
Banner HR/Payroll

Approving Time
Sheets and Leave
Reports

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Purpose

This document is provided as a resource to assist you approving time sheets and leave reports submitted by your employees. Timesheets and leave reports must be approved by employees' supervisors before they are processed by the Payroll Office.

Failure to approve time sheets before the deadline each pay period may result in employees in your department not being paid on time, so it is critical not only that employees submit their time sheets, but that you approve their time sheets, in a timely manner. The steps within this document will guide you through this process. At any time should you need assistance, feel free to contact your supervisor or one of the individuals listed in the References section.



Failure to approve time sheets before the deadline each pay period may result in employees in your department not being paid on time.

Glossary

Following is a list of terms, abbreviations and acronyms used in this manual.

Term	Description
INB	Internet Native Banner - a resource system used by SHSU for administrative tasks
My Sam	Web portal common to SHSU
Sam ID	Identification number assigned by SHSU. Previously 7 digits but is now preceded by two leading 0s for use in Banner.
SSB	Self Serve Banner - a resource system used by SHSU for self-service tasks

Approving Timesheets and Leave Reports

Accessing Your Department's Reports

The procedure below will guide you in accessing the time and leave reporting system in order to approve your department's time sheets and leave reports. If your department is not accessible, you should contact the Payroll Office using the contact information listed in the References section.

1. Log into My Sam (may require input of your Sam ID and password).
2. Click the Employee Resources tab.
3. The time and leave reporting channel should display the department(s) you need to approve.



If you approve reports for more than one department, you will see multiple departments listed. Additionally, if you approve both time sheets for hourly employees and leave reports for salaried exempt employees, you will see both time sheets and leave reports listed separately.

4. Click on the pay period for the desired department.
5. The Selection Criteria form below will load (Fig. 1). Select **Approve or Acknowledge time** from the list by clicking the radio button in the **My Choice** column, and then clicking the **Select** button.

A screenshot of a web form titled "Selection Criteria". At the top, there is a text box with a dropdown arrow and the instruction: "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." Below this, the form contains several rows of options. Each row has a label on the left and a control on the right. The controls include radio buttons, checkboxes, and a dropdown menu. The "Approve or Acknowledge Time:" row has a radio button selected in the "My Choice" column. At the bottom of the form, there is a "Select" button and a "Proxy Set Up" link.

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input type="checkbox"/>

Fig. 1

- You will now see a form that displays the time sheets and/or leave reports you have available to approve (Fig. 2).

The screenshot shows a web form with two main sections: "Time Sheet" and "Leave Report".

Time Sheet Section:

- Section header: "Time Sheet"
- Table with columns: "Department and Description", "My Choice", and "Pay Period".
- Row 1: "B, 10, Office of President", , "BW, Feb 14, 2010 to Feb 27, 2010" (dropdown menu).

Leave Report Section:

- Section header: "Leave Report"
- Table with columns: "Department and Description", "My Choice", and "Leave Period".
- Row 1: "B, 11004, Dept of Biological Sciences", (with a mouse cursor over it), "SA, Oct 16, 2010 to Oct 31, 2010" (dropdown menu).

Sort Order Section:

- Section header: "Sort Order"
- Table with columns: "My Choice".
- Row 1: "Sort employees' records by Status then by Name:" with .
- Row 2: "Sort employees' records by Name:" with .
- Button: "Select"

Fig. 2

- To make a selection, click the radio button in the **My Choice** column for the department you wish to approve. If you are approving time sheets, you will make a selection under the **Time Sheet** heading. If you are approving leave reports, you will make a selection under the **Leave Report** heading. In each section, the departments you are authorized to approve will be listed. Next, select the pay period you want to approve from either the **Pay Period** column (for time sheets) or **Leave Period** column (for leave reports).
- You may select whether to sort the department approvals summary list either by status and name or by employee name using the radio buttons under the **Sort Option** heading. How you sort the department approvals summary list is a matter of personal preference, and both options will allow you to see all employees in your department and their current time sheet or leave report status.
- Click the **Select** button to continue. Your department approvals summary list will load.

Using the Department Approvals Summary View

Once you reach the Department Approvals Summary page, you will see a list of the employees you need to approve. The process for viewing, approving, changing, or returning time sheets or leave reports is essentially the same, so the steps below will work regardless of whether you have selected to approve time sheets or leave reports (Fig. 3).

