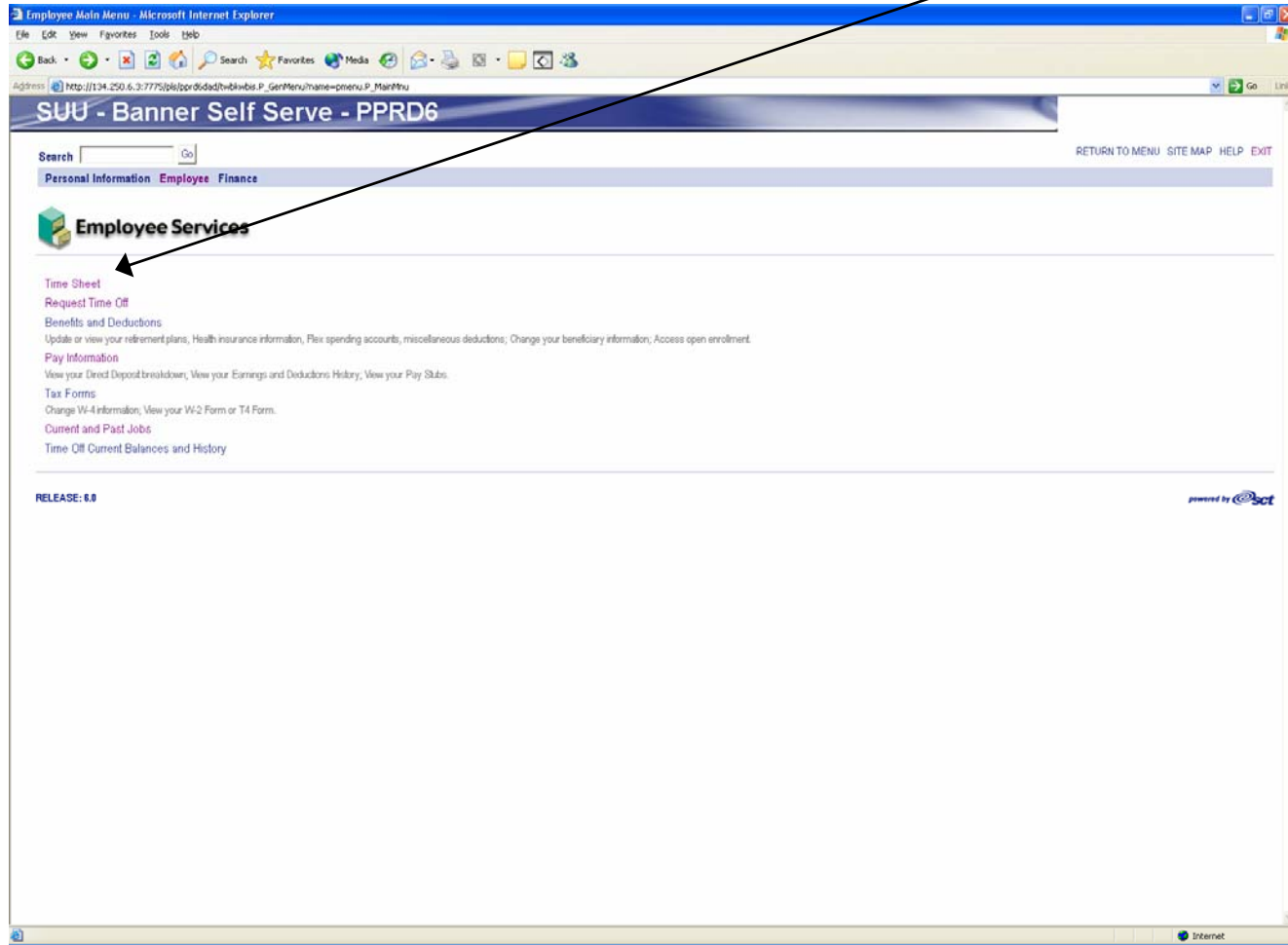


FOR SUPERVISORS TO APPROVE TIME

*Follow the same first six steps of how students access Banner Self Serve.
When your screen of personal information comes up, click on the Time Sheet icon to approve time.



On this screen,

- a) the dot next to the caption “Approve or Acknowledge Time” should already be marked. If this is the case, click the “submit” box. If the “Approve or Acknowledge Time” dot is not marked, please mark it and then click the “submit” box.

