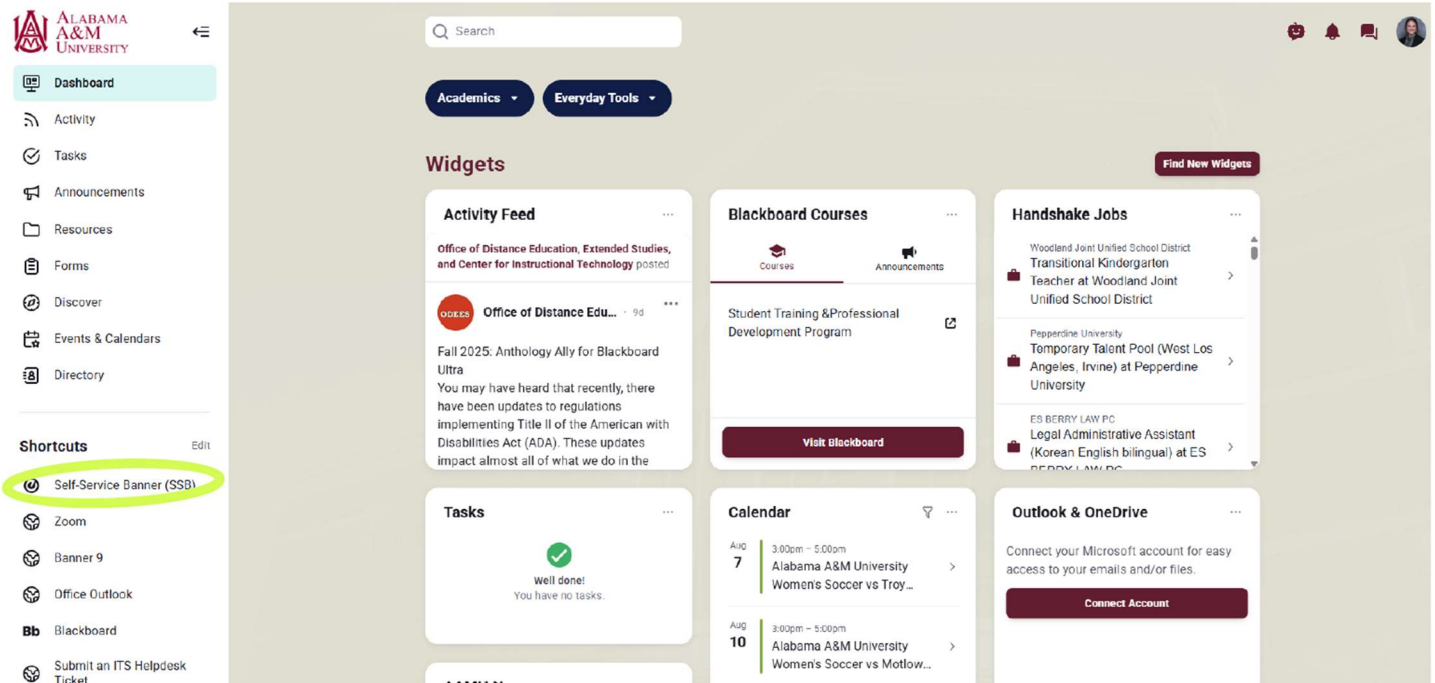


## How to Approve a Student's Timesheet

Step 1: Log into Self Service Banner (SSB) through the SSO.



Step 2: Click on “Employee”



### Step 3: Click on “Time Sheet”



Personal Information Financial Aid **Employee**

Search

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#### Employee

**Time Sheet**

[View Deductions](#)

Retirement, health, flexible spending, Benefit Statement.

[Electronic Personnel Action Forms](#)

[Jobs Summary](#)

[Leave Balances](#)

[Leave Report](#)

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Request Time Off](#)

[Tax Forms](#)

W4 information and W2 Form

[Vehicle Registration](#)

Vehicle registration

[Payment Portal](#)

NetNet Payment Portal

[Employee Dashboard 9](#)

Access to paystubs, leave balances, timesheets, benefits, employee or job data, W-2 forms, W-4 data

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### Step 4: Ensure that the circle next to “Approve or Acknowledge Time” is selected. Click “Select”



Personal Information Financial Aid **Employee**

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#### Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

