BannerWeb-Supervisor Manual v2
Semi-Monthly Payroll

Log into BannerWeb at [http://www.cui.edu/mycui](http://www.cui.edu/mycui).
Click on the Employee link or
Click on the Time Sheet link.
Make sure that **Approve or Acknowledge Time** choice is selected.
Click on **Proxy Set Up** link to choose your proxy.
For instructions on Proxy setup, please see page 9.
Select the appropriate Department.
Select the appropriate Pay Period with the drop down menu.
Select your preference on how you want the list to be sorted.
Click the Select button.
Only the timesheets with the status of **Pending** are ready for review/approval. Click on the student’s name to review their timesheet (please see following page for more detail).

If you need to approve time for employees working in another department, click on the **Select New Department** button.
While reviewing the employee’s timesheet, you can do the following:

- **Approve**
- **Return for Correction** – you must notify your employee
- **Change Record** – use this to modify the reported hours
- **Delete**
- **Add Comment** (see next page)
You can leave comments for your employee. Click Save when done.

*You can only do so before you Return for Correction or Approve the employee’s timesheet!
From the drop down menu, select the person you wish to be your proxy, check the Add box and click Save. You are allowed to setup multiple people as your proxy, but you will have to do each person one at a time.

*Please notify the Payroll department each time you make a change to your proxy*
Click on Remove box and click Save to remove Proxy.
To approve timesheets as a proxy, remember to select from the drop down menu the person for whom you will be acting as a proxy.