

Approve a Leave Report

SWARTHMORE					🛠 🧕 Test, Employe
Employee Dashboard Employee Dashboard					
Test, Employee My Profile		Leave Balances as of 05/23/2022			
		Vacation Time in hours (112.83)	Sick Time in hours	5.25	
					Full Leave Balance Information
Pay Information				*	My Activities
Latest Pay Stub: 04/15/2022	All Pay Stubs	Direct Deposit Information	Deductions History		Enter Leave Report
Taxes				^	
					Approve Time
				· ·	Approve Leave Report
				-	Salary Planner
		© 2013-2022 Ellucian Company L.P. and its affi	liates. All rights reserved.		~

From the employee dashboard, click on the '**Approve Leave Report**' link.

SWARTHMORE Test, Employee * \bigcirc Select the Pay Employee Dashboard • Time Entry Ap ٠ Period for the Approvals - Leave Report Proxy Super User You are Leave Report(s) you are reviewing. Approvals Leave Report Leave Rep... 🗸 Select Pay Period All Depart... All Status except Not Star.. Enter ID/Name ~ Note: Make sure the first Q drop-down list has 'Leave Report' selected, and not 'Timesheet'. 04/01/2022 - 04/30/2022 (2022 FM 4) 03/01/2022 - 03/31/2022 (2022 FM 3) 02/01/2022 - 02/28/2022



SWARTHMORI	E			* (Test, Employee
Employee Dashboard •	Time Entry A	pprovals			
Approvals - Leave Report				Proxy Supe You are actir	r User Reports ng as a Superoser for Leave
Approvals Leave Repor	t				
Leave Re V	05/31/2022 🗸	All Department	Pending	~	Enter ID/Name
Pending 1					^
Employee Name 🗘	ID \$	Organization	\$	Hours/Days/Units 💲	
Test, Employee Administrative Coordinator I, S00592-00	902200697	S-5405, Human Resources	Office	7.00 Hours	(j)

• <u>Select a leave report, i.e. Employee's name in Pending status) to access it in Preview mode.</u>

You can also double-click on the 'Pending' bar on the graph to filter for just those Reports in Pending Approval status.

SWARTHMORE				*	2	Test, Employ
Employee Dashboard • Time Entry A	provals					
Approvals - Leave Report				Proxy Su	per Use	r 📗 Reports
Approvals Leave Report				TOU are ac	ung as a si	uperuser for Leave
Leave Report 🗸 05/01/2022 - 05/31	2022 (20 ^	All Departments 🗸	All Status except Not Start	ed 🗸	Enter ID)/Name
Distribution Status Repo						^
	in fragrea Maturned En	0 0 0 nor Approved Completed Ca	0			
Pending 1						^
Employee Name 🗘 ID) [‡]	Organization	Hours/I	ays/Units	~	
90 Test, Employee Administrative Coordinator I, \$00592-00	02200697	S-5405, Human Resource:	s Office 7.00 Hou	rs	i	*



• Review the leave report in detail and choose an option: Approve, Return for Correction.

SWARTHMOR	E					*	٩	Test, Employee
<u>Employee Dashboard</u> <u>S, 5405, Human Resou</u>	• <u>Time Entry A</u> urces Office • P	<u>pproval</u> review	<u>s</u> ₀ <u>Adı</u>	ministra	ative Cool	rdinat	<u>or I, S</u>	<u>00592-00,</u>
Leave Report Detail Summ	ary							Â
902200697, Test, Employee								Ģ
Administrative Coordinator I, S005	92-00, S, 5405, Humar	n Resources (Office					
Pay Period: 05/01/2022 - 05/31/202	22 7.00 Hours	Pending Sul	omitted (On 05/17/20	022, 03:23 PM			
Time Entry Detail								
Date Earn Code		5	Shift	Total				
05/17/2022 VAC, Vacation	n Pay	1		7.00 Hours				
Summary								
Earn Code Shift	Week 1 Week 2	Week 3	Week 4	Week 5	Total			
VAC, Vacation Pay 1		7.00			7.00 Hours			
Total Hours		7.00						
Bouting and Status								
Name	Action	Data 9 Ti	-					
Test Employee	Originated	05/17/202	72 03-23 P	м				
Test, Employee	Submitted	05/17/202	22, 03:23 P	M				
Leone, Ianis M.	Pending Approval							
Comment (Optional):	011							
Add Comment								
Return	Details		Re	eturn for co	rrection		Арр	rove

The Approve button approves the report as-is. Once approved, the employee's leave balances are updated.

The Return button goes back to the previous page.

The Details button goes to the detailed Leave Report page.

The Cancel or Return for Correction send the Report back to the employee, and should only be used prior to the Employee entry deadline.

• <u>Note – Per Swarthmore policy, Proxies are not</u> allowed <u>to approve their</u> own <u>leave</u> reports.