Requesting Payroll Approver Permissions

1. **You must have a Universal Username (User ID) and a <u>Banner Account</u> before access can be granted**

2. **Request <u>Banner HR Access</u>**

    *   In the "Purpose" section, put **Web Time Entry Approver**

    *   In the "Access Needed" section, provide the name and W# number of the prior approver or another approver for your org code if possible and indicate that you would like the same permissions

    *   *Note: if you require **superuser** permissions, this must also be stated. Payroll recommends only 1 department head and/or manager be a superuser for each department.*

3. **Inform Payroll Services which employees should be set up with you as their Payroll Approver**

    *   You can be set up as the Default Approver for all employees in your org code or as a Payroll Approver for specific employees only

    *   Being set up as the Default Approver means that you will automatically be the Payroll Approver for ALL employees in your org code who report time electronically

    *   Any new position created in your org code will automatically default to you as the Payroll Approver unless otherwise noted on the Personnel Action Form

    *   If you would like to be set up as the Default Approver, have your supervisor email hr.payroll@wwu.edu or call 360-650-2991

    *   If you are not the Default Approver, you must notify Payroll Services of the names and W#s of the employees you need to approve timesheets for

    *   Run a **PWRROUT** report in Banner for your org code and mark the employees you will approve timesheets for
        o   At the bottom of the report, write your name, W# and Position #
        o   Have this report signed and dated by your supervisor, then submit it to Payroll Services via email at hr.payroll@wwu.edu, fax to 360-650-2810 or send to Mail Stop 9054.

4. **Payroll Services will contact you once you are set up as a Payroll Approver in your org code/department and schedule a time for you to attend Payroll Approver Training**

Cancelling Payroll Approver Permissions

Submit a [Banner/HR Remove Access Request](#) to remove access to Banner HR forms and reports whenever an approver terminates employment or no longer approves payroll.