

Supervisor Resources

Find information on position management, employee evaluations, and hiring processes, and explore the Supervisor Manual.



SUPERVISORS: In order to access the resources in this section, please log in using your SPU credentials. If you have any questions, please contact the Human Resources office at (206) 281-2809.

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Supervisor Approval of Non-Exempt Time Reporting

- All exempt employees are required to submit all hours through an online time sheet within the Banner Self-Service system. Supervisors are also required for approve all hours within Banner Self Service. [Find the instructions here.](#)
- The [Payroll Schedule and time sheet approval due dates](#) can be found on the Finance Office's website.

Supervisor Approval of Exempt Employee Leave

- All exempt employees are required to submit used vacation and sick leave through an online leave report within Banner Self Service. Supervisors are also required to approve all leave taken within Banner Self Service. [Find the instructions here.](#)
- The [Payroll Schedule and Leave Report approval due dates](#) can be found on the Finance Office's website.