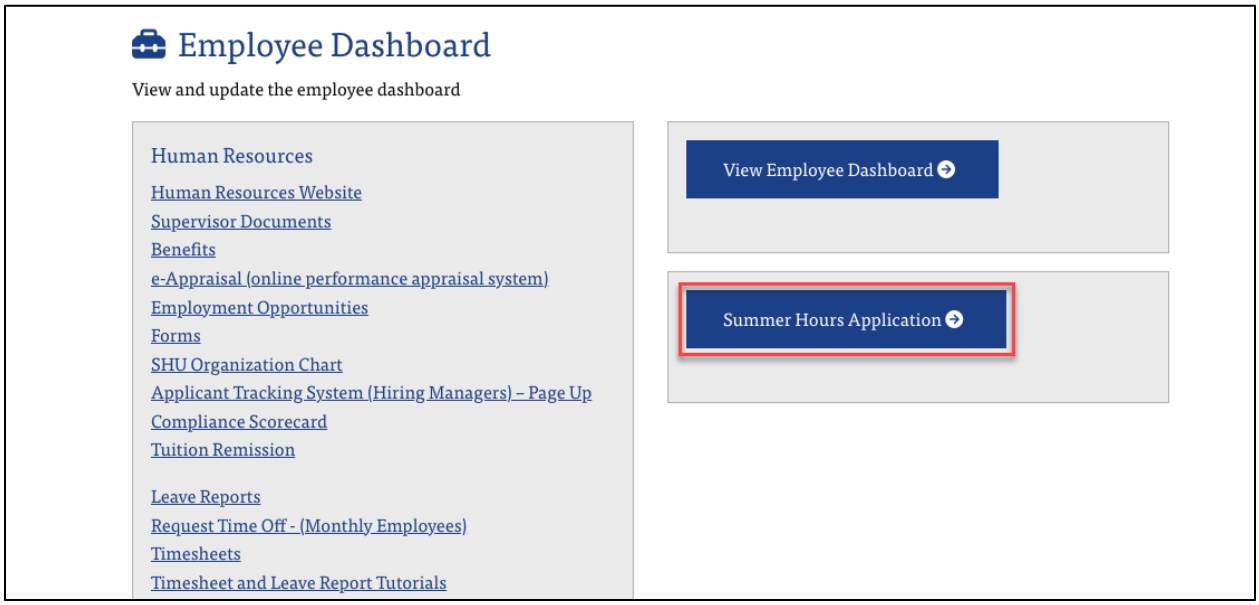
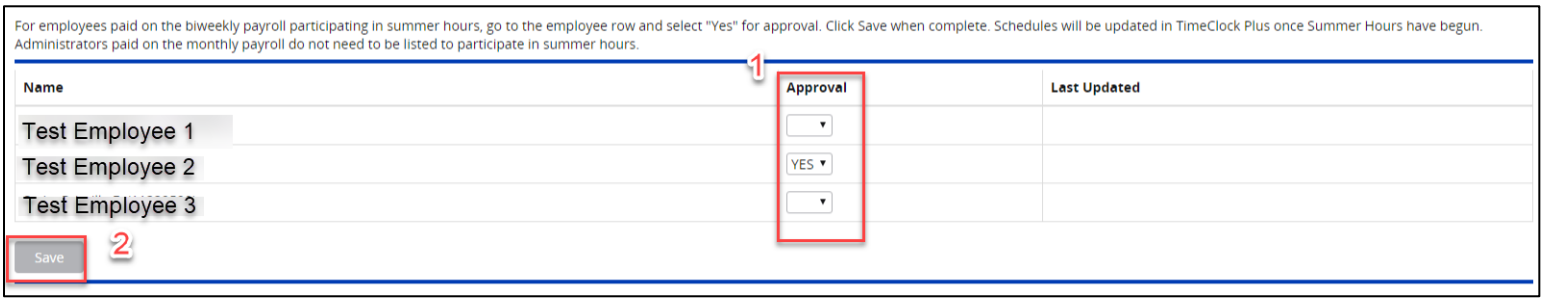
Supervisor Summer Hours Approval Instructions

These are approval instructions for bi-weekly paid employees who will be participating in summer hours, the system will automatically update to reflect the new work schedule. If supervisors fail to notify Human Resources in a timely manner, Summer Fridays will not be populated on the employee's timesheet.

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Click **Summer Hours Application**.



4. A list of the supervisor's direct reports from the biweekly payroll will load.
5. Use the drop-down menu to enroll employees in the summer hours schedule.
    a. Select **YES** or **NO** for approval for summer hours.
    b. Click **Save**.
    c. Note: Employees will receive a summer hours status confirmation email.



6. Close window.
7. For your reference, the summer hours enrollment status for each employee is saved on this page.