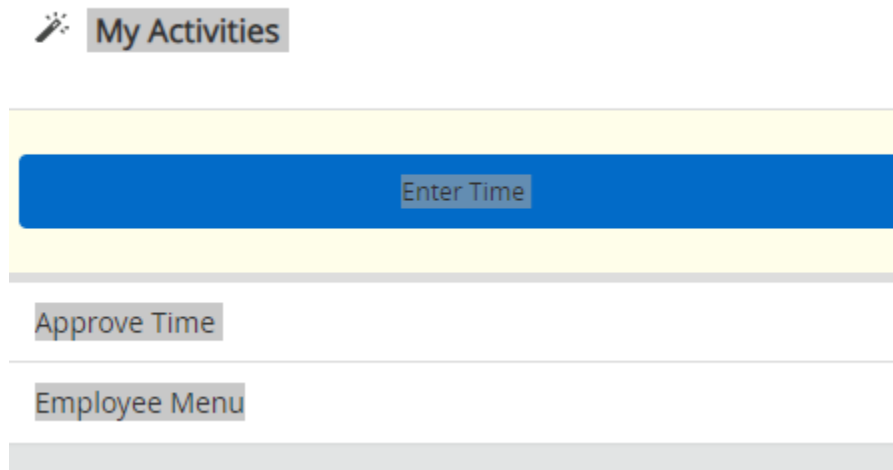


EAGLENET TIMESHEET APPROVAL QUICK REFERENCE FOR MANAGERS AND SUPERVISORS

BANNER 9 UPGRADE EFFECTIVE NOVEMBER 20, 2020

- EWU pay periods are 1-15th and 16-30 (or 31st).
- Approvals are automatically routed to the designated time approver.
- The time approver is notified via email when a time sheet is waiting for approval.
- Time approvers have the option of approving time or returning the time sheet to the employee for correction.
- Timesheet must be approved by the payroll deadline.
- Paper timesheets should be utilized rarely. Our goal is to have no paper timesheets.
- Please keep in mind that as a supervisor if you approve a timesheet you are “signing” that timesheet (similar to a check). Please make sure that the time reflected is accurate.

1. Sign in to EAGLENET and go to your EMPLOYEE DASHBOARD/TIMESHEET. Go to bottom right side:



2. Click APPROVE TIME

The screenshot shows a table with the following data:

Employee Name	ID	Organization	Hours/Units		
<input checked="" type="checkbox"/> Vermillion, Nicole L. Forms Rec Analyst 2, C99952-00	00722287	E-44000, Human Resources Office	80.00 Hours	i	⋮
<input type="checkbox"/> Mackey, Kenlyn S. HR Consultant 1, C99702-00	00090944	E-44000, Human Resources Office	88.00 Hours	i	⋮

3. You will see a bar chart with the status of your employee’s timesheets in real time.

Time Sheet Transaction Statuses:

- **Pending:** A time sheet with transaction status of Pending has been submitted and is ready to be approved
- **Approved:** A time sheet with transaction status of Approved has been approved and sent to Payroll; no further action is required
- **Error:** A time sheet with a transaction status of Error has an error
- **Returned for Correction:** A time sheet with a transaction of Returned for Correction has been returned to the employee for correction
- **In Progress:** A time sheet with a transaction status of In Progress has been opened but not yet submitted for approval

- **Not Started:** A time sheet with a transaction status of Not Started has not yet been opened or submitted for approval. Note: exempt employees do not need to start a timesheet unless they have used sick/vac/LWOP etc.
- **Completed:** A time sheet with a transaction status of Completed has been approved and sent to Payroll. It is past time sheet approval deadline so no changes can be made (unless a cancel/supersede paper timesheet is turned in)

