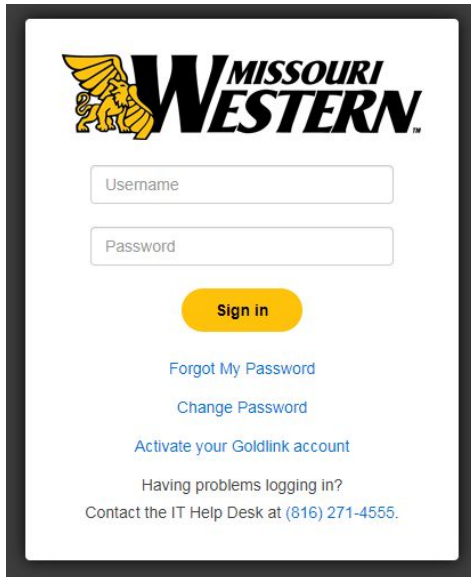




Banner Time Approval

1. Log into Goldlink



The image shows the Goldlink login page for Missouri Western. At the top left is the Missouri Western logo, featuring a yellow winged figure and the text "MISSOURI WESTERN". Below the logo are two input fields: "Username" and "Password". A yellow "Sign in" button is centered below the fields. Underneath the button are four links: "Forgot My Password", "Change Password", "Activate your Goldlink account", and "Having problems logging in?". At the bottom, there is a line of text: "Contact the IT Help Desk at (816) 271-4555."

2. In the Payroll section, select the “Time Approval (for Supervisors)” . An “Employee Dashboard” will appear.

Payroll

- Time Entry (for Non-Exempt and Student Employees)
- Time Approval (for Supervisors)
- Direct Deposit Breakdown
- Pay Stub
- W-4 Tax Exemptions/Allowances
- W-2 Year End Earnings
- Time Off & Current Balances
- W-2c Corrected Earnings Tax Statement

3. On the “**Employee Dashboard**”, under the “**My Activities**” section, Click “**Approve Time**”

 My Activities

[Approve Time](#)

4. An “**Approvals**” screen will appear. A horizontal line composed of 5 fields will appear.

- a. Field 1: Select “**Timesheet**”

- b. Field 2: Select “**All Departments**” OR use the drop down arrow to select a specific department

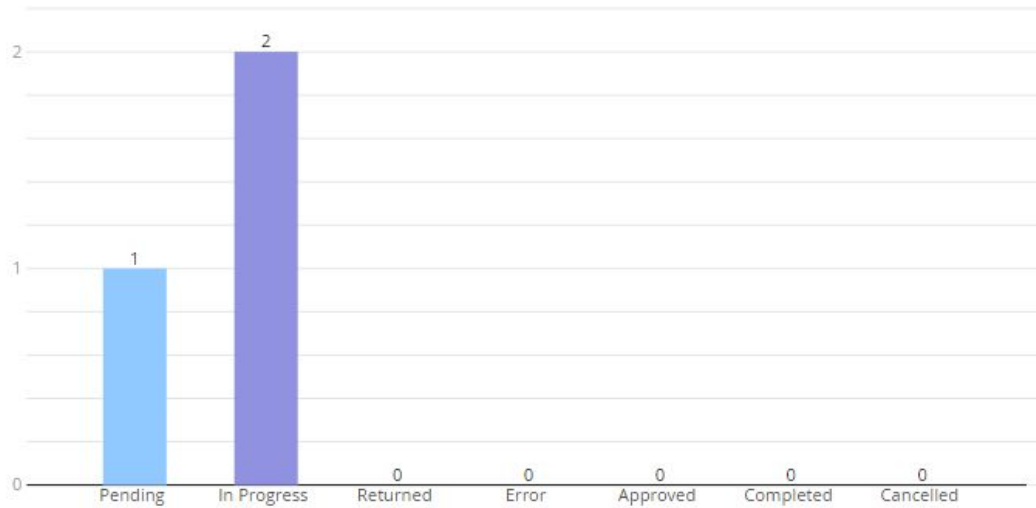
- c. Field 3: Select appropriate payroll cycle that needs to be approved

- d. Field 4: Select “**All Status except Not Started**” to view all statuses OR use the drop down arrow to select appropriate status to view

- e. Field 5: Optional, used to locate specific employee

5. Scroll down past the chart to view employees **per status**.

Note: Below is a chart denoting the status elements into which a timesheet might be placed. There are 8 official status markers, 7 of which are shown on the graph. 'Not Started' is the only status that is not reflected on the chart.






Pending	0
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	1

- a. **Pending:** User has submitted time for approval and is pending
- b. **In Progress:** User has begun preparing a timesheet, but has not yet submitted
- c. **Returned:** Timesheet has been returned to a user by an approver
- d. **Error:** Timesheet is in error. This normally requires a Superuser to correct
- e. **Approved:** Timesheet has been approved and is ready for payroll
- f. **Completed:** Payroll has been run against the submitted and approved timesheet
- g. **Cancelled:** Timesheet has been cancelled, usually for zero hour submissions

6. General Information: Navigating an employees timesheet

Employee Name	ID	Organization	Hours/Units	
<input checked="" type="checkbox"/> ITAdmin, Fordham Clerical Non Union, H00070-00	A14855790	F-20001, Vice President-Information Technolo	12.00 Hours	<div style="text-align: right;"> Approve/Acknowledge </div> <div style="text-align: right;"> Preview Leave Balance </div>

- a. **Checkbox:** This is used to determine which timesheets you are wanting to edit. Selecting this box will display the Approve/Acknowledge button on the top right of the sub-form.
- b. **Employee Name:** Displays name of the employee
- c. **ID:** Displays the Banner ID of the employee
- d. **Organization:** Displays the department code and description associated with the employee
- e. **Hour/Units:** Displays the hours entered by the employee
- f. Click  to view the approvers, status, and dates associated with the timesheet
- g. Click  to display the message count relating to a timesheet. If the button is greyed out, there are no messages associated with this timesheet.
- h. Click  to access a secondary menu where you can preview the timesheet, or leave balances associated with an employee

7. Clicking on the Timesheet will allow the approval menu to open. From here a timesheet can be “**Returned**” to the employee for correction or “**Approved**”. **Comments** can be entered (optional) using the sliding bar on the left to scroll to the bottom of the Summer Preview.

Note: Comments are required when “Returning” a timesheet for correction to the employee. Please be specific as to issues and always remember these comments can be read by Human Resources and other staff with the appropriate permissions.

Preview

A14855790 - ITAdmin, Fordham

Clerical Non Union, H00070-00, F, 20001, Vice President-Information Technolo

Pay Period: 01/05/2019 - 01/18/2019 | 12.00 Hours

Submitted On: 01/11/2019, 03:02 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	11.50
Hourly Sick Leave Pay	1	0.50

Details

Return for correction | **Approve**

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Approvers Checklist

- Did all of my employees submit a timesheet?
- Did I approve everyone in my department?
- Did all of the employees have the correct amount of hours for the pay period?
- Do the employees have the appropriate leave balances to cover time entered on their timesheet?
- Did the employee forget to record a day taken as leave, or is there a day recorded that shouldn't be (Paid or Unpaid)?

- Please verify each timesheet; *as an approver you are responsible for the hours submitted.*

8. Once timesheets are reviewed accurately, approve the timesheet by selecting the “**Approve**” dialogue box.