1. The department approvals summary will display a list of the employees in your department, and the status on their timesheet or leave report. You can only take action on a time sheet or leave report that has been submitted to you. Some of the various statuses you may see on time sheets or leave reports are:
 - **Not Started:** This status indicates that the employee has not yet accessed his or her time sheet or leave report for the pay period.
 - **In Progress:** This status indicates that the employee has opened his or her time sheet or leave report and has started entering time for the pay period.
 - **Pending:** This status indicates that the employee has submitted his or her time sheet for approval, and the report is ready for you to approve.
 - **In the Queue:** This status indicates that a time sheet or leave report has been submitted for approval, but another supervisor must first approve it before the report routes to you for your approval.
 - **Approved:** This status indicates that you have completed the approval of the time sheet or leave report. If a time sheet is approved after the indicated deadline, the status will not change to complete and will not be processed by the Payroll Office. A paper time sheet must be prepared and submitted prior to the next deadline.
 - **Completed:** This status indicates that the time sheet or leave report has been previously approved and has now been processed by the Payroll Office.

Select the employee's name to access additional details.

COA: B, SCT University
 Department: 11004, Dept of Biological Sciences
 Pay Period: Sep 16, 2010 to Sep 30, 2010
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Oct 02, 2010, 12:00 P.M.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
710000015	Barbara Barton C10004 - 00 Student Assistant - Biology	Approve	5.25	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Pay Event Transactions

Action required by all approvers: 0
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
 Total: 1
 Total Hours: 5.25
 Total Units: .00

Change Selection Select All, Approve or FYI Reset Save

Fig. 3

- On each employee's record that is in a pending status, you will see the following links and checkboxes:
 - Employee's Name:** The employee's name is a link that will take you to the detailed time sheet or leave report.
 - Total Hours and Total Units:** These columns indicate the total hours and/or units of pay entered on the time sheet or leave report. The detailed breakdown of these hours or units of pay can be viewed by clicking the employee's name to access the full time sheet or leave report.
 - Approve or FYI:** This checkbox allows you to approve or acknowledge the time sheet or leave report. After clicking this checkbox, clicking the **Save** button will complete the action in the Required Action column.
 - Return for Correction:** This checkbox allows you to return the time sheet or leave report to the employee for correction. Returned time sheets or leave reports should have comments entered first, before the report is returned, so that the reason for the return is documented. Please see the directions in the Adding Comments to an Employee's Time Sheet or Leave Report section.

- **Change Time/Leave Record:** This link allows you to open the time sheet or leave report in editing mode, and make changes to the report. Any changes you make directly to the time sheet or leave report should be documented in the comments section. The preferred procedure for editing an incorrect time sheet or leave report is to return the report to the employee with a request that the employee make the changes.



Supervisors should change time sheets or leave reports only when special circumstances exist that would prevent the employee from completing corrections before the time entry or leave report deadline.

- **Comments:** Allows you to view and/or edit comments on the time sheet or leave report. This link will not display on leave reports that have no comments entered.
- **Leave Balance:** Allows you to view the current leave balances for the employee.

3. To view the time sheet or leave report, click the employee's name (Fig. 4)

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
710000016	Patricia De Vita 0101 - 00 Chair, Department of Biology	Approve	.00	40.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Fig. 4

4. The employee's time sheet or leave report will now load in preview mode. You will be able to see the details of the hours entered for the pay period.

Viewing the Details of a Time Sheet or Leave Report

1. The top portion of the time sheet or leave report will contain columns for each day of the pay period, and rows for either hours worked (time sheets) or each type of leave (leave reports). Fig. 5 shows the top portion of a time sheet and Fig. 6 a leave report in the approver's view.

Select Next or Previous to access another employee.

