You may enter comments on what needs to be corrected and return it to them only if it is before the employees deadline to submit their time sheet. You can also make the correction and let your employee know what was corrected.

Contact payroll services at 342-5140 or payroll@ulm.edu to verify the correct supervisor has been established for that position.

Contact payroll services at 342-5140 or payroll@ulm.edu.

You should establish one or multiple proxies to approve time in your absence.

Banner will only take leave that is available in the leave buckets, and then go to a leave without pay status once all of the leave has been exhausted. It is the supervisor's responsibility to review employee leave balances before approving leave requests.

You can sign into Banner Self-Service and approve electronic leave requests through the "Approve or Acknowledge Time" selection criteria. All electronic leave requests must be approved before the pay period opens.

Sick leave requests can be approved through web time entry and document approval through the comments section.

*If you miss approving an electronic leave request, then an approved paper request will need to be submitted to HR0.000009 2 0 62 2 reW*nBTB 11.04 T1 0 0 1 1082 229.6n n m522.6n0 g03E (, P641 iu5000009*

Student workers, casual wage, and administrative GA's will enter time in and time out on web time entry.

Non-exempt employees will enter hours worked per day, overtime/comp time earned, and any leave taken on web time entry.

Exempt employees will only enter any leave taken on web time entry.