Time Sheet/Leave Request/Proxy - Microsoft Internet Explorer

Address: https://134.250.6.3:7775/pls/pprd6dad/bwpltais.P_SelectTimeSheetRoll

SUU - Banner Self Serve - PPRD6

Search Go

Personal Information **Employee** Finance

Time Sheet/Leave Request/Proxy

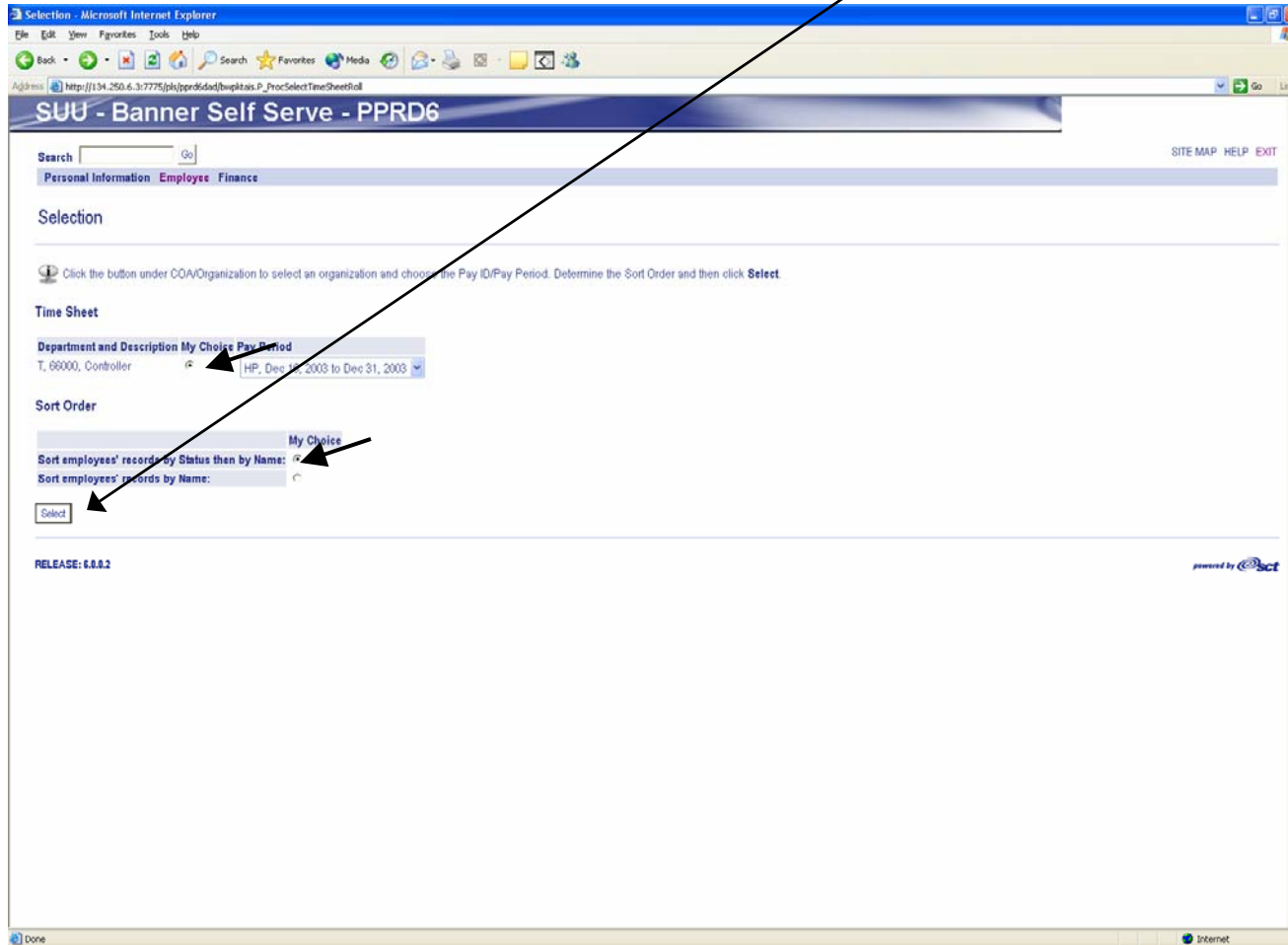
Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

	My Choice	Select
Access my Time Sheet:	<input type="radio"/>	
Access my Leave Report:	<input type="radio"/>	
Access my Leave Request:	<input type="radio"/>	
Approve or Acknowledge Time:	<input checked="" type="radio"/>	
Act as Proxy:	<input type="checkbox"/>	Select
Act as Superuser:	<input type="checkbox"/>	Select

RELEASE: 6.0.0.2

powered by Banner

- a) On this selection screen, the Banner ORG numbers your students have submitted time under will appear and a dot will appear in the box.
- b) You can choose to approve either one or all of them by filling in the dot under “my choice.” You can also choose a method of sorting either by status or by name. When you have done this, click the “submit” box.



