

Lawrence University
Web Time Entry for Approvers

1. Log in to Voyager (<http://bannerweb.lawrence.edu>).
2. Click on Employee Menu.
3. Click on Time Sheet.
4. Click the Approve or Acknowledge Time Sheets radio button.
5. Click on Select.
6. Select the Department (organization code) and Pay Period to approve.
7. Click on Select.
8. Carefully review the hours worked for each of your employees or student employees. Click on the student's name to view details of hours worked each day. Update hours as needed, storing comments about the changes made.
9. To submit the time sheet to payroll, click on **Approve**. Do this for each of your employees.
10. Log out of Voyager.

To view and print detailed instructions, please see the HR website at

www.lawrence.edu/dept/hr/