Employee ID and Name: 71000015 Barbara Barton **Department and Description:** B 11004 Dept of Biological Sciences
Title: C10004-00 Student Assistant - Biology **Transaction Status:** Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Comments Routing Queue Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Thursday Sep 16, 2010	Friday Sep 17, 2010	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday Sep 23, 2010	Friday Sep 24, 2010	Saturday Sep 25, 2010	Sunday Sep 26, 2010	Monday Sep 27, 2010	Tuesday Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday Sep 30, 2010
Regular	1		5.25						4	1.25									
Gross Hourly																			
Total Hours:			5.25						4	1.25									
Total Units:				0															

Fig. 5

Leave Report

Earnings	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday, Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010	Saturday Oct 23, 2010	Sunday Oct 24, 2010	Monday Oct 25, 2010	Tuesday Oct 26, 2010	Wednesday, Oct 27, 2010	Thursday Oct 28, 2010	Friday Oct 29, 2010	Saturday Oct 30, 2010
Vacation Pay	40				8	8	8	8	8								
Total Hours:	40				8	8	8	8	8								
Total Units:		0															

Leave Balances as of Oct 21, 2010

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Comp Time	Hours	0	Jun 23, 1987	0	10	0	10
Sick Pay	Hours	0	Jun 23, 1987	278.48	16.42	0	294.9
Unpaid Leave	Hours	0	Jun 23, 1987	0	0	0	0
Vacation Pay	Hours	0	Jun 23, 1987	200	16.42	0	216.42

Routing Queue

Name	Action and Date
Patricia De Vita	Originated Oct 21, 2010 04:14 pm
Patricia De Vita	Submitted Oct 21, 2010 04:30 pm
Gerald Goodhart	Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Fig. 6

- If you are viewing a time sheet for an hourly employee, you can scroll down to also see the hours that an employee clocked in and clocked out on each day (Fig. 7).

Time Sheet																			
Earnings	Shift	Special Rate	Total Hours	Total Units	Thursday Sep 16, 2010	Friday Sep 17, 2010	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday Sep 23, 2010	Friday Sep 24, 2010	Saturday Sep 25, 2010	Sunday Sep 26, 2010	Monday Sep 27, 2010	Tuesday Sep 28, 2010	Wednesday, Sep 29, 2010	Thurs Sep 30, 2010
Regular	1		5.25						4	1.25									
Gross																			
Hourly																			
Total Hours:			5.25						4	1.25									
Total Units:				0															

Time In and Out																
Earnings	Thursday Sep 16, 2010	Friday, Sep 17, 2010	Saturday Sep 18, 2010	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday Sep 23, 2010	Friday, Sep 24, 2010	Saturday Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday Sep 30, 2010	
Regular					08:00	03:00										
Gross					AM	PM										
Hourly					12:00	03:45										
					PM	PM										
						04:00										
						PM										
						04:30										
						PM										

Fig. 7

- The bottom section of the form will indicate any comments that have been entered on the time sheet or leave report, the routing queue for the time sheet or leave report, current leave balances (leave reports only) and the account distribution for the employee's pay (time sheets only - Fig. 8).

Comments			
Date	Made by	Confidential	Comments
Sep 21, 2010 04:44 pm	Barbara Barton	No	Time Sheet Returned
Sep 21, 2010 04:22 pm	Barbara Barton	No	Computer system was down on September 20. Time was manually entered for that day.

Routing Queue	
Name	Action and Date
Barbara Barton	Originated Sep 21, 2010 12:32 pm
Barbara Barton	Submitted Sep 21, 2010 04:49 pm
Patricia De Vita	Pending

Account Distribution Default Data										
Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Sep 16, 2010	100.00		1110	11004	6121	20				

[Time Sheet](#)
[Comments](#)
[Routing Queue](#)
[Account Distribution](#)

Fig. 8

Adding Comments to an Employee's Time Sheet or Leave Report

If you need to return or change a time sheet or leave report, you must first enter comments explaining the changes that need to be made. Comments may be added to a time sheet or leave report by following the steps below.

1. Access the time sheet or leave report for a specific employee.
2. At the bottom of the time sheet or leave report, look for a block of navigation buttons like the ones in Fig. 9.