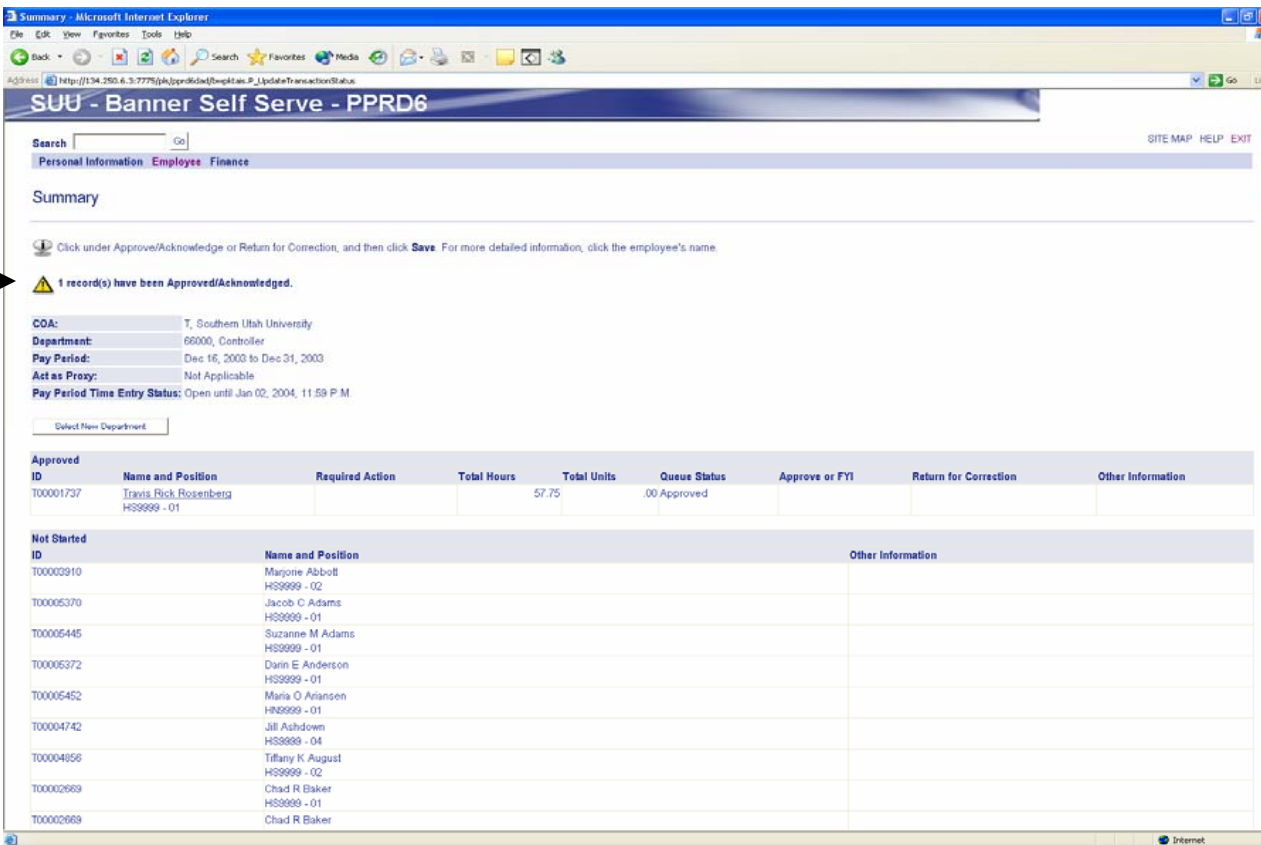
- a) All of your students that are waiting for approval will be under the Pending ID icon.
- b) You can view their total hours on this screen.
- c) To see a breakdown of their time, click on the “Change Time Record” icon below other information.
- d) If their hours are correct, click in the box under Approve or FYI.
- e) If their time is incorrect, you can click on the box under Return for Correction. This will send the timesheet back to the student.
Please tell your student to fix it and resubmit.

Once you have verified that all the time is correct, click the “save” box to submit the time to the Payroll Office.

The screenshot shows the 'Summary' page of the SUU Banner Self Serve - PPRD6 application. The page includes a search bar, navigation tabs for Personal Information, Employee, and Finance, and a summary section with fields for COA, Department, Pay Period, Act as Proxy, and Pay Period Time Entry Status. Below this is a table with columns for Pending, Not Started, ID, Name and Position, Required Action, Total Hours, Total Units, Queue Status, Approve or FYI, Return for Correction, and Other Information. The 'Pending' section contains one entry for Travis Rick Rosenberg. The 'Not Started' section contains ten entries for other employees. A 'Save' button is located above the table. Arrows point to the 'Save' button, the 'Pending' section, the 'Approve or FYI' and 'Return for Correction' columns, and the 'Change Time Record' link.

