

Supervisors: How to Approve Timesheets/Leave Reports

- Log in to MyBethel.
- Under Employee Banner Resources click on “Leave Reports” or “Time Sheets”.

Employee Banner Resources

Go to Banner for important employee information, including:

- Benefits
- Pay Information
- Leave Balances
- **Leave Reports**
- **Time Sheets**

More Resources

Leave Balances

Go to Banner for important employee information, including:

- Vacation: 120.13/200
- Personal: 8/24
- Sick: 113/120

Toggle Balances

Upcoming Holidays

- Labor Day - Offices Closed and No Classes
Sept 3, 2018
- Thanksgiving Break
Nov 22 - Nov 23, 2018
- Winter Break
Dec 24 - Jan 1, 2019

- Under Selection Criteria choose “Approve/Acknowledge time” and click on Select.

Personal Information Employee WebTailor A

Search [] Go

Time Reporting Selection

Select a name from the pull-down list to act as

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

- Choose the option under Department and Description that reflects your job title.
- Under Leave or Time Period choose the appropriate pay period.
- Under the Sort Order choose “Sort employees’ records by Status then by name” and click Select.

Leave Report

Department and Description My Choice Leave Period

D, 90304, Associate Director of HR ME, Jul 01, 2018 to Jul 31, 2018

D, 90368, Associate Director of HR ME, Jul 01, 2018 to Jul 31, 2018

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

- The employees that report to you will fall into one of several categories on the next page.
 - COMPLETED (Leave Report) means the employee has submitted their leave time for your acknowledgment.
 - PENDING (Time Sheet) means the employee has submitted their hours for your approval.

- APPROVED means the employee has submitted hours and you have approved them.
 - IN PROGRESS means the employee has started recording leave time/hours but has not submitted it to the supervisor yet.
 - NOT STARTED means the employee has not started entering any hours for the current pay period.
- In the Completed/Pending list, you may acknowledge/approve time in one of two ways.
 - You can Click on the box for “approve or FYI” and then click save or

COA: D, Bethel Office Chart
 Department: 90304, Associate Director of HR
 Leave Period: Jul 01, 2018 to Jul 31, 2018
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Closed as of Aug 04, 2018, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

Completed	ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
			Acknowledge	.00	13.00	.00		<input type="checkbox"/>			Leave Balance Leave Updated
			Acknowledge	.00	11.00	.00		<input type="checkbox"/>			Leave Balance Leave Updated

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	2
Total:	2
Total Days:	.00
Total Hours:	24.00
Total Units:	.00

- You can click into the employee leave report or time sheet to see the specific hours and select “approve” when you’re in the employee time sheet

Personal Information Employee WebTailor Administration Finance

Search Go

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:

Title:

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next