

## Establishing, Assigning and Changing a Web time Entry Approver:

### Part 1: Establishing

Each Department is responsible for initializing the set up for new approvers. If you are adding an approver that has not previously been set up to approve timesheets in Web Time Entry they will need to submit the following Banner Authorization Form:

[https://www.mtroyal.ca/cs/groups/public/documents/pdf/banner\\_authorization.pdf](https://www.mtroyal.ca/cs/groups/public/documents/pdf/banner_authorization.pdf).

**Note: Make sure to put a check mark in the Human Resources – HR\_Timesheet \_Appr box**

This form needs to be submitted to IT and then IT will forward it to the HR Analyst. This process takes a period of time and should be initiated quickly to ensure the approver gets set up for the pay period in which they will need to approved timesheet.

Once the approvers have been established by IT, they will notify the Web Time Entry Administrator via email confirming Banner Access has been created for the individual. The WTE Administrator will create Web Time Entry Approval Access for this Approver.

### Part 2: Assigning, Changing and Removing

The approvers have an important role in making sure that their employees are accessing their Web Timesheets and submitting them on time. Each Department is responsible for notifying the Web Time Entry Administrator of any changes in Approvers by filling out the following Approver Changes Form and submitting it to Payroll.

[https://www.mtroyal.ca/cs/groups/public/documents/pdf/approver\\_changes\\_wte.pdf](https://www.mtroyal.ca/cs/groups/public/documents/pdf/approver_changes_wte.pdf)

The note section of the form can also be used for notifying the Web Time Entry Administrator if the new approver will have same approval queue as the last approver in that position by providing the MRU position number.

Please direct any questions you may have to the Web Time Entry Administrator, Richard David via email at [payroll@mtroyal.ca](mailto:payroll@mtroyal.ca) or call 403-440-6320.