

# Time Sheet Approver Guide


- 1) Go to [udallas.edu/bportal](http://udallas.edu/bportal)
- 2) In the “Production Database” drop down menu. Click on **BannerWeb-Employee**
- 3) Enter your User ID and Password to log in to BannerWeb-Employee; and click “Sign In.”

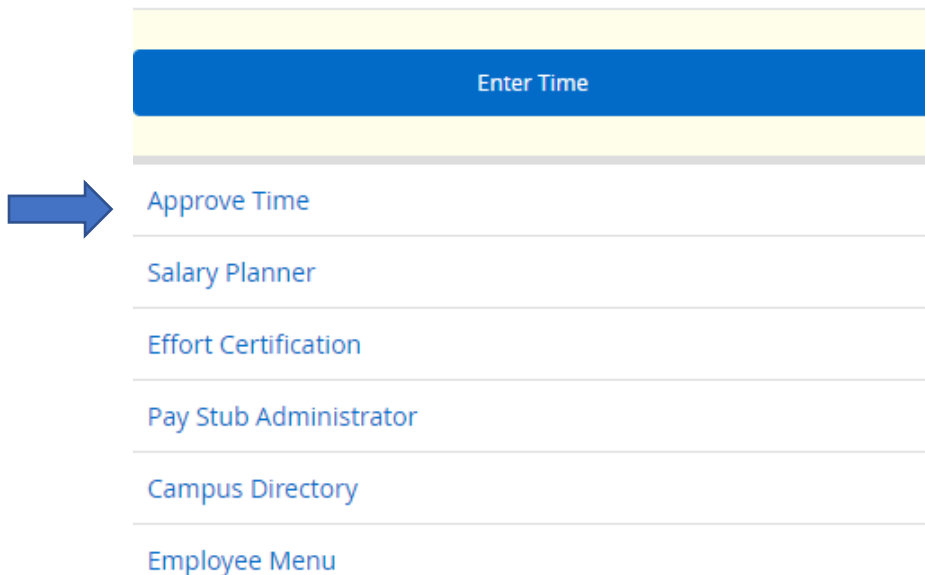
**UNIVERSITY OF DALLAS**  
*The Catholic University for Independent Thinkers*

Sign in to your account

Remember me on this computer

- 4) Click on the “Approve Time” tab on the right-hand side under “My Activities”

 **My Activities**



The screenshot shows a vertical menu under the heading "My Activities". At the top of the menu is a blue button labeled "Enter Time". Below it are several menu items: "Approve Time", "Salary Planner", "Effort Certification", "Pay Stub Administrator", "Campus Directory", and "Employee Menu". A blue arrow points to the "Approve Time" item.

5) Click the name of your employee(s) to review their timesheet. If all is correct, you will click “Approve”.

\*\* If the time sheet is not correct, click on “**Return for Correction**”. Notify the employee to correct their time, or if the employee is not available, you can click “**Details**”, and correct it yourself. \*\*

Preview ✕

Student Employee (Dept Paid), CW9938-00, 1, 74103, Printing and Postal

Pay Period: 06/13/2020 - 06/26/2020 | 80.00 Hours

Submitted On: 06/26/2020, 02:43 PM

Earning Distribution		
Earn Code	Shift	Total
Student Earnings	1	80.00
<b>Total Hours</b>		80.00
<b>Total Units</b>		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	40.00

Details

Return for correction Approve

6) “Timesheet successfully approved” will appear in the top right corner