##### Selection Criteria

- |                               | My Choice  |
|-------------------------------|--|
| Access my Time Sheets:        | <input type="radio"/>                                      |
| Access my Leave Report:       | <input type="radio"/>                                      |
| Access my Leave Request:      | <input type="radio"/>                                      |
| Approve or Acknowledge Times: | <input checked="" type="radio"/>                           |
| Approve All Departments:      | <input type="checkbox"/>                                   |
| Act as Proxy:                 | <input type="checkbox"/> <input type="text" value="Self"/> |
| Act as Superusers:            | <input type="checkbox"/>                                   |

[Proxy\\_Set\\_Up](#)

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Step 5: The current pay period should automatically be selected. Click "Select"



Personal Information Financial Aid **Employee**

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Approver Selection

---

Time Sheet

Department and Description **My Choice** Pay Period  
N, 41300, Career Development Center  BW, Jul 26, 2025 to Aug 08, 2025

Sort Order **My Choice**  
Sort employees' records by Status then by Name:   
Sort employees' records by Name:

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Step 6: This screen will show which students have submitted their time, which students are in progress with their timesheet, and which students have not started their timesheet.



Personal Information Financial Aid **Employee**

Search  Go SITE MAP HELP EXIT

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Department Summary

Select the employee's name to access additional details.

COA: N, Alabama A&M University  
Department: 41300, Career Development Center  
Pay Period: Jul 26, 2025 to Aug 08, 2025  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until Aug 11, 2025, 02:00 f

**This student has submitted their timesheet.**

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A00589865	Irayana Tateane Gholar 599846 - 00 Student Assistant	Approve	24.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

**This student has not submitted their timesheet.**

Not Started		
ID	Name, Position and Title	Other Information
A00585985	Joshua R Roberts 599846 - 02 Student Assistant	

Step 7: To view timesheets that have been submitted, click on the student's name.



Personal Information | Financial Aid | **Employee**

Search

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Department Summary

Select the employee's name to access additional details.

**COA:** N, Alabama A&M University  
**Department:** 41300, Career Development Center  
**Pay Period:** Jul 26, 2025 to Aug 08, 2025  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Aug 11, 2025, 02:00 PM

Pending ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A00589865	Irayana Tateane Gholar S99846 - 00 Student Assistant	Approve	24.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

Not Started ID	Name, Position and Title	Other Information
A00585985	Joshua R Roberts S99846 - 02 Student Assistant	

Step 8: Review the time that has been entered for the current pay period. If the time has been entered correctly, click "Approve."

Employee Details

Select Next or Previous to access another employee.

**Employee ID and Name:** A00589865 Irayana Tateane Gholar  
**Title:** S99846-00 Student Assistant  
**Department and Description:** N 41300 Career Development Center  
**Transaction Status:** Pending

[Routing Queue](#) | [Account Distribution](#)

If the timesheet is correct, click "Approve"

If changes need to be made, click "Return for Correction"

Shift	Special Rate	Monday, Jul 28, 2025	Tuesday, Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday, Jul 31, 2025
			6.5	6.5	6.5
		24	6.5	6.5	6.5
<b>Total Units:</b>		0			4.5

Time In and Out

Earnings	Saturday, Jul 26, 2025	Sunday, Jul 27, 2025	Monday, Jul 28, 2025	Tuesday, Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday, Jul 31, 2025
Regular pay			10:30AM 05:00PM	10:30AM 05:00PM	10:30AM 05:00PM	11:00AM 03:30PM

Routing Queue

Name	Action and Date
Irayana Tateane Gholar	Originated Jul 31, 2025 12:30 pm
Irayana Tateane Gholar	Submitted Jul 31, 2025 12:36 pm
Kaitlin Elizabeth Arnold	Pending

If the time has been entered incorrectly, click “Return for Correction.” This will send the timesheet back to the student, and they will be able to make the necessary corrections and resubmit.

Time transaction successfully returned for correction.

