APPROVING EMPLOYEE LEAVE REPORTS

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

:			* 2
Employee Dashboard			
Employee Dashboard			
	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 Lazve Report
Earnings		^	
			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	Il Status except Not Started Enter ID/Name

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

.	*	•	1
Employee Dashboard • Time Entry Approvals Approvals - Leave Report			Reports
Approvals Leave Report			
Leave Report v 05/01/2022 · 05/31/2022 (2022 MOv All Departments v All Status except Not Started	~	Enter ID/Nar	ne
Distribution Status Report - Leave Report			^
5 4 3 2 2 2 1 2 2 1 2 2 2 1 2 2 2 1 2 2 2 1 2 2 2 1 2 2 2 1 2 2 2 1 2 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2			
	// 1= i+=	^	^
EXAMPLE EMPLOYEE 1 K00000000 EXAMPLE 8.00 Hours	onits	•	ŧ
EXAMPLE EMPLOYEE 2 K00000001 EXAMPLE 8.00 Hours		i	:
In Progress 6			^

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

			* 2	1
Employee Dashboard Time Entry Approvals EXAMPLE EMPLOYEE 1				Preview
Leave Repor	t Detail Summary			Í
K00000000, EXA EXAMPLE Pay Period: 05/0	MPLE EMPLOYEE 1	Pending Submitted On 04/05/2022, 03:23 PM		Ĵ
Time Entry Det	ail			
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 Sta	atus			
Name	Action	Date & Time		
EXAMPLE EMPLOY	EE 1 Originated	04/05/2022, 03:17 PM		
EXAMPLE EMPLOY	EE 1 Submitted	04/05/2022, 03:23 PM		
APPROVING SUPER	RVISOR Pending Approva	al		
Comment (Optiona	al):			
Add Comment			4	
			Return for correction	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.

	* 2
Employee Dashboard • Time Entry Approvals	
Approvals - Leave Report	III Reports
Approvals Leave Report	
Leave Report • 05/01/2022 - 05/31/2022 (2022 MO• All Departments •	All Status except Not Started
Distribution Status Report - Leave Report	Approved
6	Cancelled
5	Not Started
4	Completed
3 2 2 1 0 Pending In Progress Returned Error Approved Completed	0 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.