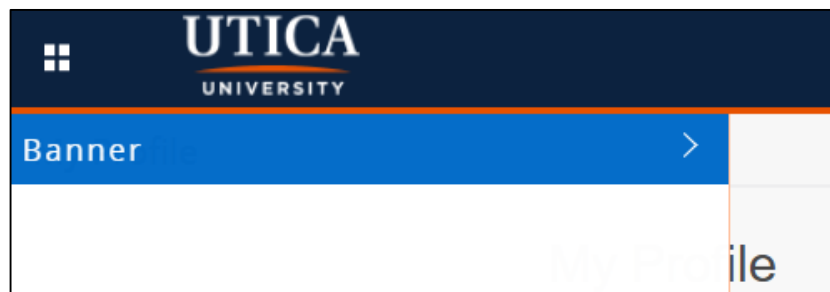
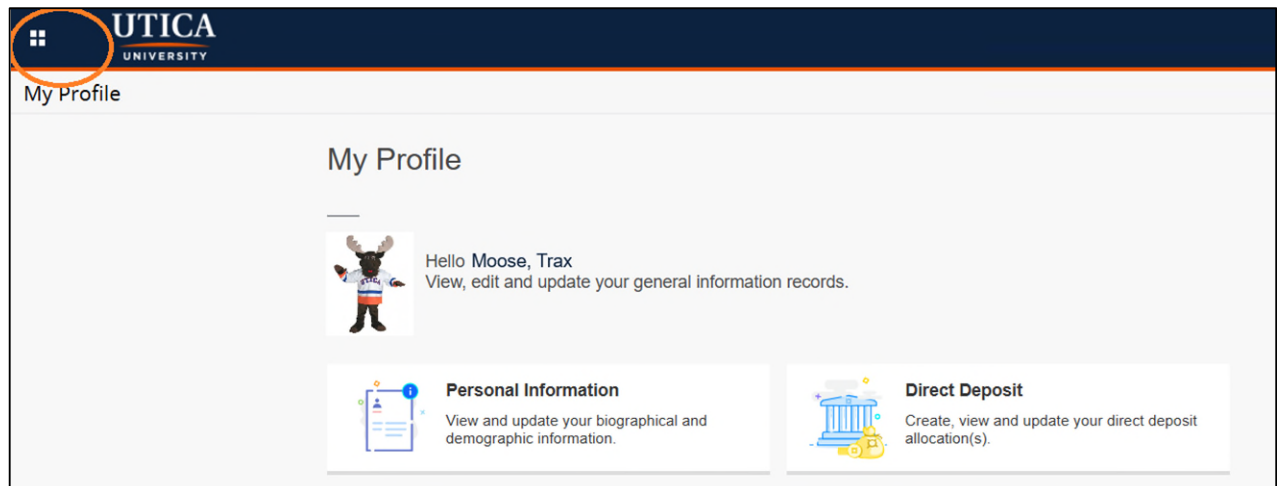
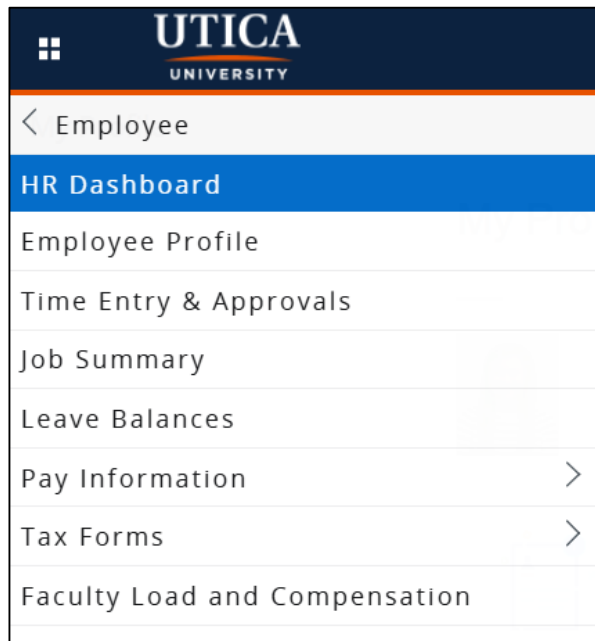