Employee ID and Name: A00589865 Irayana Tateane Gholar  
 Title: S99846-00 Student Assistant

Department and Description:  
 Transaction Status:

N 41300 Career Development Center  
 Returned for Correction

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**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 26, 2025	Sunday , Jul 27, 2025	Monday , Jul 28, 2025	Tuesday , Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday , Jul 31, 2025
Regular Pay	1		24				6.5		6.5	6.5
<b>Total Hours:</b>			24				6.5		6.5	6.5
<b>Total Units:</b>				0						

**Time In and Out**

Earnings	Saturday , Jul 26, 2025	Sunday , Jul 27, 2025	Monday , Jul 28, 2025	Tuesday , Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday , Jul 31, 2025
Regular Pay			10:30AM 05:00PM	10:30AM 05:00PM	10:30AM 05:00PM	11:00AM 03:30PM

**Routing Queue**

Name	Action and Date
Irayana Tateane Gholar	Originated Jul 31, 2025 12:30 pm
Irayana Tateane Gholar	Submitted Jul 31, 2025 12:36 pm
Karlin Elizabeth Arnold	In the Queue

Once corrections have been made and the student has resubmitted, the timesheet can be approved by clicking on “Approve.”

**Employee Details**

Select Next or Previous to access another employee.

Employee ID and Name: A00589865 Irayana Tateane Gholar  
 Title: S99846-00 Student Assistant

Department and Description:  
 Transaction Status:

N 41300 Career Development Center  
 Pending

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**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 26, 2025	Sunday , Jul 27, 2025	Monday , Jul 28, 2025	Tuesday , Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday , Jul 31, 2025
Regular Pay	1		23.5				6.5		6.5	6
<b>Total Hours:</b>			23.5				6.5		6.5	6
<b>Total Units:</b>				0						

**Time In and Out**

Earnings	Saturday , Jul 26, 2025	Sunday , Jul 27, 2025	Monday , Jul 28, 2025	Tuesday , Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday , Jul 31, 2025
Regular Pay			10:30AM 05:00PM	10:30AM 05:00PM	10:30AM 04:30PM	11:00AM 03:30PM

After approving the timesheet, no additional changes can be made. The timesheet will have a note stating “Time transaction successfully approved.” The date and time of approval will also be noted at the bottom of the screen.

Employee Details

Select Next or Previous to access another employee.

**Time transaction successfully approved.**

Employee ID and Name: A00589865 Irayana Tateane Gholar  
 Title: S99846-00 Student Assistant  
 Department and Description: N 41300 Career Development Center  
 Transaction Status: Approved

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Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Jul 26, 2025	Sunday , Jul 27, 2025	Monday , Jul 28, 2025	Tuesday , Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday, Jul 31, 2025
Regular Pay	1		23.5					6.5	6.5	6
<b>Total Hours:</b>			23.5					6.5	6.5	6
<b>Total Units:</b>				0						

Time In and Out

Earnings	Saturday , Jul 26, 2025	Sunday , Jul 27, 2025	Monday , Jul 28, 2025	Tuesday , Jul 29, 2025	Wednesday, Jul 30, 2025	Thursday , Jul 31, 2025
Regular Pay			10:30AM 05:00PM	10:30AM 05:00PM	10:30AM 04:30PM	11:00AM 03:30PM

Routing Queue

Name: Irayana Tateane Gholar  
 Irayana Tateane Gholar  
 Kaitlin Elizabeth Arnold  
 Action and Date: Originated Jul 31, 2025 12:30 pm  
 Submitted Aug 06, 2025 08:04 am  
 Approved Aug 06, 2025 08:32 am

Step 9: Once you have approved your student’s timesheet, it will appear under the “Approved” section, indicating that their timesheet has been successfully submitted and approved.



Personal Information | Financial Aid | **Employee**

Search

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Department Summary

Select the employee's name to access additional details.

COA: N, Alabama A&M University  
 Department: 41300, Career Development Center  
 Pay Period: Jul 26, 2025 to Aug 08, 2025  
 Act as Proxy: Not Applicable  
 Pay Period Time Entry Status: Open until Aug 11, 2025, 02:00 PM

[Change Selection](#)

Approved	ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or EYI	Return for Correction	Cancel	Other Information
<input checked="" type="checkbox"/>	A00589865	Irayana Tateane Gholar S99846 - 00 Student Assistant		23.50	.00	Approved				<a href="#">Leave Balances</a>

Not Started	ID	Name, Position and Title	Other Information
<input type="checkbox"/>	A00585985	Joshua R Roberts S99846 - 02 Student Assistant	

Note: Review the timesheet submission and approval deadlines provided by the Payroll office to ensure that students are submitting timesheets on time and that they are being approved by the appropriate deadline.