Step 1
Log into Portal

Step 2
Please enter your UNA username and password

leolion@una.edu

**********

Sign in

By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed here. Unauthorized users should disconnect immediately.
Step 3

On the Time Approval and Submission card, select “Timesheet Approval”.

Step 4

From the dropdown menu, be sure to select the time period you intend to approve.

Step 5

Click on each person’s name to view and approve their timesheet.
Step 6

Review the time report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select “return for correction”.

If no corrections are needed, click “Approve”.

Step 7

Timesheet successfully approved.

Look for this message in the top right corner of the screen.
Banner Time Submission Instructions

Step 1

Log into Portal

Step 2

Please enter your UNA username and password

leolion@una.edu

*********

Sign in

By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed here. Unauthorized users should disconnect immediately.
On the Time Approval and Submission card, select “Leave Approval”.

From the dropdown menu, be sure to select the time period you intend to approve.

Click on each person’s name to view and approve their timesheet.
Step 6

Review the leave report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select “return for correction”.

If no corrections are needed, click “Approve”.

Step 7

✔ Timesheet successfully approved.

Look for this message in the top right corner of the screen.

Updated: 06/20/2024 – Banner Time Submission Instructions