Approver & Proxy
Web Time Entry Instructions for
Banner Online Self Service for Student Pay

Payroll Dates:

- Pay Period Dates: Student payroll occurs every two weeks based on the annual student payroll calendar found on the JobX website. The weekly student work period runs from Monday to Sunday.
- Time Sheet Due Date: Students must submit their web time sheets for approval every other Monday by 12pm (noon) Automated, courtesy emails are sent to the students.
- Time sheets must be approved that Monday by 5pm in order for student employment to prepare the pay for payroll to process. Automated, courtesy emails are sent to approvers when a time sheet is ready to be reviewed and approved.

Please note: Some time sheet due dates will vary depending on holidays. Student employment will notify approvers of these changes.

- If you will be unable to approve your student time sheets, please contact your Proxy to approve on your behalf

How to Login to Banner Online:

1. Go to the Vassar College home page *(click)* The time sheets can be accessed even if you are not on campus.
2. Hover the mouse over Info & Resources and select Ask Banner
3. Click Banner Online *(click)*
4. Enter Secure Area Now
5. Log on with your Vassar Gmail name and password
   - If you have forgotten your password, please contact the Help Desk during normal business hours at (845) 437-7224.

Approval Instructions:

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Choose Enter Staff and Student Time Sheets and Supervisory Approval
4. On the Time Reporting Selection screen, choose Approve or Acknowledge Time
5. Act as Proxy or Self
   - For Proxies: If you are a designated proxy for an approver and are approving time reports in their absence, use the 'Act as Proxy' dropdown to choose the approver's name.
6. Click Select

7. On the Approver Selection screen, choose the department and pay period that you are approving. *Student pay is BW*

8. Click Select

Approver Selection

Home > Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
1, 20600, Financial Aid Office	◉	BW, 05/13/15 to 05/26/15 ▾

Sort Order

	My Choice
Sort employees' records by Status then by Name:	◉
Sort employees' records by Name:	○

[Select]

9. On the Department Summary screen, select the employee's name to access their detailed time sheet.
   - Ensure hours are coded accurately and are in compliance with the Student Employment handbook.
   - Review the student's regular hours and comments.
   - When a time sheet is returned for correction, the student is unaware, so follow up with an email to the student

◁▷ Personal Information | Employee

Employee Details

Home > Employee Details

Select to return a time sheet for student to correct; follow up with email to student

Select to add a comment to the time

Select Next or Previ...

| Employee ID and Name: | ...er Rogerio | Department and Description: | 1 21001 Main Libra... |
| Title: | V66708-03 Collections Maintenance Assist | Transaction Status: | Pending |

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Add Comment] [Next]

Select to approve time sheet

Select to change hours on TS if they are incorrect

Select to see the next employee's TS

Routing Que...

Time Shee...

Earnings	Total Hours	Wednesday, 10/14/15	10/15/15	10/16/15	Saturday, 10/17/15	Sunday, 10/18/15	Monday, 10/19/15	Tuesday, 10/20/15	Wednesday, 10/21/15	Thursday, 10/22/15	Friday, 10/23/15	Saturday, 10/24/15	Sunday, 10/25/15
Regular	13						2	1	3	1	3		
Total Hours:	13						2	1	3	1	3		

10. Once time report is correct, click Approve. – please approve by 5PM on payroll Mondays

11. Students who miss submitting hours for a pay cycle will have to complete a paper time sheet for those unpaid hours.
    - Any hours not recorded on time, on the web will be paid on the next pay cycle via a paper time sheet.
    - Time sheets must be *completed in full* and signed by the student and time sheet approver.
    - Paper time sheets can be accessed in the Student Financial Services office or on JobX under Additional Forms & Resources on the employer home page.

Time Sheet Proxy:

It is strongly encouraged that each on-campus employer has a back-up proxy that can assist in time sheet approvals in the event that the employer is unexpectedly out of the office. Contact stuemp@vassar.edu to set up a proxy if you do not have one assigned. The proxy is not contacted with regular time sheet reminders; he/she is only contacted when we are unable to contact the employer.

Grant funded positions:

Positions funded through Federal Sponsored Research require effort reporting certification. Time reports for hourly, non-exempt employees who are paid bi-weekly will serve as effort reporting certifications. Time reports are approved by the Principal Investigator or by a proxy assigned by the Principal Investigator. These individuals have first-hand knowledge of all work performed by the employee. The approver reviews the time reports for accuracy of hours recorded, and certifies that the amounts for the period represented are reasonable for the actual effort expended.