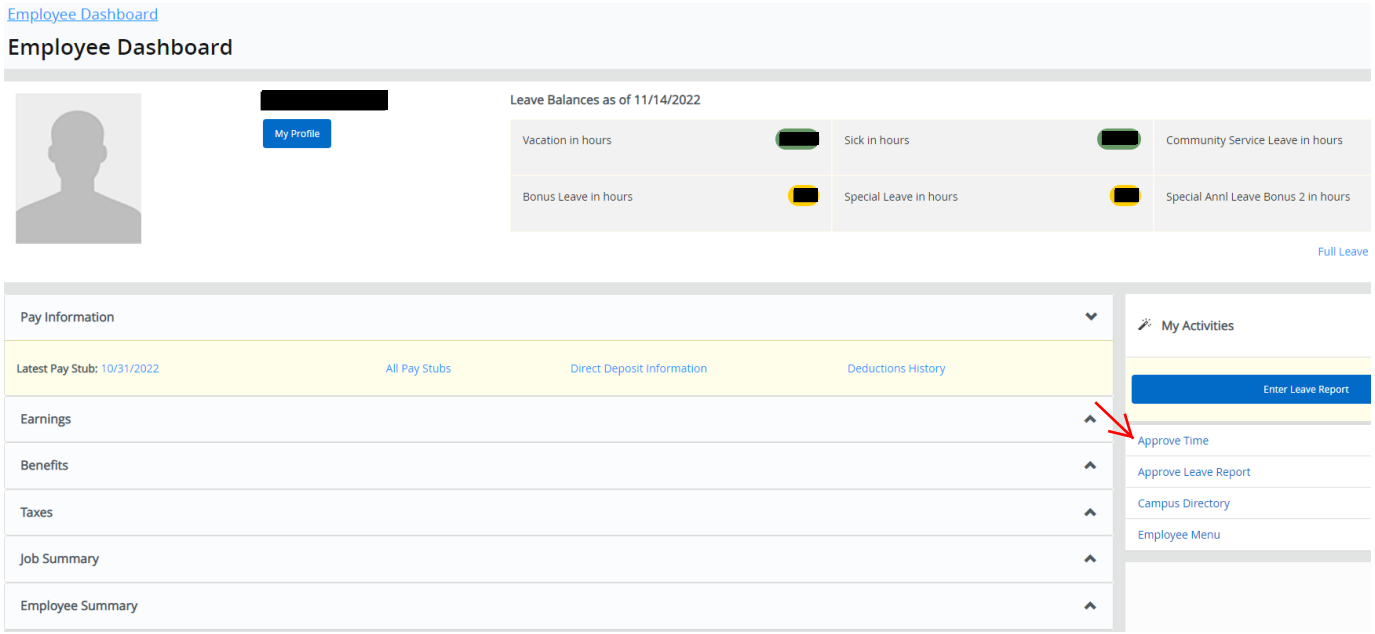
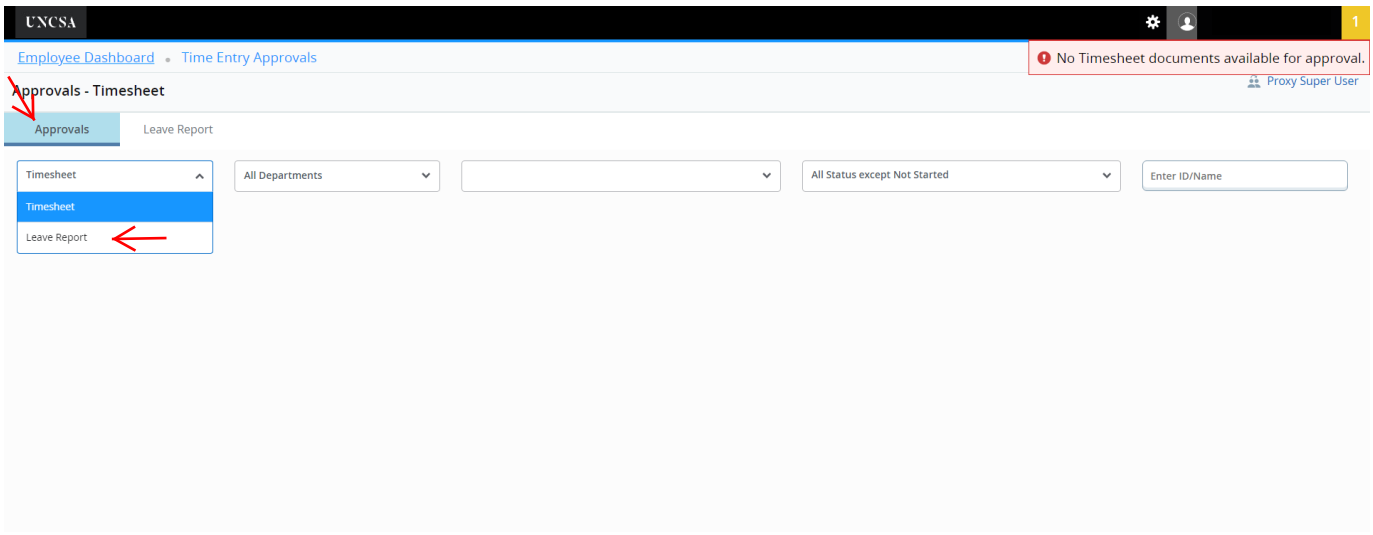
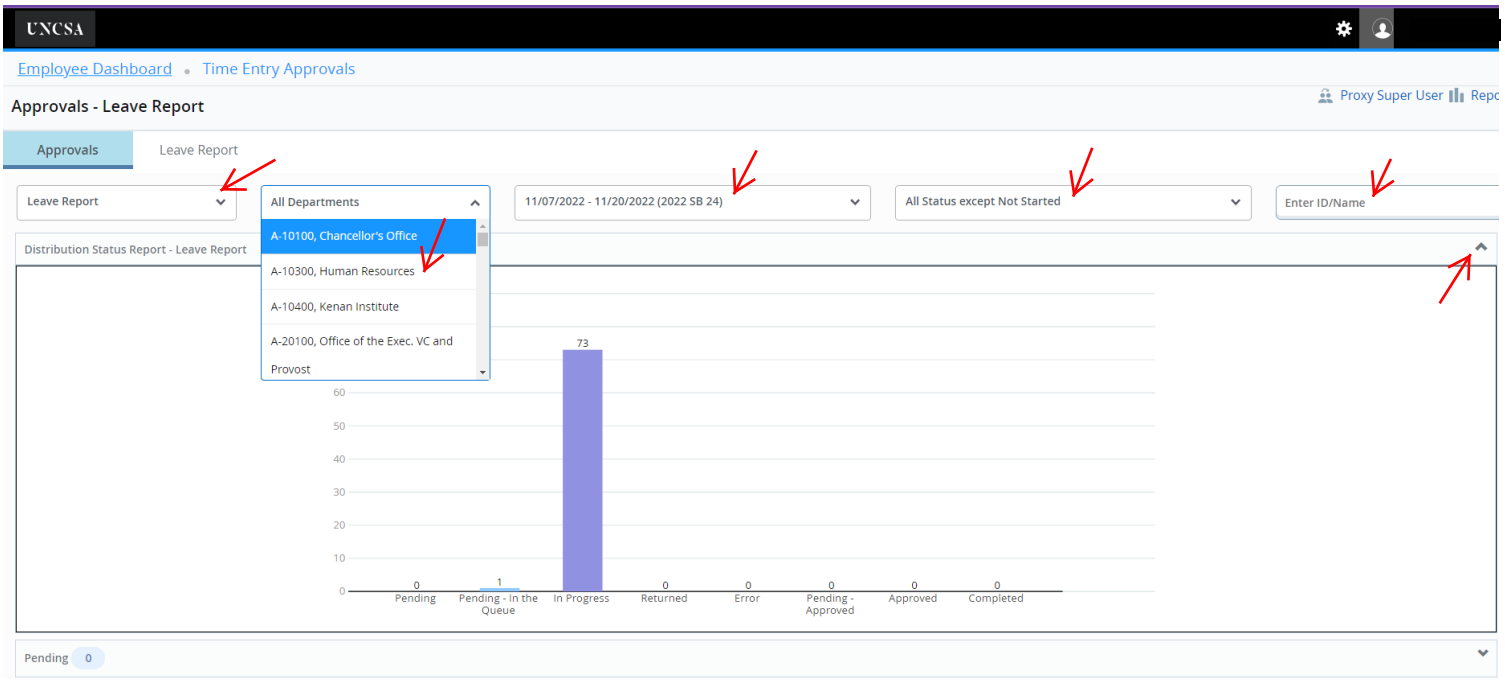
Banner 9 Time and Leave Approver Instuctions

- Supervisors can approve time and leave by selecting “Approve Time” or by selecting “Approvals” when entering their own leave reports.