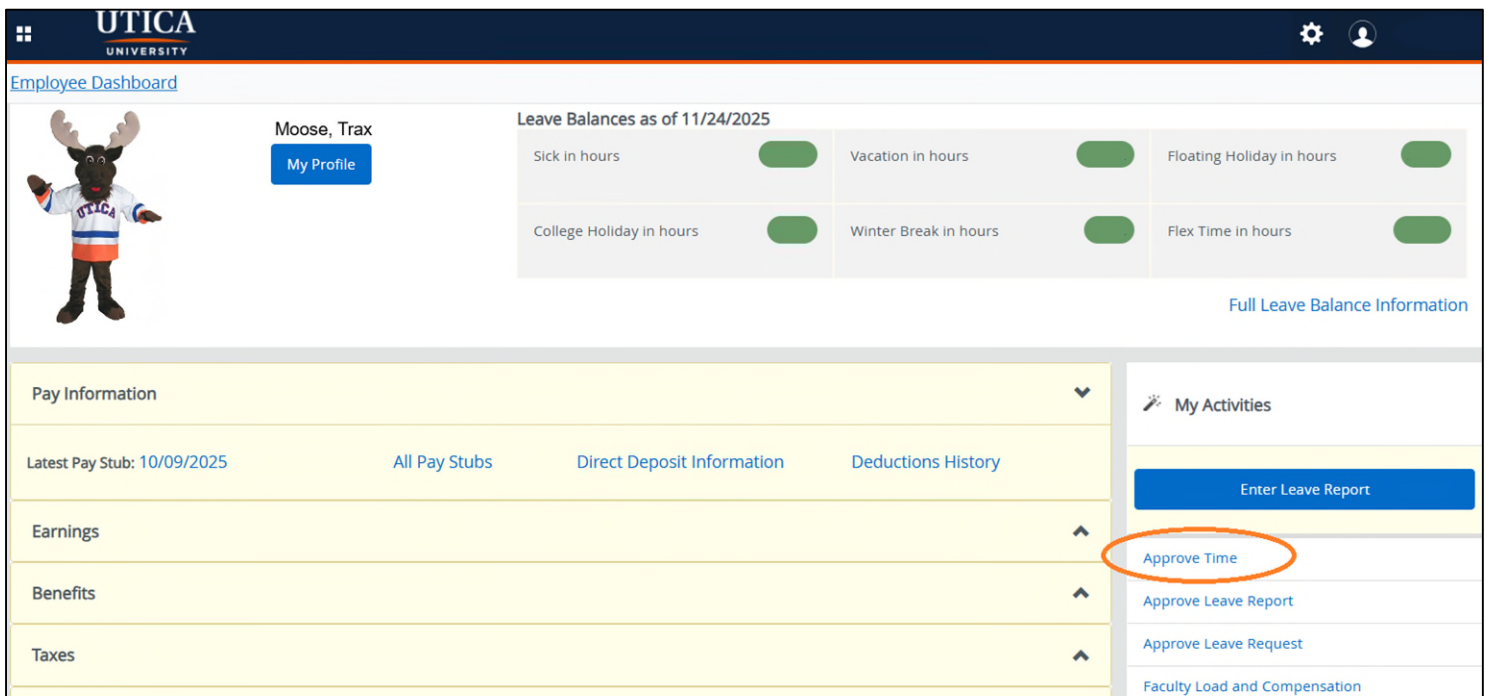
Procedure for Approving Leave Reports & Timesheets

1. Visit Banner Web by clicking on the following link: bannerweb.utica.edu
2. Click on the four squares in the top left corner. Select Banner, Employee, and lastly, HR Dashboard





3. On the Employee Dashboard screen, click the “Approve Time” link on the righthand corner under “My Activities.”



4. Your default view will be the “Approvals” screen.
 - a. You will need to select either “Timesheet” (for hourly employees and/or student timesheets) or “Leave Report” (for exempt employees) in the dropdown menu.
 - b. You will also need to select the pay period you wish to approve.