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
T00001737	Travis Rick Rosenberg HS9999 - 01	Approve	57.75	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
Not Started		Name and Position	Other Information						
T00003910	Marjorie Abbott HS9999 - 02								
T00005370	Jacob C Adams HS9999 - 01								
T00005445	Suzanne M Adams HS9999 - 01								
T00005372	Darin E Anderson HS9999 - 01								
T00005452	Maria O Atlansen HN9999 - 01								
T00004742	Jill Ashdown HS9999 - 04								
T00004856	Tiffany K August HS9999 - 02								
T00002689	Chad R Baker HS9999 - 01								
T00002689	Chad R Baker HS9999 - 02								
T00006507	Westly Lyman Barton HS9999 - 01								

To confirm that the time has been submitted, a yellow triangle with the caption “X record(s) have been approved/acknowledged” will appear and you are good to go! 😊



The screenshot shows a web browser window titled "Summary - Microsoft Internet Explorer". The address bar shows a URL starting with "http://134.250.6.3:7775". The page title is "SUU - Banner Self Serve - PPRD6". There are navigation tabs for "Personal Information", "Employee", and "Finance". A search bar is present at the top left. Below the search bar, there is a "Summary" section with a message: "Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name." Below this message, a yellow warning icon is displayed with the text "1 record(s) have been Approved/Acknowledged." An arrow points to this warning icon. Below the warning, there is a "COA:" section with the following details: "COA: T, Southern Utah University", "Department: 66000, Controller", "Pay Period: Dec 16, 2003 to Dec 31, 2003", "Act as Proxy: Not Applicable", and "Pay Period Time Entry Status: Open until Jan 02, 2004, 11:59 P.M.". There is a "Select New Department" button below this section. Below the department selection, there is a table with the following columns: "Approved ID", "Name and Position", "Required Action", "Total Hours", "Total Units", "Queue Status", "Approve or FYI", "Return for Correction", and "Other Information". The table contains one row with the following data: "Approved ID: T00001737", "Name and Position: Travis Rick Rosenberg, HS9999 - 01", "Required Action: ", "Total Hours: 57.75", "Total Units: 00", "Queue Status: Approved", "Approve or FYI: ", "Return for Correction: ", and "Other Information: ". Below the "Approved" table, there is a "Not Started" section with a table containing the following columns: "Not Started ID", "Name and Position", and "Other Information". The "Not Started" table contains ten rows of employee records.

Approved ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
T00001737	Travis Rick Rosenberg HS9999 - 01		57.75	00	Approved			

Not Started ID	Name and Position	Other Information
T00002910	Marjorie Abbot HS9999 - 02	
T00005370	Jacob C Adams HS9999 - 01	
T00005445	Suzanne M Adams HS9999 - 01	
T00005372	Darin E Anderson HS9999 - 01	
T00005452	Maria O Aranson HS9999 - 01	
T00004742	Jill Ashdown HS9999 - 04	
T00004856	Tiffany K August HS9999 - 02	
T00002669	Chad R Baker HS9999 - 01	
T00002669	Chad R Baker	

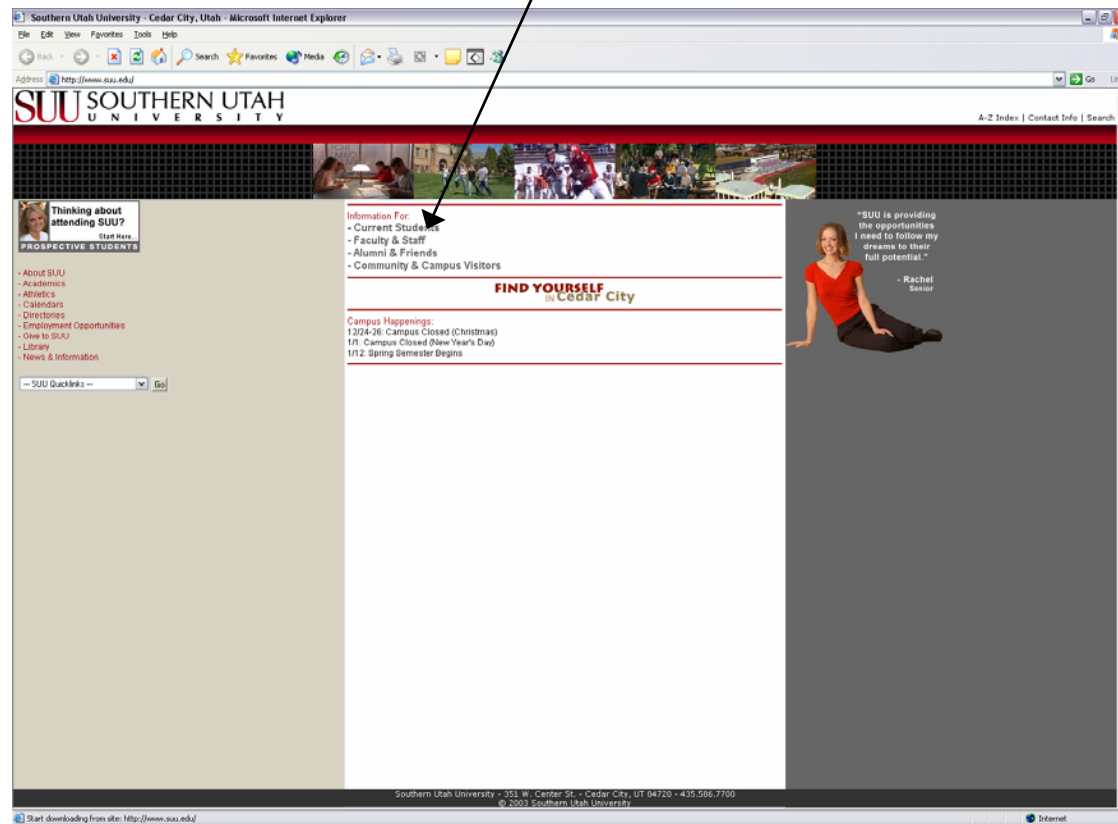
Realize that once a supervisor submits time to the Payroll Office, the time submitted may not be altered!

