

## Overriding a Timesheet Approval Queue for an Employee (NBAJQUE)

1. Go to Banner Form NBAJQUE
2. Input the Employee's Banner ID into the "ID" Field
3. Using the "Position" dropdown button, select the Employee's Position
4. Click in the first field under "Approval Category" and type WTIME
5. Click in the first field under "Approver Sequence". Current Timesheet Org Approver Position will default in
6. Click in the first field under "Approver or Incumbent" and enter the Banner ID for the Timesheet Approver (Approver information should populate)
7. Save the changes (you should see a "Transaction Complete" message on the bottom of the form).

The screenshot shows a web browser window with the title 'Override Approvals Queue NBAJQUE 8.8'. The form contains the following fields and sections:

- ID:** A text input field with a dropdown arrow, indicated by Step 2.
- Position:** A dropdown menu, indicated by Step 3.
- Approval Category:** A section with a dropdown menu and two text input fields, indicated by Step 4.
- Approver Sequence:** A column of ten checkboxes, indicated by Step 5.
- Approver Position:** A dropdown menu, indicated by Step 5.
- Approver or Incumbent:** A dropdown menu, indicated by Step 6.
- Approver Action:** A column of ten dropdown menus, indicated by Step 6.

At the bottom of the browser window, there is a status bar with the text: 'Identification Number, Press LIST for name/id search. Record: 1/1 | ... | <OSC>'.