


How to Approve Leave

On the Employee Dashboard, click on Approve Leave Report.

[Employee Dashboard](#)



[My Profile](#)
[My Team](#)

Annual Leave in hours	320.25	Personal Time in hours	16.00	Sick Leave in hours	594.20
Compensatory Leave in hours	0.50	Sick Bank in hours	40.00	No Pay Leave in hours	0.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 04/30/2021 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

My Activities

[Enter Time](#)


[Enter Leave Report](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)



You will see a Distribution Status Report chart for the current reporting period.

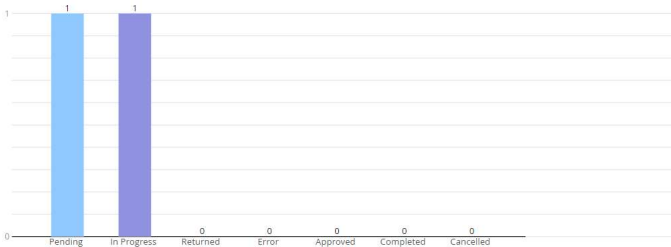
[Employee Dashboard](#) • [Time Entry Approvals](#)

Approvals - Leave Report Proxy Super User | Reports
You are acting as a Superuser for Leave

Approvals Timesheet Leave Report

Leave Report 06/01/2021 - 06/30/2021 (2021 MS 6) All Departments All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report



Status	Count
Pending	1
In Progress	1
Returned	0
Error	0
Approved	0
Completed	0
Cancelled	0

Below the chart, you will see the status of the leave reports.

Pending – Employee has submitted a leave report and is awaiting approval.

In Progress – Employee has started the leave report but has not submitted for approval.

Returned – Supervisor has returned the leave report to the employee for correction.

Error – There is an error on the leave report.

Approved/Completed – The leave report has been completely approved.

Pending 1				
Employee Name	ID	Organization	Hours/Days/Units	
<input type="checkbox"/> Rubble, Betty Assist to IE and Advancement, SS9580-00	A01150619	1-603030, Institutional Research	46.00 Hours	i 1 ⋮

In Progress 1				
Employee Name	ID	Organization	Hours/Days/Units	
Flintstone, Wilma Director of Advancement, OP9999-00	A01203037	1-602020, Grants Administration		i ⋮

Returned 0				
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Error 0				
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Approved 0				
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Completed 0				
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Cancelled 0				
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Under pending, click on the employee's name to approve time.

Pending 1				
Employee Name	ID	Organization	Hours/Days/Units	
<input type="checkbox"/> Rubble, Betty Assist to IE and Advancement, SS9580-00	A01150619	1-603030, Institutional Research	46.00 Hours	i 1 ⋮

In Progress 1				
Employee Name	ID	Organization	Hours/Days/Units	
Flintstone, Wilma Director of Advancement, OP9999-00	A01203037	1-602020, Grants Administration		i ⋮

Returned 0				
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Error 0				
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Approved 0				
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Completed 0				
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Cancelled 0				
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The preview box will show the total number of leave hours the employee submitted and a weekly summary. There are three options to choose: Details, Return for Correction, or Approve.

If the leave report is correct, click on Approve.

Preview

A01150619 - Rubble, Betty
Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research
Pay Period: 06/01/2021 - 06/30/2021 | 46.00 Hours
Submitted On: 06/07/2021, 09:14 AM

Earning Distribution	
Earn Code	Total
Annual	46.00
Total Hours	46.00
Total Units	0.00

Weekly Summary

Details

Return for correction Approve

To see more details, click on Details.

Preview

A01150619 - Rubble, Betty
Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research
Pay Period: 06/01/2021 - 06/30/2021 | 46.00 Hours
Submitted On: 06/07/2021, 09:14 AM

Earning Distribution	
Earn Code	Total
Annual	46.00
Total Hours	46.00
Total Units	0.00

Weekly Summary

Details

Return for correction Approve

You will be able to see the employee's leave report by day.

A01150619-Rubble, Betty, Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Leave Balances

06/01/2021 - 06/30/2021 | 46.00 Hours | Pending | Submitted On 06/07/2021, 09:14 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6	7	8 6.00 Hours	9	10	11	12

[Add Earn Code](#)

Annual 6.00 Hours Total: 6.00 Hours

After reviewing the leave report, you can return the leave report to the employee for correction if needed. Click on Preview at the bottom of the page.