REALIZE ALSO THAT ONCE THE DEADLINE FOR SUBMITTING TIME HAS EXPIRED, TIME MAY NOT BE ENTERED!

To set up a Proxy Supervisor

All secondary supervisors must be contract employees. No regular students, non-student/non-contract, adjunct faculty, or temporary staff can be set up as secondary supervisors. You are responsible for setting up a proxy supervisor if you choose to have one. This person will act as the supervisor when you are unable to fill out time. The proxy will have the same access to the payroll system as you.

Open your Internet browser and click on the Faculty & Staff link.



On the left side column, click on the “Banner Login” box.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Southern Utah University Faculty & Staff Information page. The browser's address bar shows the URL <http://www.suu.edu/facstaff/>. The page header includes the SUU logo and navigation links: SUU Home | A-Z Index | Contact Info | Search.

The main content area is titled "FACULTY & STAFF INFORMATION". It is divided into two primary sections:

- Departments**
 - [Administrative & Financial Services VP](#)
 - [Bookstore](#)
 - [Career Services](#)
 - [Continuing & Professional Studies](#)
 - [Controller's Office](#)
 - [Development](#)
 - [Food Service](#)
 - [Human Resources](#)
 - [Library](#)
 - [Marketing & Public Relations](#)
 - [Media Services](#)
 - [Motor Pool](#)
 - [Plant Operations](#)
 - [Post Office](#)
 - [Provost's Office](#)
 - [Public Safety](#)
 - [Purchasing Office](#)
 - [Registrar's Office](#)
 - [Surplus](#)
 - [Web Services](#)
 - [Wellness Center](#)
- Professional Development/Organizations/Services**
 - [Academic Computer Users Committee](#)
 - [Accreditation](#)
 - [Banner Project](#)
 - [Calendars](#)
 - [Conference Facilities](#)
 - [Directories](#)
 - [Faculty Center](#)
 - [Faculty Senate](#)
 - [Institutional Research](#)
 - [Legislative Update](#)
 - [Photo ID](#)
 - [Policies & Procedures](#)
 - [Service & Learning Center](#)
 - [Staff Association](#)
 - [T-Bird Talk](#)
 - [University Undergraduate Curriculum Committee](#)

The left sidebar contains several navigation options:

- Web For Faculty/Advisors
- Web For Employees
 - Banner Login** (indicated by an arrow)
- GroupWise Web Access
- WebCT Login
- Anonymous Feedback
- IT Newsletter - see what changes have taken place over the past few months.
- From Success to Significance - President Bennion's opening speech

The footer of the page includes a "Report an Error on this Page" link, the date "Last Update: Wednesday, November 12, 2003", and contact information for Southern Utah University: 351 W. Center St. - Cedar City, UT 84720 - 435.586.7700. It also includes a copyright notice for 2003 Southern Utah University and a "Disclaimer" link.

There are two options here. You will be using Internet Native Banner (the second option). Please read the instructions below the icon before progressing, as your computer may need to download a program before you use Banner.

SUU - IT: Administrative Computing: Banner Login - Microsoft Internet Explorer

Address: http://www.suu.edu/it/admin/banner_login.html

SUU SOUTHERN UTAH UNIVERSITY

SUU Home | A-Z Index | Contact Info | Search

ADMINISTRATIVE COMPUTING

Banner Login information

To log in using:

[Banner Self Service \(Recommended\)](#)
This will require a User ID and a PIN number.
The User ID is the new campus assigned TNumber.
[Get your TNumber](#)
Your PIN Number is the same as your web for employees PIN number. If you don't know your PIN number, you can get it from the Human Resources Office (x7754) or from the Controller's Office at (x7724).
The first time you log-in, you will be required to enter a question and answer. Choose a question that you know the answer to, and that other people probably don't know. Also, choose a question with an answer that doesn't change. This will be used in the future in case of a forgotten PIN number.

