

Becoming a Payroll Approver

Welcome to our Payroll Approving team here at Western Washington University! Here is how to set-up all the permissions that you will need and resources that you can use.

Get a Banner Login

Banner is the system that Western Washington University uses to pay employees and a login is needed to get the permissions to approve timesheets.

1. You will need to fill out [Banner Login Request \(wwu.edu\)](#) for the first step!

Get the Banner Permissions

After you receive a Banner login, you can now get your permissions all set up to be an approver.

2. You now need to fill out [Banner HR and Millennium FAST-HR Access \(wwu.edu\)](#) for the next step!

Get Set Up to Approve Employees

Now it is time to let Payroll to know who you should be approving for.

3. You should now fill out [Request to Change Payroll Approver \(wwu.edu\)](#) as the last step!

Please note that submitting a EPAF with an approver without permissions will result in an error and this does not change the supervisor set up for the employees' job as payroll approvers and supervisors are separate entities.

Suggestions

Employees will experience errors when their payroll approvers position number tied to approval is inactivated or on leave for any amount of time.

With this it is recommended that Faculty refrain from being approvers as their positions being closed or switched over breaks can cause issues with employees.

It is also prohibited for Temporary employees to be approvers for similar reasons.

Superusers

When requesting permissions, you can request for superuser permissions. A Superuser is a Payroll Approver who has the ability to extract, update, submit and approve **ALL** electronic time sheets *before or after* the Web Time Entry deadline regardless of the Time Sheet Transaction Status and without being limited to a specific org code.

For every 25 employees in an organization code, a department should have one superuser to help with any errors that they may come across.

Get Trained Up

Payroll holds a monthly [Payroll Approver Training](#) for all approvers and we highly recommend signing up for one after you receive these permissions.

If you are unable to attend or will need to approve timesheet before then, please view the guides below:

[Payroll Approver User Guide](#)

[Getting Paid | Human Resources | Western Washington University \(wwwu.edu\)](#)

[Payroll Taxes | Human Resources | Western Washington University \(wwwu.edu\)](#)

[Accrued Leave | Human Resources | Western Washington University \(wwwu.edu\)](#)

FAQs

What information should be included on the change payroll approver form?

We need the position numbers and W numbers of all employees and approvers on a change payroll approver form.

Who should change payroll approver forms be included in the routing?

A Supervisor of the new approver and/or the default approver of the org, along with the financial manager or department head.

When will the change be seen to the Routing?

Changes are normally made immediately, unless the employee has already started their timesheet, which then it can take another pay period for this to take effect.

If this change needs to happen immediately, having the employee restart their timesheet and reinputting all their hours can change the approval routing sooner.

What should I do if I have a lot of approver changes for an Org?

If you have more than 3 changes to make with a form, you can attach a document with all the changes that you would like to make to the form.

A PWRROUT report through banner with highlighted names would be appropriate.

How do I set up a Proxy?

Proxy set up is done through Web4U in the approving time section through the Proxy/Superuser link in the top right corner. From there employees can both set up and use proxy permissions.