A01150619-Rubble, Betty, Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Leave Balances

06/01/2021 - 06/30/2021 | 46.00 Hours | Pending | Submitted On 06/07/2021, 09:14 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6	7	8 6.00 Hours	9	10	11	12

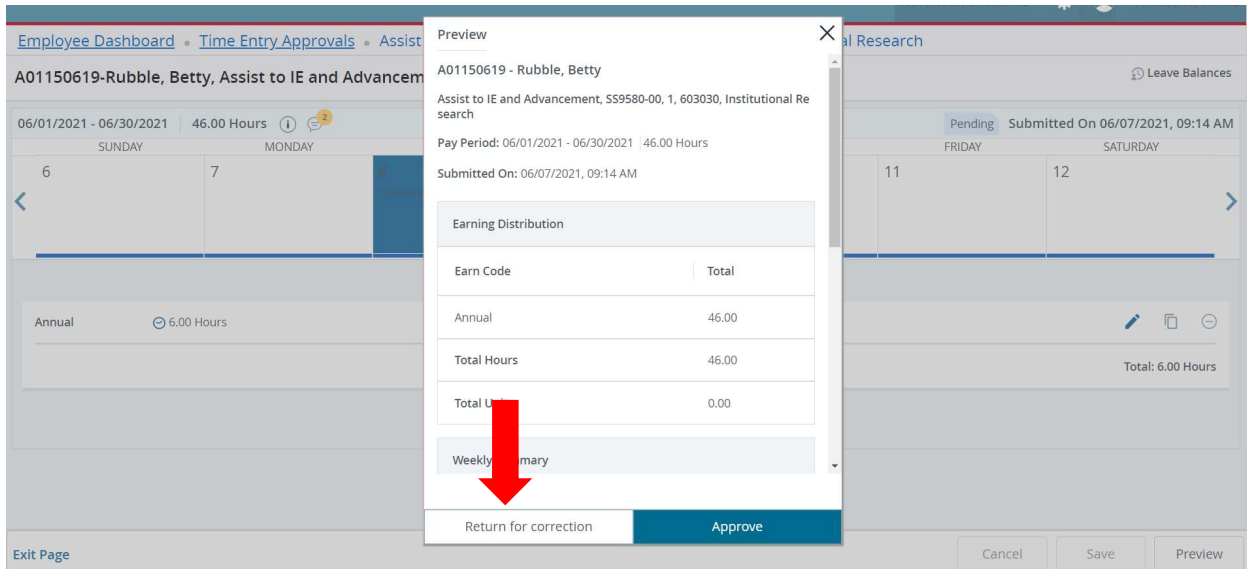
[Add Earn Code](#)

Annual 6.00 Hours Total: 6.00 Hours

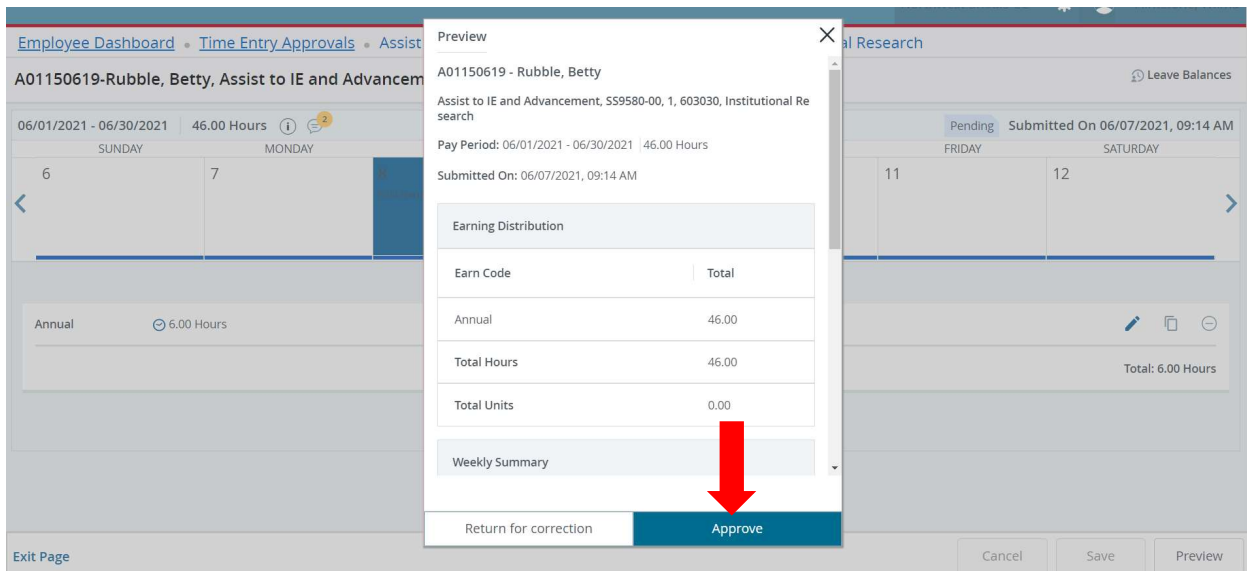
[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)



Then choose Return for Correction on the pop-up box.



After reviewing the details and the leave report is ready for approval, click on Approve on the pop-up box.



The leave report has been approved.

