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Leave Reporting
Approver Guide



Approve Time View

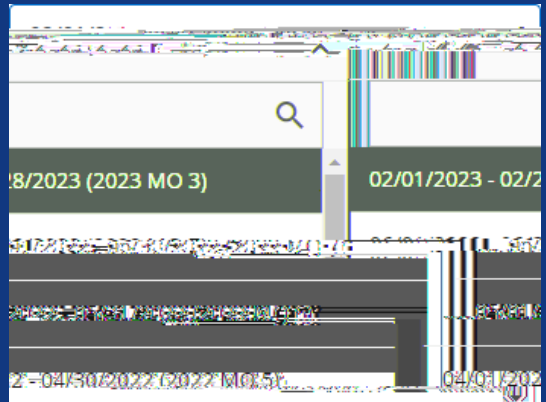
On the Leave Report Approvals screen you will see the status of time submitted by your direct reports. You're able to view previous pay periods from the drop down.

Employee Dashboard • Time Entry Approvals

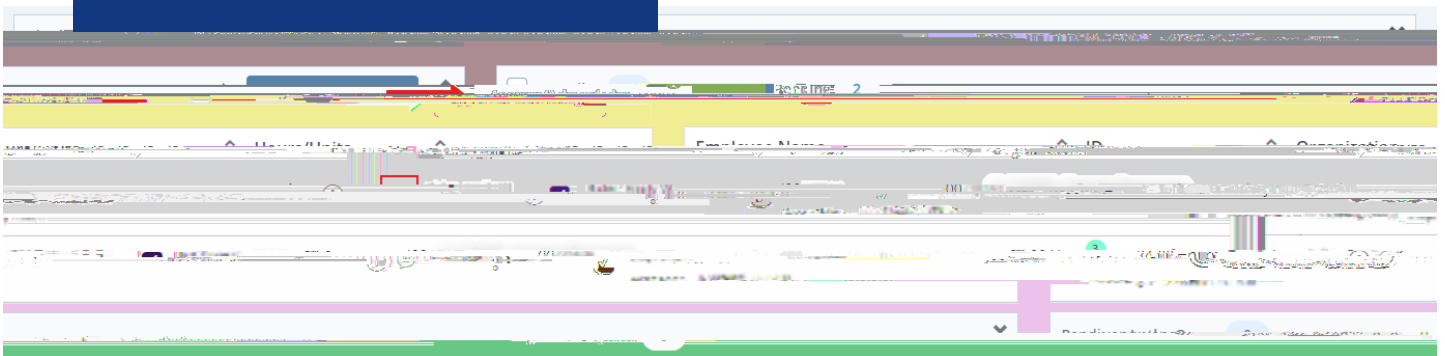


You must click on each employee to view their time summary

Pay period drop down selection



DO NOT select and approve time without reviewing first



Time Summary

Clicking an employee from the approval view will bring you to their leave summary. You

Successfully Approved

After approving, you will see the updated Status at the top and bottom of the summary. If there are other approvers, you will see their status as well.

Leave Report Detail Summary

Pay Period: 02/01/2023 - 02/28/2023 - 40.00 Hours - Deadline: Expired On: 01/01/2023 - 00:59:44

Date	Earn Code	Shift	Total
02/07/2023	VAC, Vacation		1
02/16/2023	VAC, Vacation		1
	VAC, Vacation	8.00 Hours	

Routing and Status

Name	Status	Submitted
SouthPaw	Submitted	03/01/2023, 09:58 AM
Bonner, Jo	Pending Approval	

Comment (Optional):

In Progress: 0

Returned: 1

Error: 0

Deadline: 03/01/2023, 09:58 AM

You may still recall the leave after approving, but before the deadline if necessary

Back on the Approve Leave screen, you'll see the updated status

Contact Payroll at 460 6471, or payroll@southalabama.edu should you need assistance