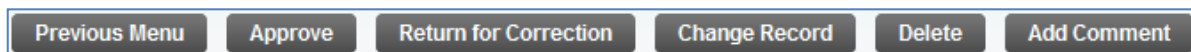


Fig. 9

3. Click the **Add Comment** button.
4. The Comments section of the time sheet or leave report will load.

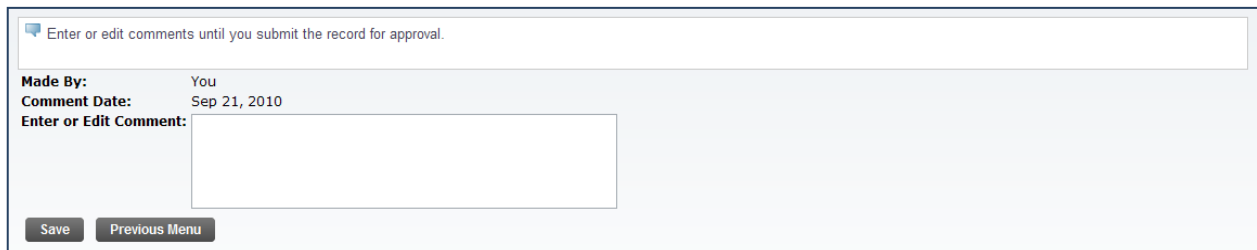
A screenshot of a web form for entering comments. At the top, there is a header with a speech bubble icon and the text "Enter or edit comments until you submit the record for approval." Below this, the form is divided into sections. The first section shows "Made By: You" and "Comment Date: Sep 21, 2010". The second section is labeled "Enter or Edit Comment:" and contains a large, empty text input area. At the bottom of the form, there are two buttons: "Save" and "Previous Menu".

Fig. 10

5. Add your comments in the **Enter or Edit Comment** field, and then click the **Save** button.
6. After you have completed editing or viewing the comments on your leave report, click the **Previous Menu** button to return to the time sheet or leave report.

Returning a Time Sheet or Leave Report for Correction

If a time sheet or leave report is incorrect, you should return it to the employee for correction, rather than edit the time sheet or leave report yourself.

1. Enter comments on the time sheet or leave report that indicate why you are returning the time sheet or leave report (Fig. 11) and what the employee needs to correct by following the steps in the Adding Comments to an Employee's Time Sheet or Leave Report section.

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Oct 21, 2010
Enter or Edit Comment:

Save Previous Menu

Made By: Gerald Goodhart
Comment Date: Oct 21, 2010
Comment: Patricia, you forgot to include your sick leave for October 27. Please add this to your leave report and resubmit for my approval.

An orange arrow points to the 'Return for Correction' button (not explicitly labeled in the screenshot but implied by the caption and context).

Fig. 11

2. Click the **Return for Correction** button after you have entered your comments.
3. The time sheet or leave report will be returned to the employee for correction. A confirmation message will be displayed (Fig. 12).



 **Time transaction successfully returned for correction.**

Fig. 12

4. Notify your employee that the time sheet or leave report has been returned so that the employee knows to log into the pay period and correct it.

 Returned time sheets and leave reports will still need to be resubmitted and approved before the deadlines for the pay period established by the Payroll Office.

Editing a Time Sheet or Leave Report

While it is preferred that a time sheet or leave report that needs correction be returned to the employee, we realize there are times when this may not be possible. Under such circumstances, you may correct the time sheet or leave report yourself.

1. Enter comments on the time sheet or leave report that indicate why you are editing the time sheet or leave report by following the steps in the Adding Comments to an Employee's Time Sheet or Leave Report section.
2. Click the **Change Record** button on the time sheet or leave report to open the report for editing (Fig. 13a).
3. Follow the directions within the Web Time Entry or Web Leave Report documents for manually entering hours worked or leave taken.


Leave Report																	
Earnings	Total Hours	Total Units	Saturday, Oct 16, 2010	Sunday, Oct 17, 2010	Monday, Oct 18, 2010	Tuesday, Oct 19, 2010	Wednesday, Oct 20, 2010	Thursday, Oct 21, 2010	Friday, Oct 22, 2010	Saturday, Oct 23, 2010	Sunday, Oct 24, 2010	Monday, Oct 25, 2010	Tuesday, Oct 26, 2010	Wednesday, Oct 27, 2010	Thursday, Oct 28, 2010	Friday, Oct 29, 2010	Saturday, Oct 30, 2010
Vacation Pay	40				8	8	8	8	8								
Total Hours:	40				8	8	8	8	8								
Total Units:		0															
Leave Balances as of Oct 21, 2010																	
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance										
Comp Time	Hours	0	Jun 23, 1987	0	10	0	10										
Sick Pay	Hours	0	Jun 23, 1987	278.48	16.42	0	294.9										
Unpaid Leave	Hours	0	Jun 23, 1987	0	0	0	0										
Vacation Pay	Hours	0	Jun 23, 1987	200	16.42	0	216.42										
Routing Queue																	
Name	Action	Date															
Patricia De Vita	Original	Oct 21, 2010 04:14 pm															
Patricia De Vita	Saved	Oct 21, 2010 04:30 pm															
Gerald Goodhart	Editing																
<input type="button" value="Previous Menu"/> <input type="button" value="Approve"/> <input type="button" value="Return for Correction"/> <input type="button" value="Change Record"/> <input type="button" value="Delete"/> <input type="button" value="Add Comment"/>																	