[Internet Native Banner - PC using Internet Explorer \(Requires additional training\)](#)
This will require a download of Jinitiator the first time it is used. This will happen automatically, just reply Yes or Ok to each prompt.
After Jinitiator is installed, a login screen will come up.
This will require a Username and a Password.
Your Username is the campus username that is used for Novell, Groupwise and SUUPER.
Your Password is the first initial of your last name followed by your web for employees PIN number.

Report an Error on this Page

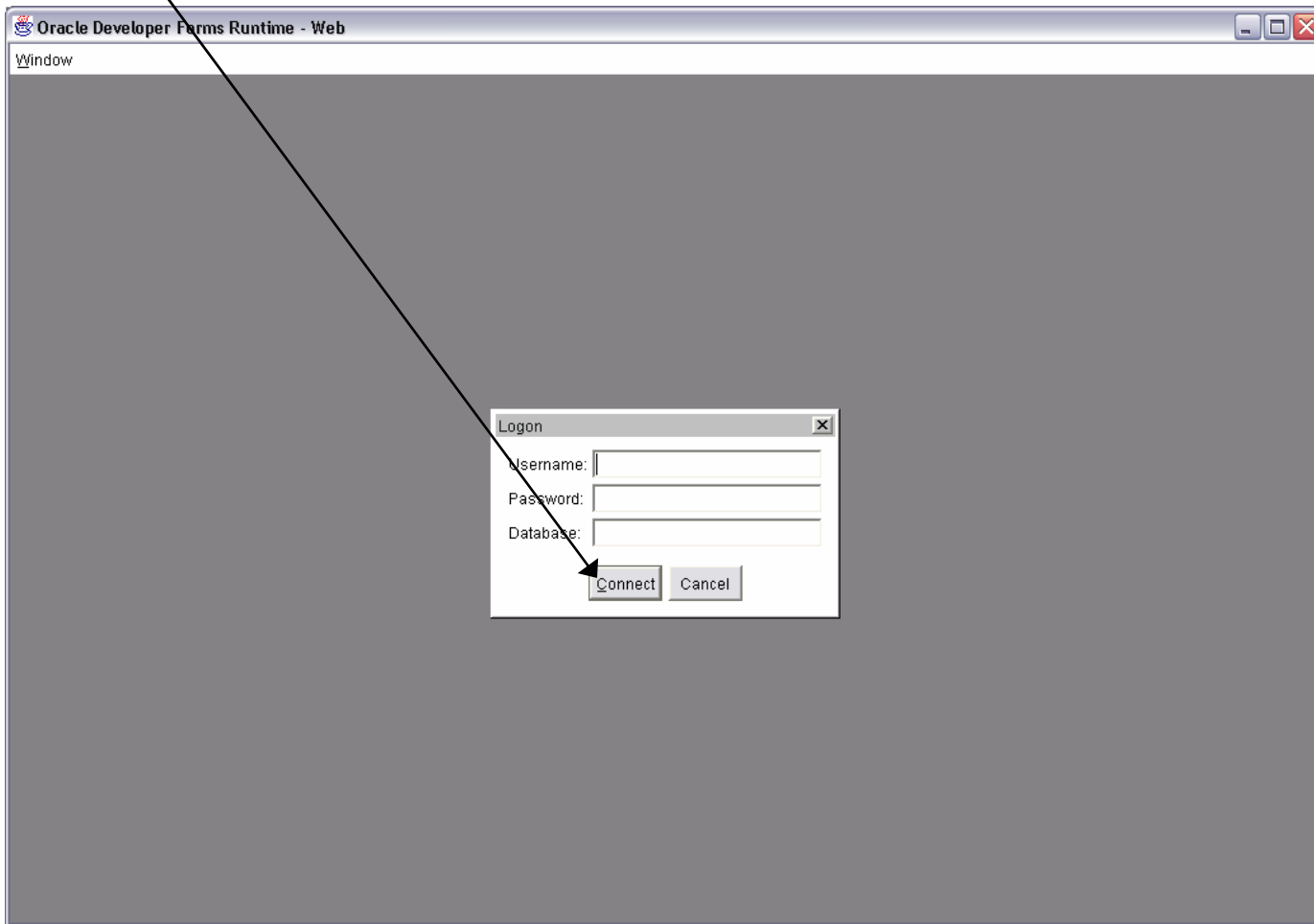
Last Update: Thursday, November 20, 2003

