

4) Select Preview to approve and review time and **Approve** or **Return for correction**.

**Preview**

W00886300 - [REDACTED]  
Payroll Coordinator, 61345C-00, 1, 6134, Payroll  
Pay Period: 12/01/2020 - 12/15/2020 | 9.75 Hours  
Submitted On: 12/09/2020, 11:45 AM

Earning Distribution		
Earn Code	Shift	Total
Regular	1	9.75
Total Hours		9.75
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	9.75

Details

Return for correction    Approve

## Proxy Super Users

1) From the **Employee Dashboard**, click on **Approve Time**, then navigate to **Proxy Super User** and scroll down to **“Add a new proxy”**. There is a scroll down menu, select name of proxy and enter. If a new users is NOT there, you will need to add contact the Payroll Department and we will request the employee to be added to the Proxy list for you.

