APPROVING EMPLOYEE LEAVE REPORTS

1. From Employee Dashboard, click "**Approve Leave Report**" button.

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Employee Dashboard			
Employee Dashboard			
1	Leave Balances as of 04/18/2022		
My Profile	Vacation in hours 0.00	Sick Leave in hours 23.0	
			Full Leave Balance Information
Pay Information		•	My Activities
Latest Pay Stub: 03/31/2022 All Pay Stubs	Direct Deposit Information	Deductions History	Enter Leave Report
Earnings		~	
Benefits		~	Approve Time
benefits		·	Approve Leave Report
Taxes		^	Approve Leave Request
			Pay Stub Administrator
Job Summary		^	Employee Menu
Employee Summary		^	

2. Select Pay Period from drop-down box.

	* • • • • •
Employee Dashboard • Time Entry Approvals	Please select a Pay Period to Continue
Approvals - Leave Report	** Proxy super user
Approvals Leave Report 2	
Leave Report 🗸 Select Pay Period 🗸 All Departments	All Status except Not Started Enter ID/Name

3. Click on employee name of the report you want to view and approve.

	*	•	
Employee Dashboard + Time Entry Approvals Approvals - Leave Report			Reports
Approvais Leave Report			
Leave Report V 05/01/2022 - 05/31/2022 (2022 MO V All Departments V All Status except Not Started	~	Enter ID/Nar	ne
Distribution Status Report - Leave Report			~
Pending 1 Pending 1 Progress Resumed Error Approved Completed Concelled Pending 2 Employee Name 3 ≎ ID ≎ Organization ≎ Hours/Days	/Units	\$	^
EXAMPLE EMPLOYEE 1 K0000000 EXAMPLE 8.00 Hours		(i)	:
EXAMPLE EMPLOYEE 2 K00000001 EXAMPLE 8.00 Hours		()	:
In Progress 6			^

4. Review employee's leave report. Make sure all days/hours requested are correct. Click "**Approve**" button.

		* 🗶 1
Employee Da	shboard • Time Entry Approvals • EXAMPLE EMPLOYEE 1	Preview
Leave Repor	rt Detail Summary	
EXAMPLE	AMPLE EMPLOYEE 1 01/2022 - 05/31/2022 8.00 Hours Pending Submitted On 04/05/2022, 03:23 PM	ģ
Time Entry Det	tail	
Date	Earn Code Shift Total	
05/23/2022	VAC, Vacation 1 8.00 Hours	
Summary		
Earn Code	Shift Week 1 Week 2 Week 3 Week 4 Week 5 Total	
VAC, Vacation	1 8.00 8.00 Hours	
Total Hours	8.00	
Routing and St	atus	
Name	Action Date & Time	
EXAMPLE EMPLOY	YEE 1 Originated 04/05/2022, 03:17 PM	
EXAMPLE EMPLOY	/EE 1 Submitted 04/05/2022, 03:23 PM	
APPROVING SUPE	RVISOR Pending Approval	
Comment (Option	al):	
Add Comment		4
	Return for cor	rection Approve

If correction is needed, press "Return for correction" button to send back to employee to fix. Repeat steps 3 and 4 until all employee leave reports are approved.

NOTE

Employees who did not start their leave reports will not be displayed unless you change the status drop-down box to "Not Started." Please be sure to check for "Not Started" reports each month for your employees.

Employee Dashboard Time Entry Approvals	
Approvals - Leave Report	II Reports
Approvals Leave Report	
Leave Report 05/01/2022 - 05/31/2022 (2022 MO マ All Departments	All Status except Not Started Enter ID/Name Error
Distribution Status Report - Leave Report	Approved
6 6	Cancelled
5	Not Started
a	Completed
	0 0 Jeted Cancelled

It is the responsibility of the supervisor/approver to monitor the status of their employee's leave reports, review the accuracy of the reports, review that earn codes are used appropriately and that all reports are submitted before the deadline.

If an employee did not submit their leave report to you by the deadline, you <u>will not</u> have the ability to approve it in Banner 9 Self-Service. Please email <u>payroll@pipeline.sbcc.edu</u> with employee's hours **and** your approval so that the report can be processed.