Southern Utah University - 351 W. Center St. - Cedar City, UT 84720 - 435.566.7700
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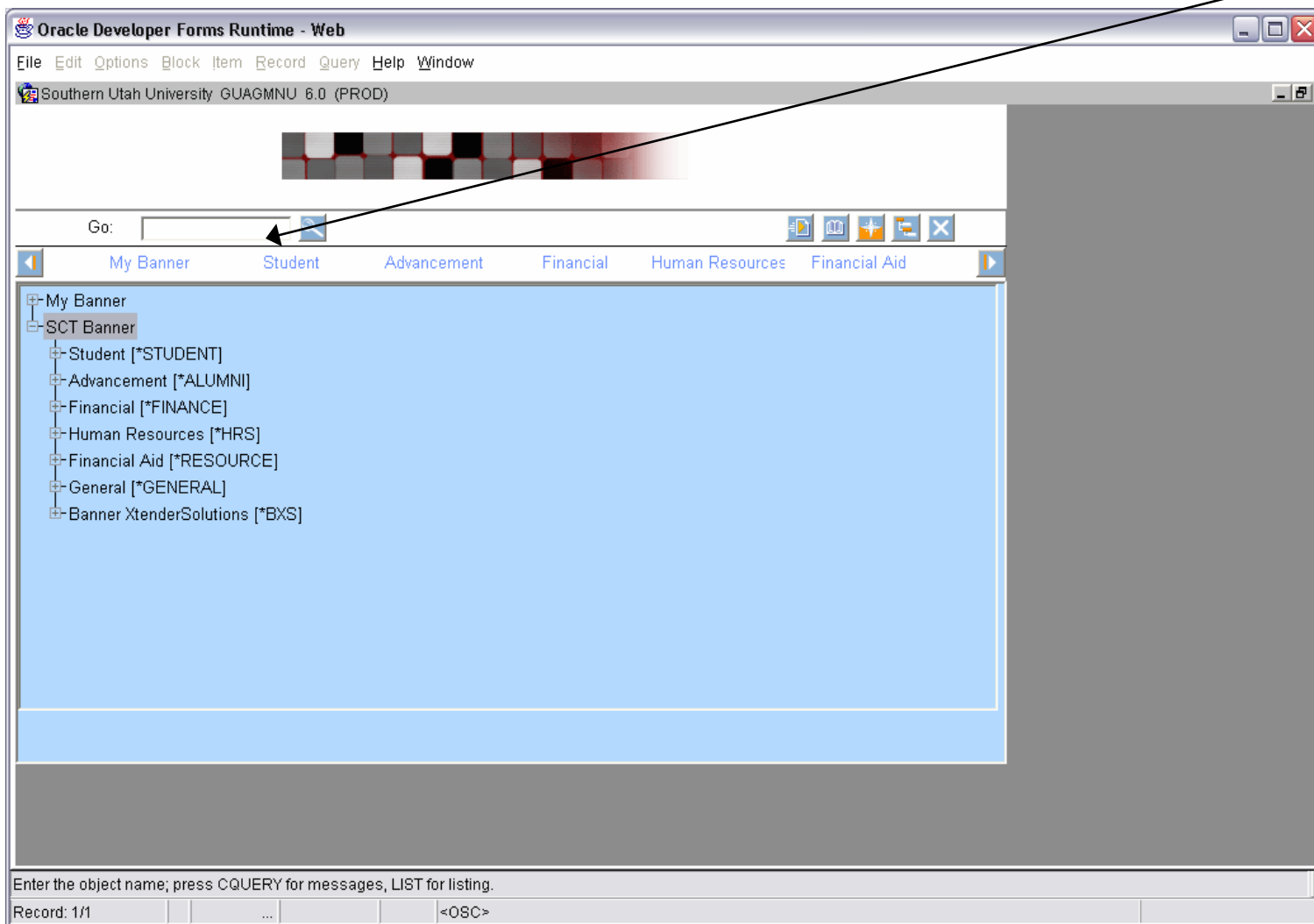
Thinking for Answers? Ask this Department!

Done

This is the login screen. Please use your Banner username and password. Leave the database area blank and click on the “connect” box to get into Banner.



This is the general information screen in Banner. To set up a proxy, type NTRPROX in the box next to “Go:” and hit enter.



Your user name should appear on this screen. If it's not, type it in (it should be your e-mail address name). Press Ctrl/Page Down when you have done this.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main window title is "Electronic Approval Proxy Rule Form NTRPROX 5.0 (PROD)".

The form contains the following elements:

- User ID:** A text field containing "ROSE7092".
- Default Level Description:** A table with columns "Level Code", "Description", and "Approval Level".
- Proxy Information:** A table with columns "Proxy ID", "Name", and "Activity Date".

The status bar at the bottom shows "User ID", "Record: 1/1", and "<OSC>".

A caption saying no records have been retrieved should appear. Click ok and you will proceed to a screen asking for an alternative USER ID and an alternative password. Use your same banner login you used to log into Banner and press Verify.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web". The main content area is a dark gray background. A smaller dialog box is centered on the screen, titled "Alternate Logon Verification Form GUAUIPW 5.4 (PROD)". The dialog box contains two input fields: "Alternate User ID:" with the text "ROSE7092" entered, and "Alternate Password:" which is empty. Below the fields is a "Verify" button. Two black arrows originate from the top right of the main window and point to the "Alternate User ID" field and the "Verify" button. At the bottom of the main window, there is a status bar with the text "Alternate Password;" and "Record: 1/1".

