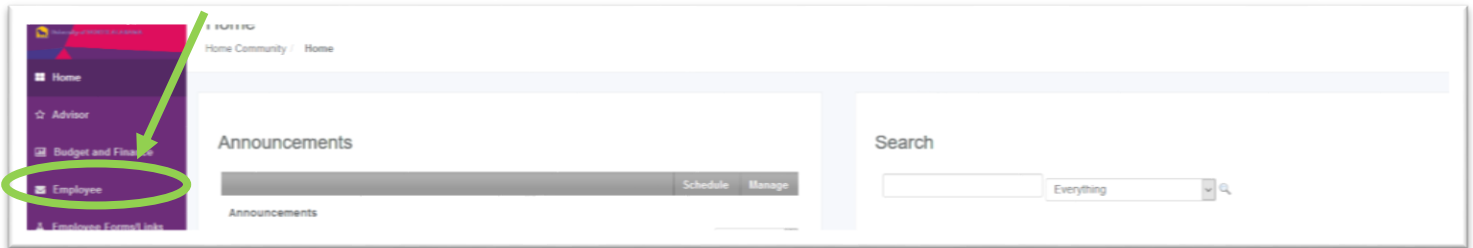
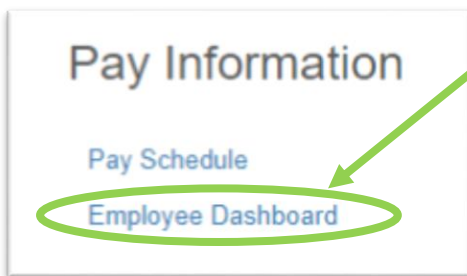

Time/Leave Approval

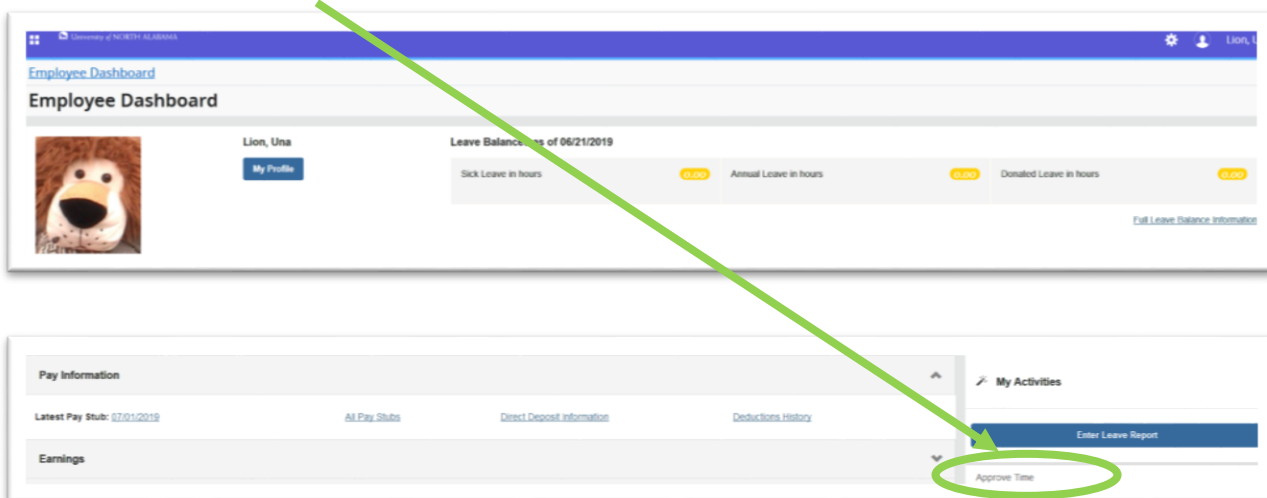
Login to Portal. Select the **Employee** menu



In the Pay Information block, Select **Employee Dashboard**.



Select **Approve Time**.



Be sure the screen is toggled to the Approvals selection. Select the appropriate pay period from the dropdown menu. You are able to approve **ONLY** those time reports that are at **Pending** status.

The screenshot shows the 'Time Entry Approvals' interface. The 'Approvals' tab is selected. The pay period dropdown is set to '06/23/2019 - 07/06/2019 (2019 BW 14)'. A bar chart shows the distribution of time reports by status: Pending (1), Pending - In the Queue (0), In Progress (2), Returned (0), Error (0), Pending - Approved (0), Approved (0), and Completed (0). A filter for 'Pending' is active, showing 1 item.

Status	Count
Pending - In the Queue	0
In Progress	2
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Employee Name	ID	Organization	Hours/Units
Una Lion University Mascot	L00000001	UNA Lion Habitat	35.00 Hours
Lion University Mascot	L00000001	UNA Lion Habitat	40.00 Hours

You are able to approve **ONLY** those time reports that are at **Pending** status. To select the timesheet you'd like to approve, click the staff member's name to view the timesheet details.

Status	Count
Pending	1

Employee Name	ID	Organization	Hours/Units
Leo Lion University Mascot	L00000001	UNA Lion Habitat	80.00 Hours

Once you click the staff member's name, a box will appear with the timesheet details. After reviewing the submitted details, click either **Return for Correction** or **Approve**.

Preview ✕

Leo Lion
University Mascot

Pay Period: 06/23/2019 - 07/06/2019 | 80.00 Hours

Submitted On: 07/03/2019, 10:33 AM

Earning Distribution		
Earn Code	Shift	Total
Biweekly Pay	1	48.00
Holiday (PT Temp not eligible)	1	8.00
Annual Leave	1	24.00
Total Hours		80.00
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	40.00
Week 2	40.00

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Details

Return for correction Approve

A confirmation message will appear in the top right corner of your screen.