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Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

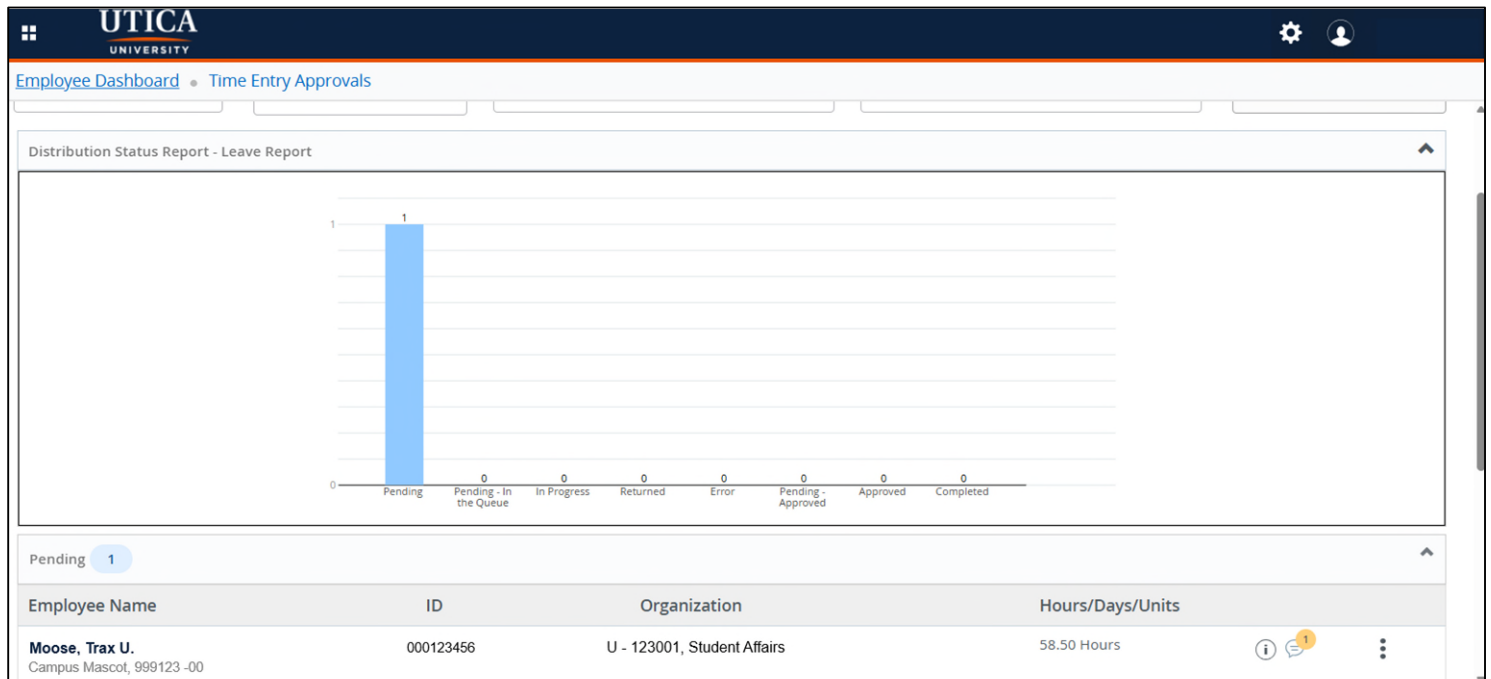
Proxy Super User Reports

Approvals Leave Report

Leave Report Timesheet Leave Report

All Departments 10/01/2025 - 10/31/2025 (2025 MN 10) All Status except Not Started Enter ID/Name

5. Scroll down the page to view employee time pending your approval. If your employee(s) submitted their timesheet/leave report, it will be listed under “Pending.”



6A. To view list of employees who have not started their timesheet/leave report, you must select “Not Started” from the dropdown menu.