This will take you back to this screen. Press Ctrl/Page Down to get to the bottom part of the screen.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and actions. The main content area displays the "Electronic Approval Proxy Rule Form: NTRPROX 5.0 (PROD)".

At the top, there is a "User ID:" field with the value "ROSE7092". Below this is a table titled "Default Level Description".

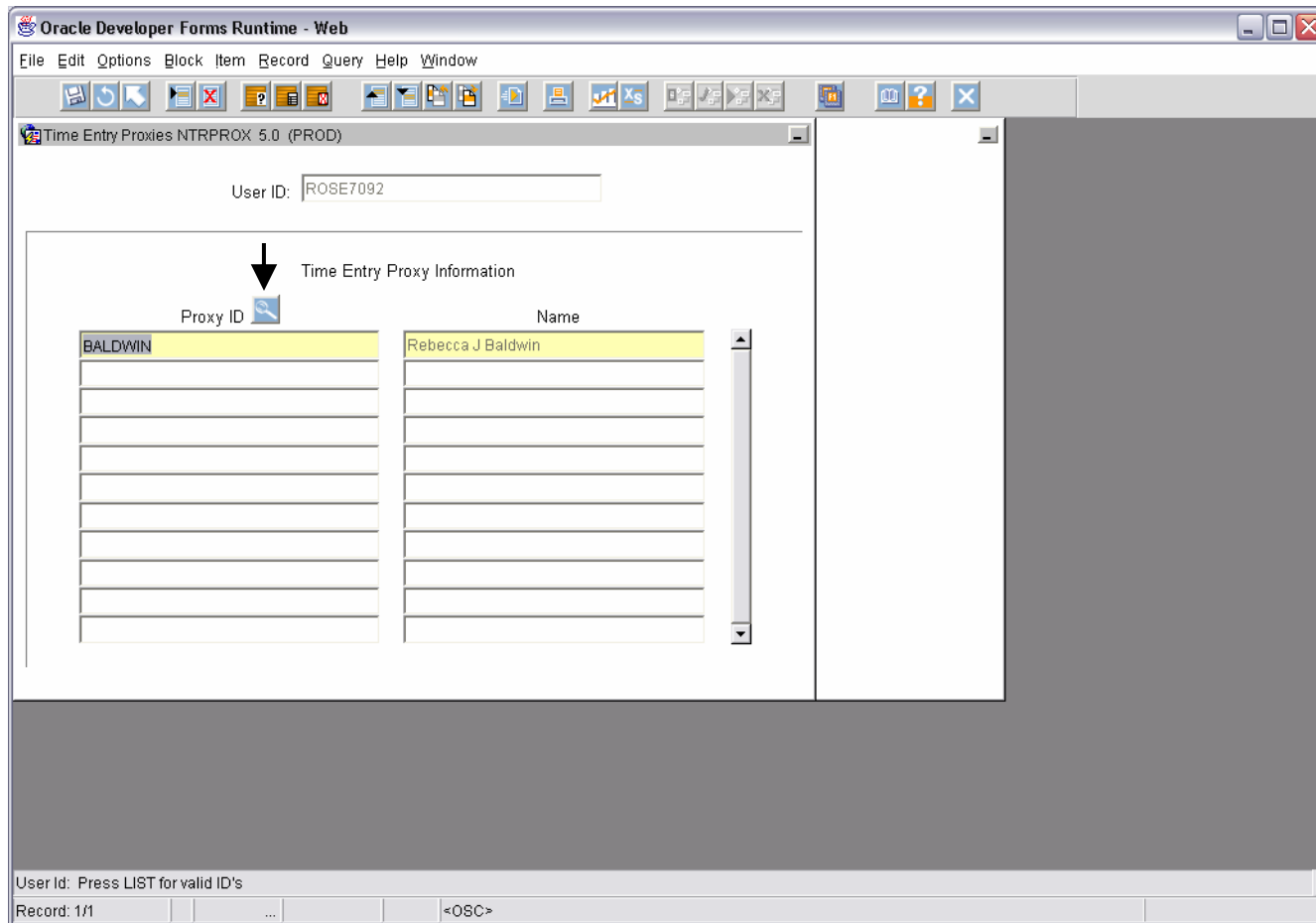
Level Code	Description	Approval Level

Below the "Default Level Description" table is a table titled "Proxy Information". An arrow points to the first row of this table, which is highlighted in yellow.

Proxy ID	Name	Activity Date
		05-JAN-2004

At the bottom of the form, there is a status bar with the text "User Id: Press LIST for valid ID's" and "Record: 1/1".

Go to the Options menu and click on “Time Entry Proxy Information.” This will bring up this screen:



Using the flashlight, find the name of your proxy supervisor and double click their ID. It will appear as shown above. Click F10 and it will be saved. Your proxy supervisor has now been set up! ☺