Fig. 13a

Approving a Time Sheet or Leave Report

Time sheets and leave reports may be approved from two locations – the department summary view, and the employee time sheet/leave report detail view. Regardless of which view you approve the reports from, you should always view the details of the time sheet or leave report before approving the report.

1. **Detail View:** To approve the time sheet or leave report from the detail view, click the

 button while viewing the time sheet or leave report (Fig. 13b).

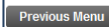




Leave Report																	
Earnings	Total Hours	Total Units	Saturday, Oct 16, 2010	Sunday, Oct 17, 2010	Monday, Oct 18, 2010	Tuesday, Oct 19, 2010	Wednesday, Oct 20, 2010	Thursday, Oct 21, 2010	Friday, Oct 22, 2010	Saturday, Oct 23, 2010	Sunday, Oct 24, 2010	Monday, Oct 25, 2010	Tuesday, Oct 26, 2010	Wednesday, Oct 27, 2010	Thursday, Oct 28, 2010	Friday, Oct 29, 2010	Saturday, Oct 30, 2010
Vacation Pay	40				8	8	8	8	8								
Total Hours:	40				8	8	8	8	8								
Total Units:		0															
Leave Balances as of Oct 21, 2010																	
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance										
Comp Time	Hours	0	Jun 23, 1987	0	10	0	10										
Sick Pay	Hours	0	Jun 23, 1987	278.48	16.42	0	294.9										
Unpaid Leave	Hours	0	Jun 23, 1987	0	0	0	0										
Vacation Pay	Hours	0	Jun 23, 1987	200	16.42	0	216.42										
Routing Queue																	
Name											Action and Date						
Patricia De Vita											Originated Oct 21, 2010 04:14 pm						
Patricia De Vita											Submitted Oct 21, 2010 04:30 pm						
Gerald Goodhart											Pending						
    																	

Fig. 13b

2. Department Summary View: To approve the time sheet or leave report from the department summary view (Fig. 14), click the checkbox in the Approve or FYI column for each employee you are ready to approve, and then click the **Save** button.

Select the employee's name to access additional details.

COA: B, SCT University
 Department: 11004, Dept of Biological Sciences
 Pay Period: Sep 16, 2010 to Sep 30, 2010
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Oct 02, 2010, 12:00 P.M.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
710000015	Barbara Barton C10004 - 00 Student Assistant - Biology	Approve	5.25	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Pay Event Transactions

Action required by all approvers: 0
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
 Total: 1
 Total Hours: 5.25
 Total Units: .00

