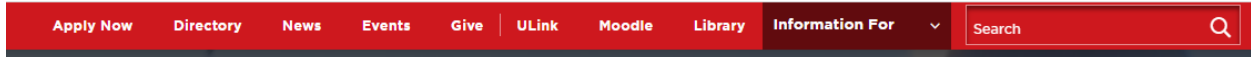


Approver Instructions

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.

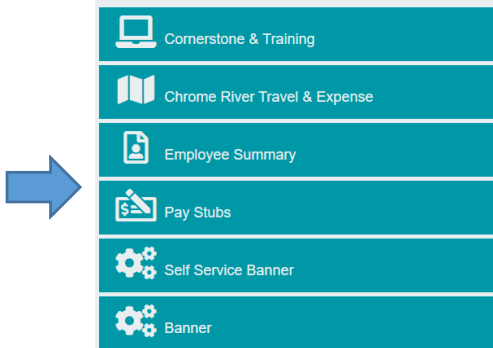
Go to the university website (www.louisiana.edu) and click the ULink link.



Enter username and password:

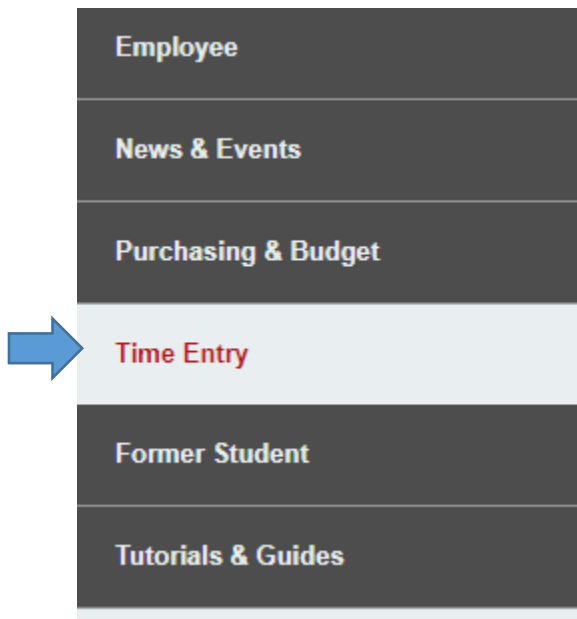
A screenshot of the 'Secure Login' page for the University of Louisiana Lafayette. The page has a dark red background. At the top left is the university's logo, a fleur-de-lis. To the right of the logo is the text 'UNIVERSITY of LOUISIANA LAFAYETTE'. Below the logo and text is a lock icon followed by the text 'Secure Login'. Underneath, there is a paragraph of text: 'This secure site uses UL Lafayette credentials to allow students, faculty and staff to access various systems used on campus, such as Ulink, Moodle, and Webmail.' Below this text are two input fields: 'Username' and 'Password'. Under the 'Password' field are two links: 'I forgot my password' and 'Activate my account'. At the bottom center is a dark grey button with the text 'SIGN IN' in white.

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


WebAid

WebAid Time Entry

Complete your timesheet in WebAid/Approve WebAid transactions(I.E. only)

How to access your timesheet in WebAid

Web Time Entry in Banner

 [Access your timesheet in Banner](#)

[Approve time for student workers in Banner](#)

[Banner FAQs for supervisors of student workers](#)

Click what needs to be approved.

-  [Approve Time](#)
-  [Approve Leave Request](#)
-  [Approve Comp Earn Request](#)

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.



Leave Request October 2023 All Departments

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



4
1 Awaiting

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

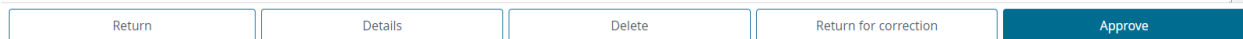
 LeBlanc, Skyla M.

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



Approve/Acknowledge

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.



Return Details Delete Return for correction 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.