Approvals - Leave Report

Proxy Super User Reports

Approvals Leave Report

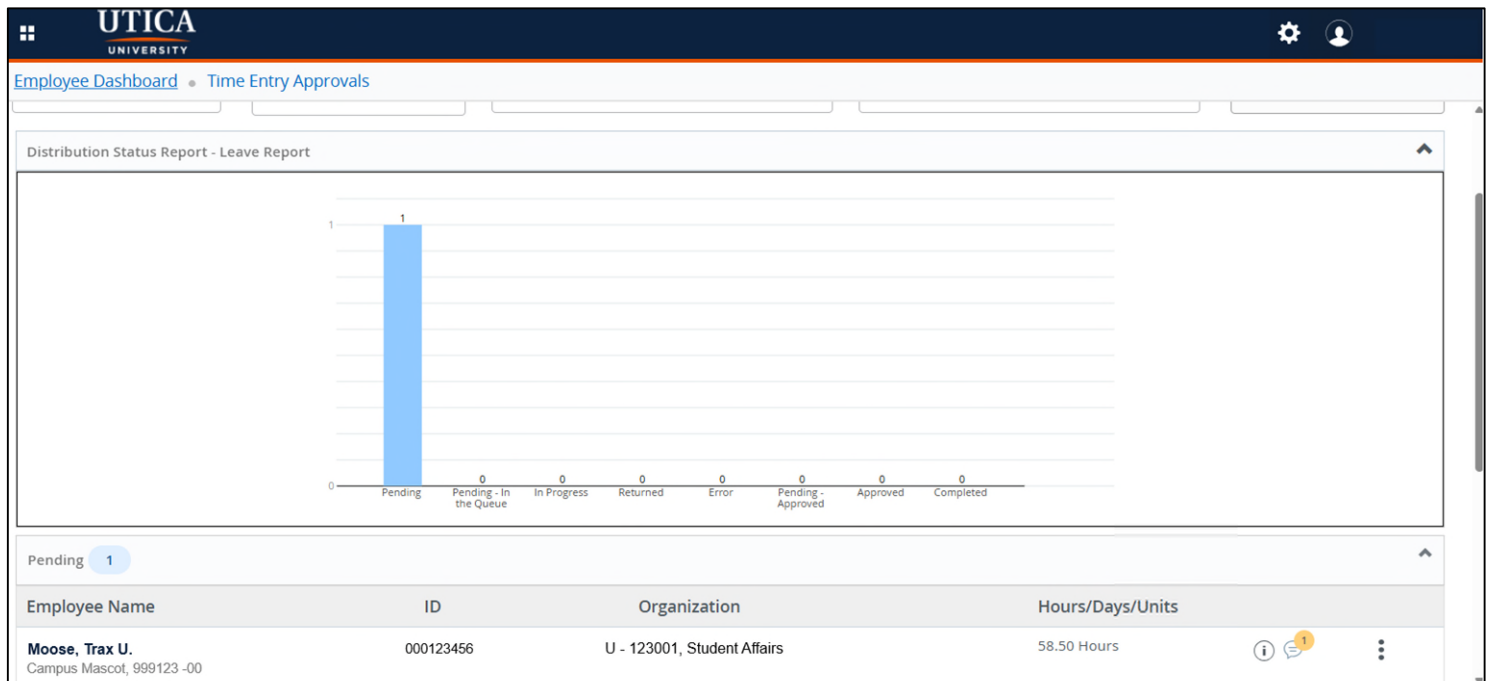
Leave Report All Departments 10/01/2025 - 10/31/2025 (2025 MN 10)

Distribution Status Report - Leave Report

1

All Status except Not Started
Error
Pending - Approved
Approved
Not Started
Completed

6. To approve an employee's time, you may select anywhere in the field where their name is listed to review their submission.



7. Now, the “Leave Report Detail Summary” page is open. Review the submission for accuracy. You can use the scroll bar at the bottom of the screen to display any comments the employee may have left or leave your own comments. This comment can be viewed by you and the employee. It will not be viewed by Human Resources/Payroll.

8. After reviewing the time submitted you may:

- a. **Approve:** Approves the submitted information
- b. **Return for Correction:** Returns the submission to the employee for correction. At this time you must communicate to the employee your concerns. They will make corrections and re-submit the report for your approval.

Before exiting, be sure to verify that the status of the employee you approved has been changed from Pending to Approved.

Glossary

Not Started Employee has not entered data on the leave balance report
In Progress Employee has entered data, but not submitted the report for approval
Pending Employee has submitted leave report for approval and it can be approved at this time
Approved Leave reports have already been approved.

Note: **Pending** reports are the only reports that can be approved.