

# Arkansas State University

## Employee Self Service

### Leave Reports/Time Sheet Approver's Guide

This guide will provide step-by-step instructions for approving time sheets and how to establish a proxy.

- Full-time Employees who are Exempt submit their leave in Employee Self Service.
- Full-time Employees who are Non-exempt clock in and out and submit leave in Time Tracker.
- Part-time Employees who are Exempt and are paid hourly use the Time Sheet option in Banner Self Service to enter and submit time.
- Hours worked on the first day of the month through the 15<sup>th</sup> are entered daily and submitted by the end of day on the 15<sup>th</sup> of the month. The employee will receive pay for these hours on the last day of the month.
- Hours worked on the 16<sup>th</sup> through the last day of the month are entered daily and submitted by end of day on last day of the month. The employee will receive pay for these hours on the 15<sup>th</sup> of the following month.
- The work week is defined as Monday-Sunday.
- If the end of a pay period falls in the middle of the week, please ensure that your employee will not exceed 28 hours/week. See operating procedure.

Please contact [bhp-support@astate.edu](mailto:bhp-support@astate.edu) for questions or assistance with approving timesheets.

#### **To access Employee Self Service:**

1. Log in to **myCampus**: <https://mycampus.astate.edu/>
2. Click on the **Employee** folder and click on **Self Service**
3. Click on the **Employee** menu

**To access Leave Reports/Time Sheet Approvals:**

1. Click on the **Leave Report** or **Time Sheet** link

## Employee

Problems with this screen? Please contact [BANNER /Tech Support](#) for assistance.

Questions about Account Balances should be directed to Student Account Services at :

### Leave Report

Must be utilized by fulltime benefited employees to report vacation, sick, and comp time taken.

### Time Sheet

Must be utilized by students to submit hourly timesheets via the web. These hours are submitted for hours v

2. The **Approve or Acknowledge Time** button is selected by default. Click on the **Select** button.

## Time Reporting Selection

Contact Payroll Services at 972-2293 or [bhp-support@a](mailto:bhp-support@a)

### Selection Criteria

	<b>My Choice</b>
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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

3. Select the appropriate **Time Period** and click on the **Select** button.

Department and Description	My Choice	Leave Period
T, 310012, Tune Cassey Proj Prog Spec ©	<input checked="" type="radio"/>	[LV, Aug 01, 2017 to Aug 15, 2017] ▾

Sort Order

	<b>My Choice</b>
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

**\*\* If the employee has not opened their Leave Report or Time Sheet, there will not be an option listed for the specified time period.**

- The Leave Reports/Time Sheet(s) that need approval will be in **Pending** status. To view the detail, click on the **Employee's Name**.
- To approve, select the **Approve or FYI** check box. Click on **Save**. The record will be updated and will reflect a message that it has been successfully approved.
- To return for correction, select the **Return for Correction** check box. Click on **Save**.  
**\*\*Contact the employee to make the corrections and resubmit.\*\***

Department Summary

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Select the employee's name to access additional details.

Problems with this screen? Please contact [BANNER /Tech Support](#) for assistance.

COA: T, ASUJ-For Time Entry Use Only  
 Department: 310012, Tune Cassey Proj Prog Spec  
 Leave Period: Feb 16, 2013 to Feb 28, 2013  
 Act as Proxy: Not Applicable  
 Leave Period Leave Entry Status: Open until Mar 05, 2013, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	
10084852	Deanna F Warren	Approve	.00	14.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	

- Click on **Change Selection** to view another record.

### Approving Leave/Time between Pay Periods (Super User Access)

To approve time as a new approver, you may be granted temporary super user access.

- Click on the **Employee** menu
- Click on **Leave Reports** or **Timesheets**
- Select the **"Act as Superuser"** checkbox
- Click **Select**

### Selection Criteria

	My Choice
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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input checked="" type="checkbox"/>

Select

- Select the **Type of Records: Leave Reports** or **Timesheets**
- Select the **Leave Number** (payroll period)

7. Select the **Department** (T-Orgn)
8. Click **Select**

**Type of Records:** Leave Report ▼  
**Year:** 2015 ▼  
**Leave Frequency:** LV, Leave Reporting ▼  
**Leave Number:** 7 ▼  
**COA:** T, ASUJ-For Time Entry Use Only  
**Department:** 310012, Tune Cassey Proj Prog Spec ▼

## Sort Order

**My Choice**

**Sort employees' records by Status then by Name:**

**Sort employees' records by Name:**

Select

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## Proxy Set Up

An approver can select a proxy to approve time in their absence.

There are two steps required to assign a proxy:

1. Submit an email to [cpi-security@astate.edu](mailto:cpi-security@astate.edu) requesting the proxy access. Once security has been granted, the approver can assign the designated person as proxy in Employee Self Service:
  - a. Login to myCampus and click on the Self Service icon.
  - b. Click on the Employee menu.
  - c. Click on the Timesheet link.
  - d. Click on the Proxy Set Up link at the bottom of the Time Reporting Selection page.
  - e. Select the Approver in the Name drop-down (names display in alphabetical order by last name) and click on the Add checkbox.
  - f. Click on the Save button.

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