

Web Time Entry Job Aid for Superusers

Creating Routing Queue Rules (NTRRQUE) in Banner

The first screenshot shows the 'Routing Queue Rules NTRRQUE 9.3.16 (PPRD8)' form. It includes fields for COA (W), Organization (H49016), Position, and Position Type, along with a 'Go' button. Red boxes with numbers 1, 2, and 3 highlight the COA, Organization, and Go fields.

The second screenshot shows the 'ROUTING QUEUE RULES' table with one record. The table has columns for Approval Category, Approval Category Description, Approver Sequence, Mandatory Approver, Approver Position, Approver Position Description, Current Incumbent, and Approver Action. Red boxes with numbers 4, 5, 6, and 7 highlight the 'Approval Category' field, the 'Approver Sequence' field, the 'Approver Position' field, and the 'SAVE' button.

Do the following to create a Timesheet Org Approver.

Step 1: If not already populated, type “W” in the COA field.

Step 2: Type the Timesheet Org in the Organization field.

Step 3: Click on 'Go'

Step 4: Using your mouse, click on the first text field located under “Approval Category”. Type “WTIME”.

Step 5: Type “10” in the Approver Sequence field.

Step 6: In the Approver Position field, enter the position number of the person who will be approving timesheets in the TSO. The remaining info will self-populate. **

Step 7: Click on 'Save' to commit the changes.

**NOTE: The person in the position being entered as the Approver MUST be setup with Approver access and have security access to the TSO. If they do not already have that access, a BAO access request form (see link below) requesting “TIME” access to the TSO must be completed and submitted.

<https://tech.wayne.edu/staff/administrative-staff/enterprise-app-access>