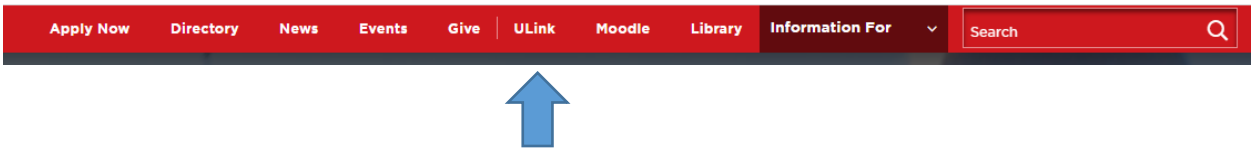
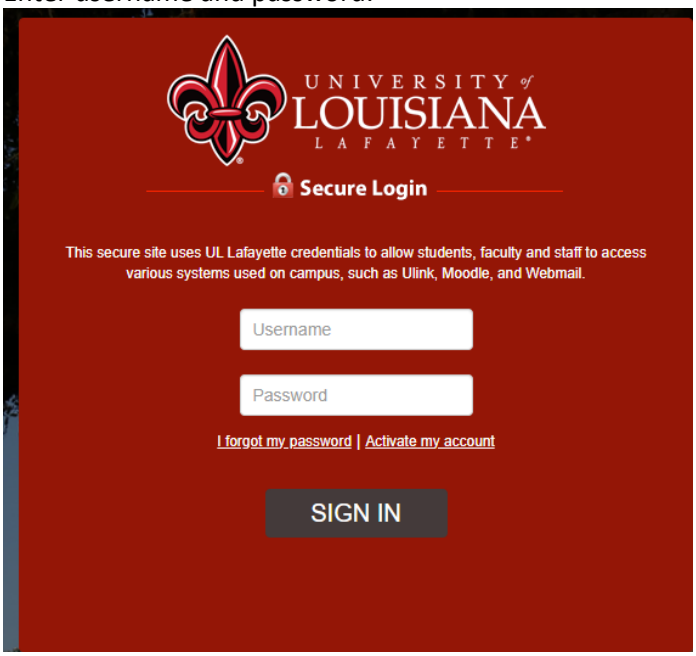
Approver Instructions

NOTE: Banner does not have a set up for a backup approver. There is only one approver that can be setup. The approver can setup a proxy who can view and approve in their absence. See proxy instructions.

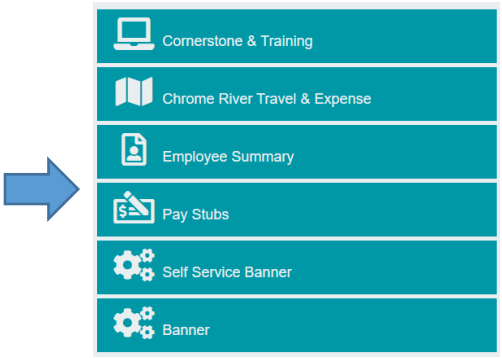
Go to the university website (www.louisiana.edu) and click the ULink link.



Enter username and password:

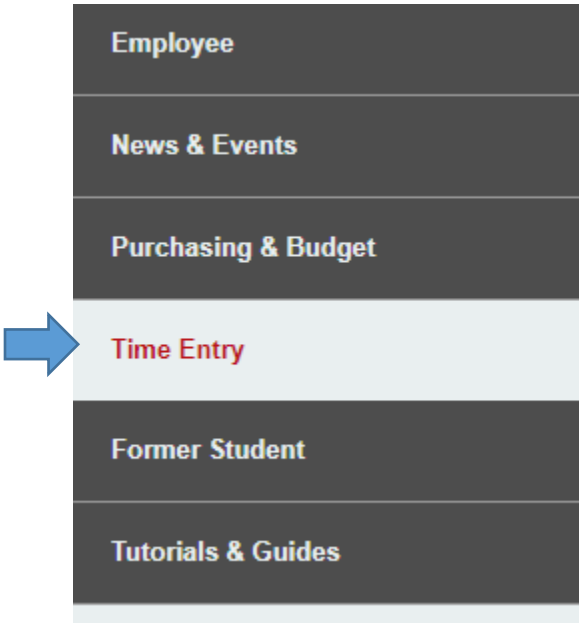


Click employee summary in the teal section on the right

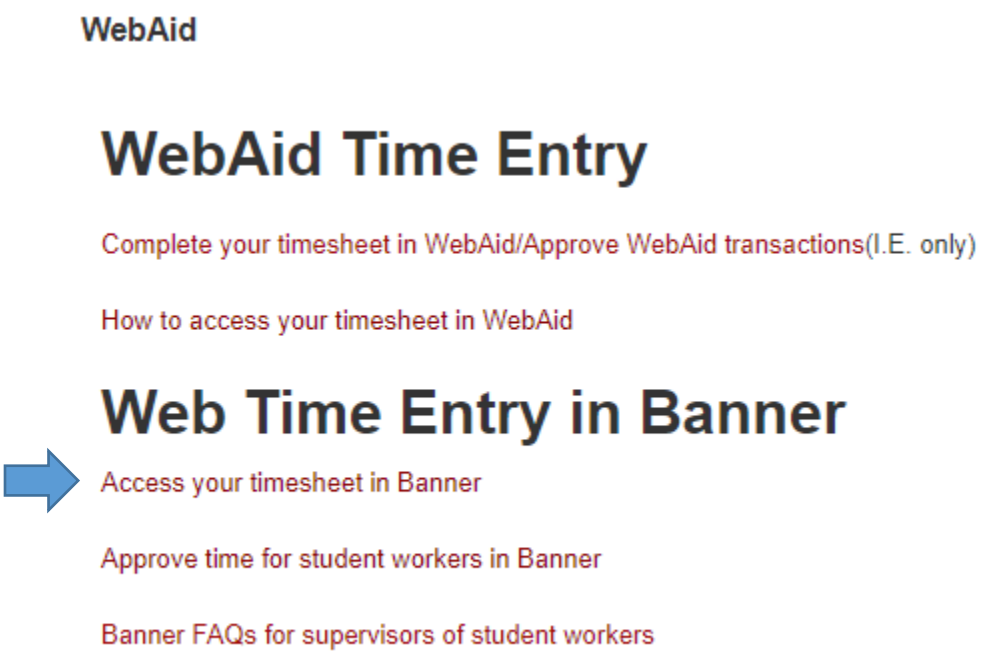


Or

Click the time entry tab on the left

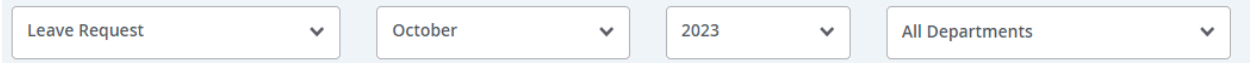


Click access your timesheet in Banner



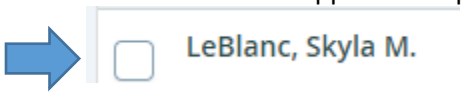
Click what needs to be approved.

A new screen will populate after clicking on the approve button (time, leave request, or comp earn request). Depending on the date that needs to be approved, you may need to change the indicator for the timeframe of the request.



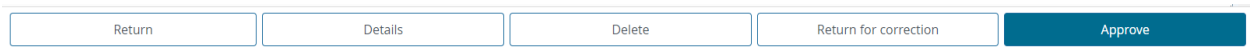
A calendar should appear below this image. You will see the word "Awaiting" on the day the application was inputted, click it.

A new screen will appear. To approve, click the box next to the employee's name.



After, you will see a button populate approve/acknowledge, click to approve and save.

If you need to review the information, click the employees name and the information will populate in a new screen. From this screen the approver can see details, return for corrections, and/or approve.



Each transaction will have a different status depending upon where it is in the process.

Not started – the employee has not begun entering information for the timeframe.

In progress – the employee has entered information and saved but not submitted for approval.

Pending – the employee has submitted for approval.

Approved – the approver has approved.