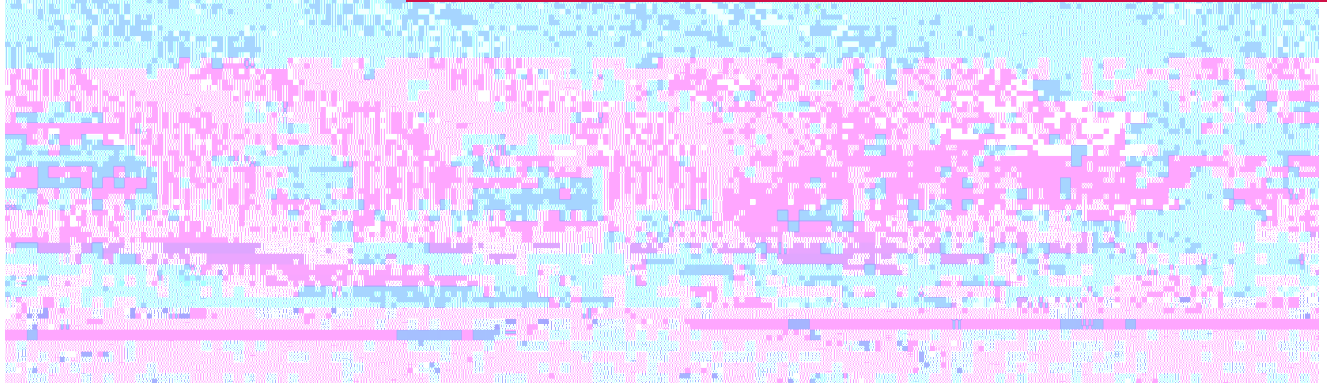


# Leave Reporting Approver Guide





# Approve Time View

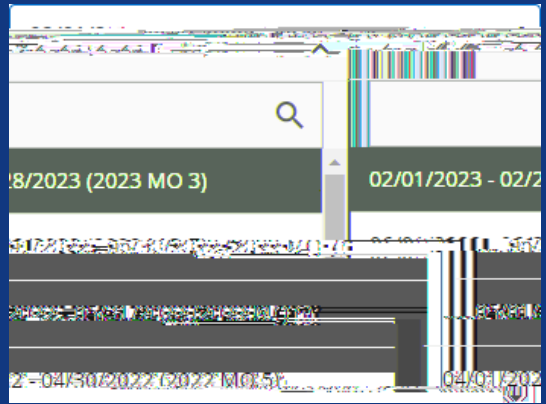
On the Leave Report Approvals screen you will see the status of time submitted by your direct reports. You're able to view previous pay periods from the drop down.

Employee Dashboard • Time Entry Approvals

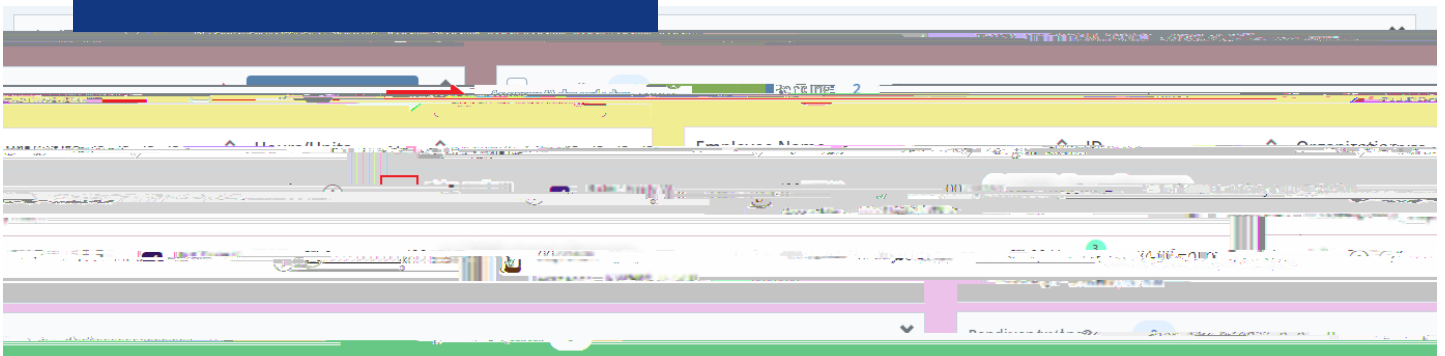


You must click on each employee to view their time summary

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.

The screenshot shows a 'Leave Report Detail Summary' page. At the top right, a green box contains a checkmark and the text 'Leave Report successfully approved.' Below this, a summary bar shows 'Day Period: 02/01/2023 - 02/02/2023', '40.00 Hours', and 'Submitted On: 02/01/2023 09:58 AM'. A table below lists leave entries with columns for 'Earn Code', 'Shift', and 'Total'. One entry is highlighted: '02/07/2023', 'VAC, Vacation', '1', '8.00 Hours'. A red arrow points to a 'Comment (Optional):' field with the name 'Bonner, Jo' and status 'Pending Approval'. At the bottom, a blue box points to a 'Returned 1' indicator. A red box at the bottom contains contact information for Payroll.

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

SouthPaw Submitted 03/01/2023, 09:58 AM

Bonner, Jo Pending Approval

Comment (Optional):

Returned 1

Error 0

Pending 0

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