Requesting Payroll Approver Permissions

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

2. Request Banner HR Access
   - 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.
     - At the bottom of the report, write your name, W# and Position #.
     - 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.