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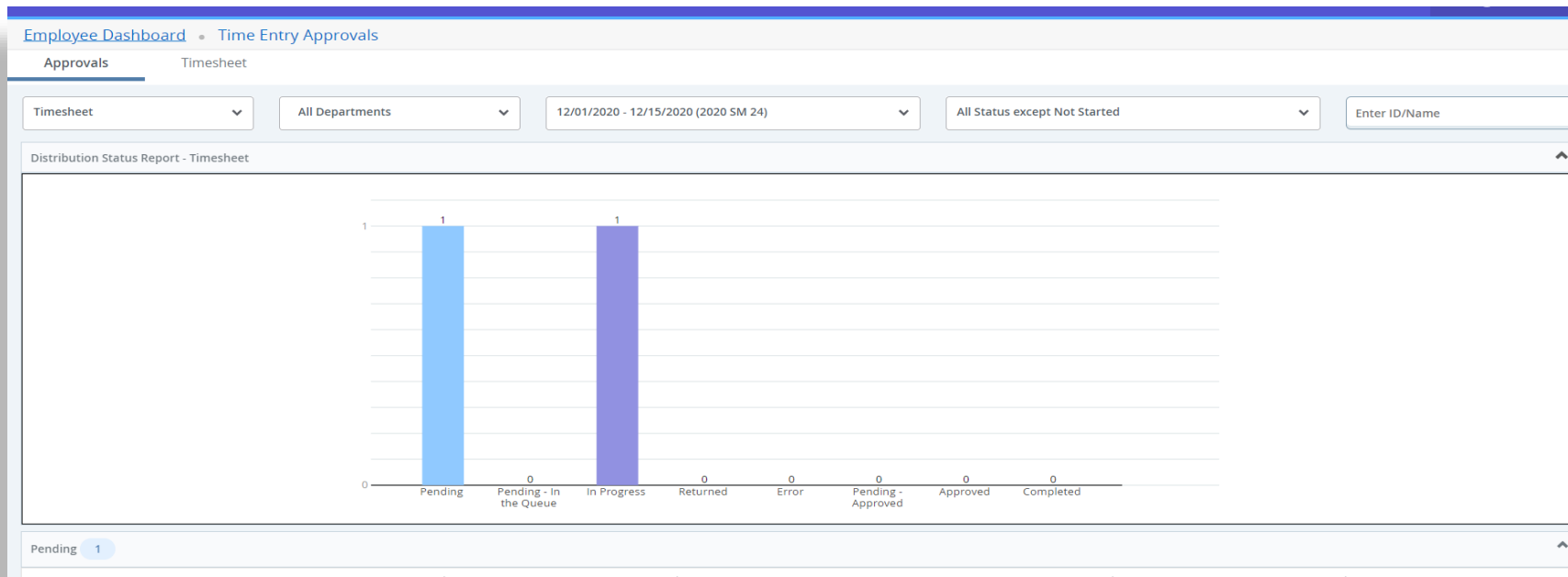
1) Navigate to Cardinals Apps/Banner 9 Employee Dashboard and click on **Approve Time**.

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 progess).

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**"

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

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.