- Supervisors can select from “Timesheet” or “Leave Report” from the dropdown box.
- Timesheets are for hourly employees or student workers.
- Leave reports are for permanent employees.

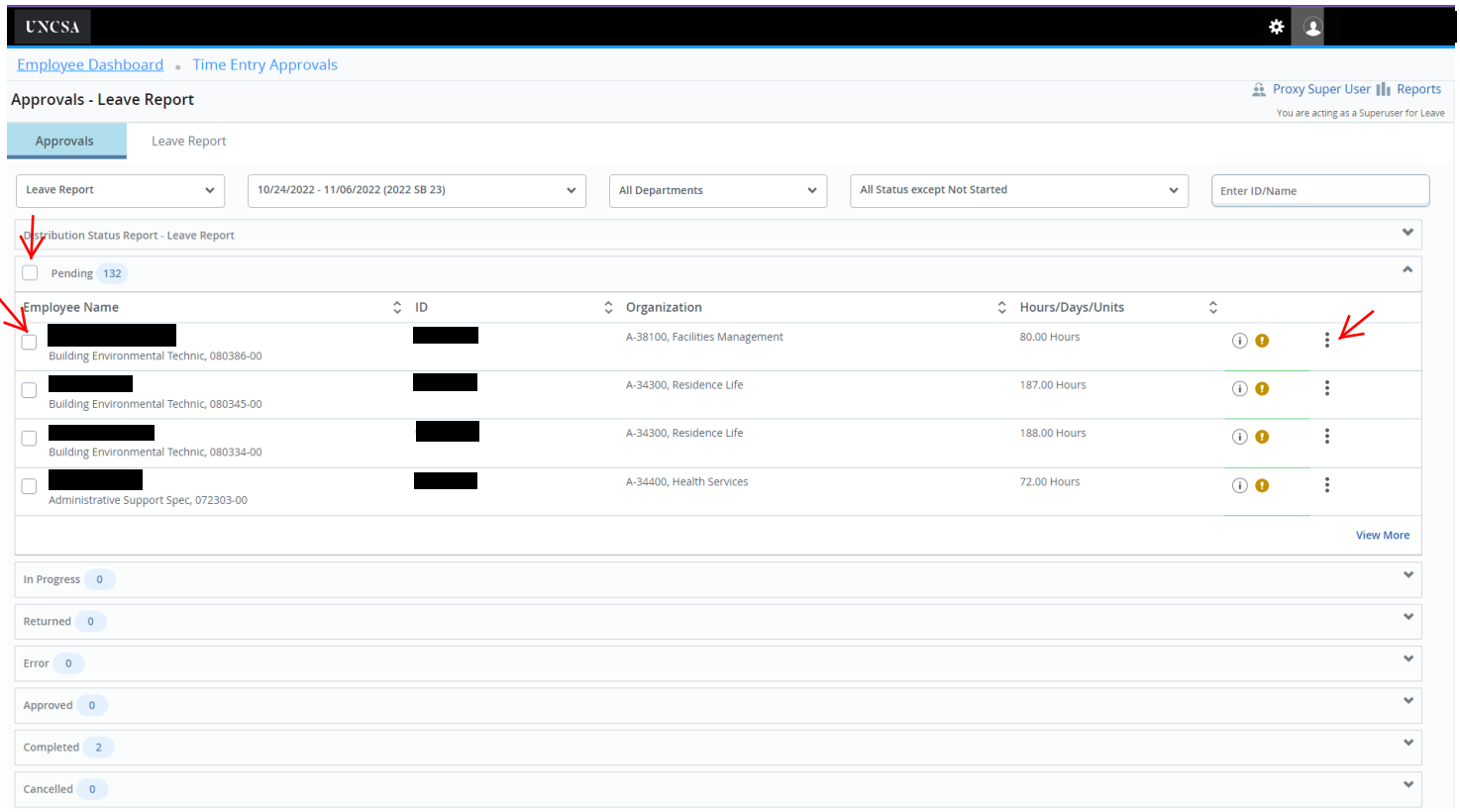




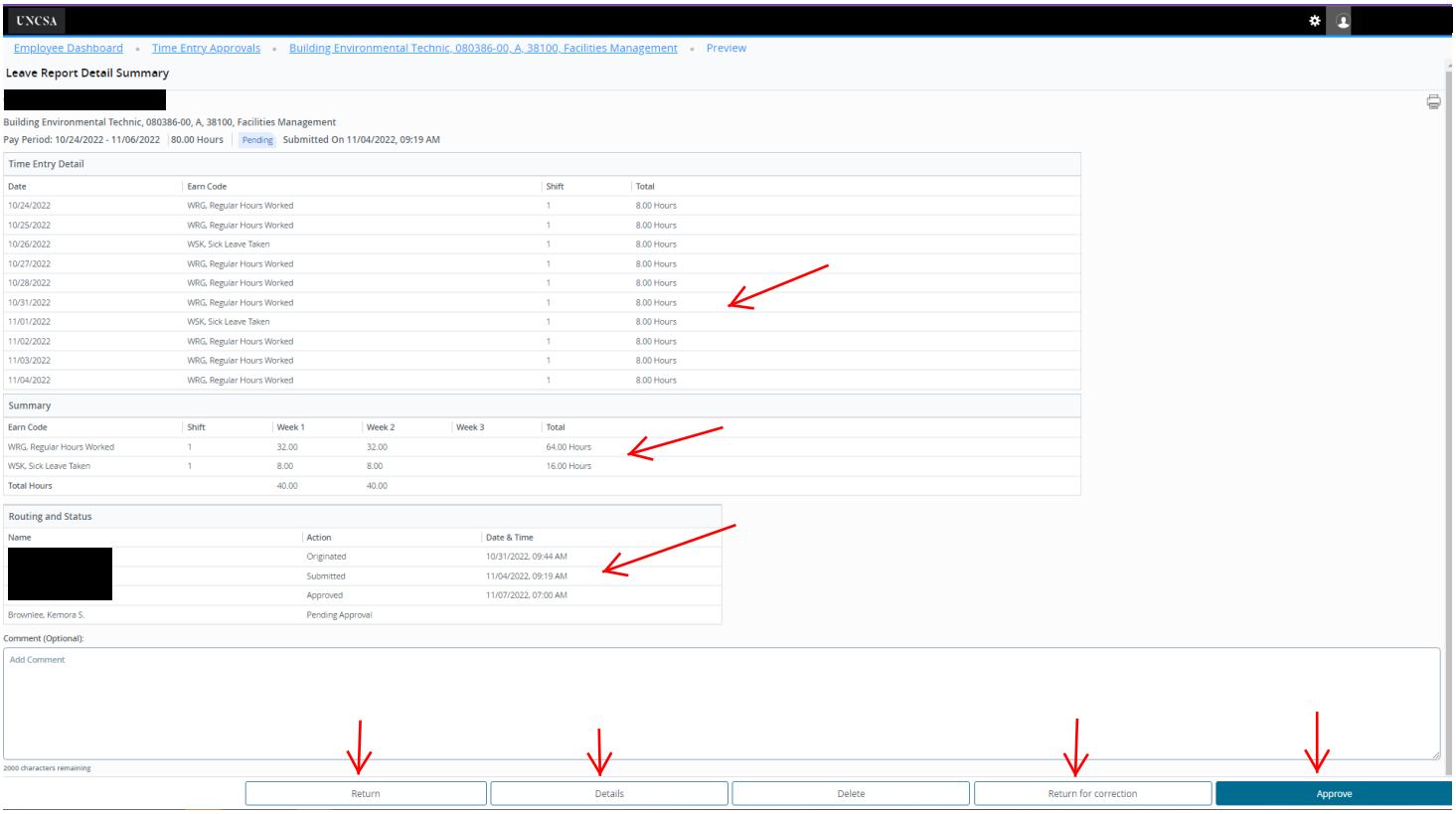
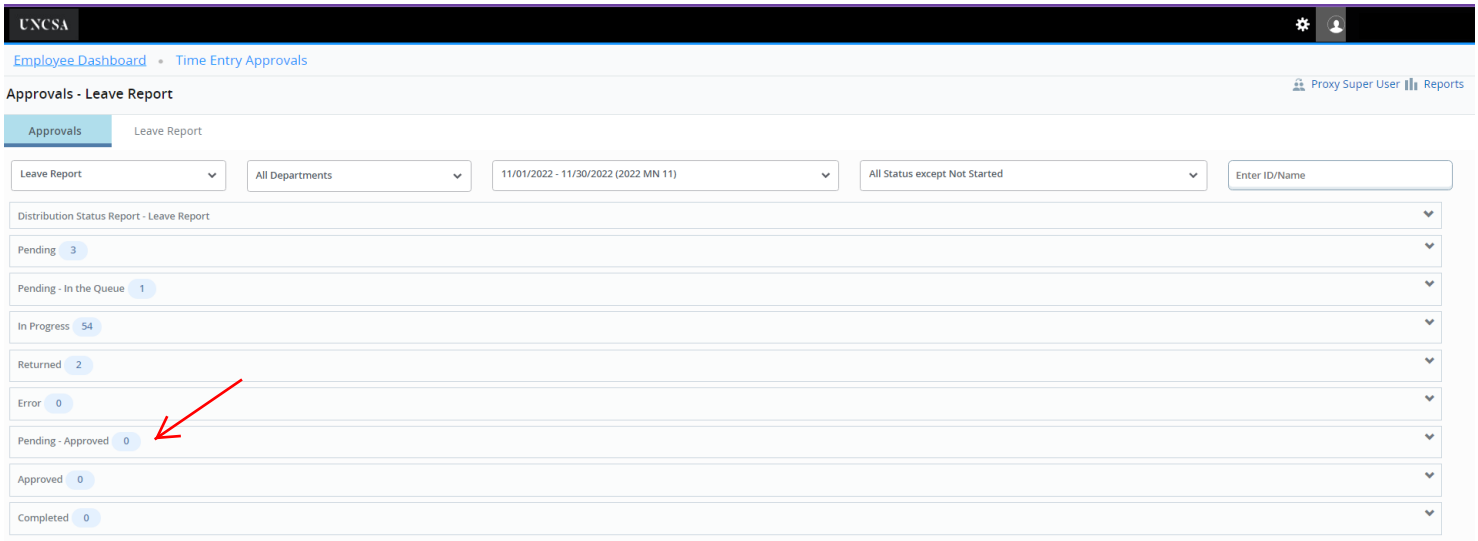
- Once you select “Timesheets” or “Leave Reports”, you will select your Department.
- You then select the leave report period you want to approve. Your non-exempt employees will be under "SB" time periods, your exempt employees will be under "MN" time periods and law enforcement will be under "L4" time periods.
- There are multiple leave report statues you can choose from. To get all your leave report employees except for those “Not Started” leave the default set to “All Status except Not Started”.
- You can view your “Not Started” by clicking the down arrow and selecting “Not Started”.
- You can also search by “Employee Name” A “Distribution Status Report” graph showing leave reports and status is automatically generated. This can be collapsed by clicking the ^ option.



- Leave reports are listed by the various leave report statuses.
- In the example below, one employee is “Pending” supervisor approval. The second employee is “In Progress” which means they have started their leave report but not submitted for approval.
- Before approving, review each employee’s leave report. You can do this by clicking on the employee’s name or by selecting the three dots at the right of the employee’s name.
- You can also review employee leave balances by selecting the three dots at the right of the employee’s name.
- Once each employee’s leave report has been reviewed and verified as correct, they can be approved individually, or mass approved by clicking the checkbox beside “Pending”.



- When viewing individual leave reports, the first section lists the hours entered per day.
- The second section shows hours entered per week.
- The third section shows leave report routing and status.
- From the preview page you can “Approve”, “Return for Correction”, “Return” to previous menu, or view the “Details” of the leave report.
- All “Return for Correction’ must have a comment added.



- After you select “Approve”, you can “Return” to the previous menu.
- Notice the employee has moved to the “Pending-Approved” status. This status means it has been approved by the supervisor and awaiting HR final approval.