



Approve a Leave Report

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

- Select the Pay Period for the Leave Report(s) you are reviewing.

Note: Make sure the first drop-down list has 'Leave Report' selected, and not 'Timesheet'.



Approvals - Leave Report

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

Approvals | Leave Report

Leave Re... | 05/01/2022 - 05/31/2022... | All Department | Pending | Enter ID/Name

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> Test, Employee Administrative Coordinator I, S00592-00	902200697	S-5405, Human Resources Office	7.00 Hours

- Select a leave report, i.e. Employee's name in Pending status) to access it in Preview mode.

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

SWARTHMORE

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

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

Approvals | Leave Report

Leave Report | 05/01/2022 - 05/31/2022 (20... | All Departments | All Status except Not Started | Enter ID/Name

Distribution Status Report

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> Pending 1			
<input type="checkbox"/> Test, Employee Administrative Coordinator I, S00592-00	902200697	S-5405, Human Resources Office	7.00 Hours



- [Review the leave report in detail](#) and choose an option: Approve, Return for Correction.

SWARTHMORE Test, Employee

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Administrative Coordinator I, S00592-00, S, 5405, Human Resources Office](#) • [Preview](#)

Leave Report Detail Summary

902200697, Test, Employee

Administrative Coordinator I, S00592-00, S, 5405, Human Resources Office

Pay Period: 05/01/2022 - 05/31/2022 | 7.00 Hours | **Pending** Submitted On 05/17/2022, 03:23 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/17/2022	VAC, Vacation 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			

Routing and Status		
Name	Action	Date & Time
Test, Employee	Originated	05/17/2022, 03:23 PM
Test, Employee	Submitted	05/17/2022, 03:23 PM
Leone, Janis M.	Pending Approval	

Comment (Optional):

Add Comment

Return Details Return for correction **Approve**

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.

- **Note – Per Swarthmore policy, Proxies are not allowed to approve their own leave reports.**