Change Selection Select All, Approve or FYI Reset Save




Fig. 14

3. A confirmation message below will be displayed after a successful approval (Fig 15).


 **Time transaction successfully approved.**

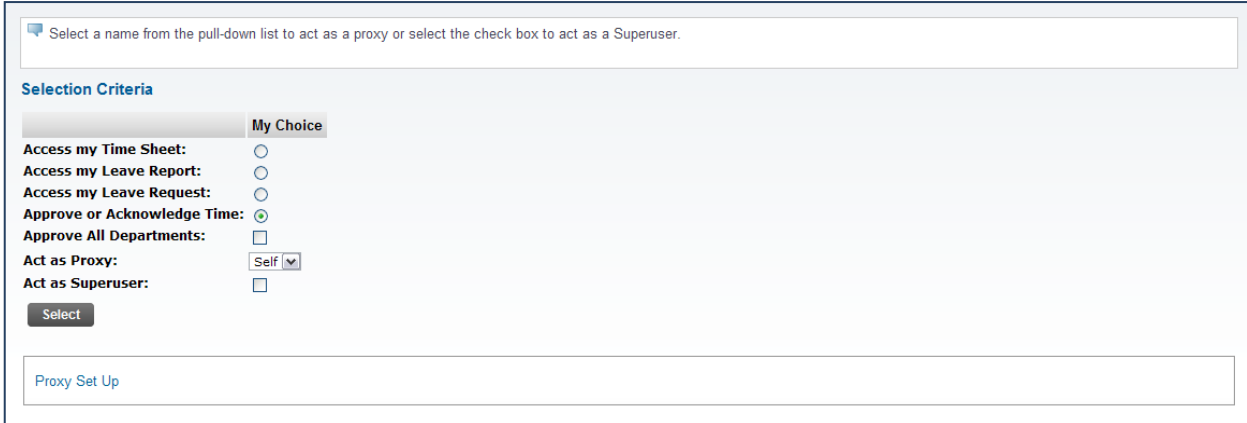
Fig. 15

Managing Time Sheet and Leave Report Approval Proxies

There may be times when you need to assign a proxy to approve time sheets and/or leave reports in your absence. *A proxy is an approver who temporarily has the rights to approve time sheets or leave reports on your behalf.* Proxies should be other Sam Houston State University employees who are at an equal or higher level than yourself, and should also be individuals who would have some ability to determine the accuracy of the time sheet or leave report. Designating a proxy to approve a time sheet or leave report in your absence does not eliminate your responsibility to approve time for your employees. The proxy function is intended only to be used when circumstances such as a vacation or illness prevent you from completing your normal duties as a time sheet or leave report approver before the deadline for the pay period.

Establishing or Removing a Time Sheet or Leave Report Proxy

1. At the bottom of the Selection Criteria screen, look for the **Proxy Set Up** link (Fig. 16) and click it.



The screenshot shows a web interface for selecting proxy criteria. At the top, there is a text box with the instruction: "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." Below this is a section titled "Selection Criteria" with a "My Choice" tab. The criteria include: "Access my Time Sheet:" with a radio button; "Access my Leave Report:" with a radio button; "Access my Leave Request:" with a radio button; "Approve or Acknowledge Time:" with a radio button that is selected; "Approve All Departments:" with a checkbox; "Act as Proxy:" with a dropdown menu set to "Self"; and "Act as Superuser:" with a checkbox. A "Select" button is located below the "Act as Superuser:" checkbox. At the bottom of the form, there is a link labeled "Proxy Set Up".

Fig. 16

2. To add a proxy, select the appropriate approver from the pull-down list in the **Name** column, then click the checkbox in the **Add** column, and click the **Save** button (Fig. 17).

The screenshot shows a web form with a header section containing 'Name', 'Add', and 'Remove' buttons. Below this, there is a dropdown menu currently displaying 'Patricia De Vita, PDEVITA' and a checked checkbox. A 'Save' button is positioned below the dropdown. At the bottom of the form, there is a text input field with the placeholder text 'Leave Reporting Selection'.

Fig. 17

3. To delete a proxy, select the line for the proxy, click the checkbox in the **Remove** column to remove the check mark, and then click the **Save** button (Fig. 18).

The screenshot shows a web form similar to Fig. 17. The 'Name' field is now set to 'Eugene D. Adams, HRISUSR' and the checkbox in the 'Remove' column is unchecked. The 'Save' button remains below the dropdown. The 'Leave Reporting Selection' text input field is also present at the bottom.

Fig. 18

Approving Time or Leave as a Proxy

If another approver has granted you proxy rights, you may approve time or leave by selecting the approver's name in the **Act As Proxy** pull-down list on the **Selection Criteria** (see Fig. 1) screen. You will then proceed through the steps for approving, returning, and editing time sheets and leave reports as normal. However, instead of viewing your own employees' time sheets and leave reports, you will be able to view the information of the employees that report to the supervisor for which you are acting as proxy.

References

Should you encounter difficulty in approving time sheets or leave reports, contact one of the following individuals for assistance.

<u>If type of problem occurs</u>	<u>Contact</u>
You cannot log onto My Sam	Information Resources (936) 294-1950 helpdesk@shsu.edu
System displays wrong employee or employees are missing	Payroll (936) 294-3248 pmm006@shsu.edu

Revisions

Version	Date	Author	Notes
1-0	12/8/10	Elizabeth Scott	Applied standards and made minor corrections
2-0	01/04/11	BannerPM	Minor formatting changes & corrections
3-0	03/02/11	Karyl Horn	Correction to figure layout (13a and 13b)
4-0	08/09/11	Phyllis Highland	Adding updated information