

Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:



Search Go

Employee

Electronic Time Sheet

Personal Info My Profile My Account My Settings

SITE MAP

HELP EXIT

Selection



Select the employee's name to access additional details.

REVIEW OF QUEUE STATUSES FOLLOWS

172400, Payroll Accounting
Sep 01, 2016 to Sep 30, 2016
Not Applicable

Department:
Leave Period:
Act as Proxy:

Change Selection Select All Approve or EYE Reset Save

Pending

.00 .00 .00
Associate Payroll Supervisor

Approved

Leave Balance
Expense

J00491926

Yogi Bear
004820.00

Select the employee's name to access additional details.

172400, Payroll Accounting
Sep 01, 2016 to Sep 30, 2016
Not Applicable

Department:
Leave Period:
Act as Proxy:

Change Selection Select All Approve or EYL Reset Save

Pending

.00	.00	.00	Approved	Leave Balance	J00491926	Yogi Bear
			Associate Payroll Supervisor	Expense		004820.00

Select the employee's name to access additional details.

172400, Payroll Accounting
Sep 01, 2016 to Sep 30, 2016
Not Applicable

"In Progress" – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain "In Progress" until the employee fills in all of their applicable leave, and submits to you for approval.

Department:
Leave Period:
Act as Proxy:

Change Selection Select All Approve or FYI Reset Save

Pending

.00	.00	.00	Approved	Leave Balance	J00491926	Yogi Bear
			Associate Payroll Supervisor	Errors		004820.00



Select the employee's name to access additional details.

172400, Payroll Accounting
Sep 01, 2016 to Sep 30, 2016
Not Applicable

Department:
Leave Period:
Act as Proxy:

Change Selection Select All Approve or EYL Reset Save

Pending

.00	.00	.00	Approved	Leave Balance	J00491926	Yogi Bear
				Expense		004820.00
Associate Payroll Supervisor						

Select the employee's name to access additional details.

"Returned for Correction" – Lists those leave reports that have been returned by either you, or possibly the Payroll Office for correction by the employee.

172400, Payroll Accounting
Sep 01, 2016 to Sep 30, 2016
Not Applicable

Department:
Leave Period:
Act as Proxy:

Change Selection Select All Approve or EYE Reset Save

Pending

.00	.00	.00	Approved	Leave Balance	J00491926	Yogi Bear
			Associate Payroll Supervisor	Expense		004820.00



Select the employee's name to access additional details

Selecting an employee for review:

Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.

172400, Payroll Accounting
Sep 01, 2016 to Sep 30, 2016
Not Applicable

Department:
Leave Period:
Act as Proxy:

Change Selection Select All Approve or EYL Reset Save

Pending

.00	.00	.00	Approved	Leave Balance	J00491926	Yogi Bear
				Expense		004820.00
			Associate Payroll Supervisor			



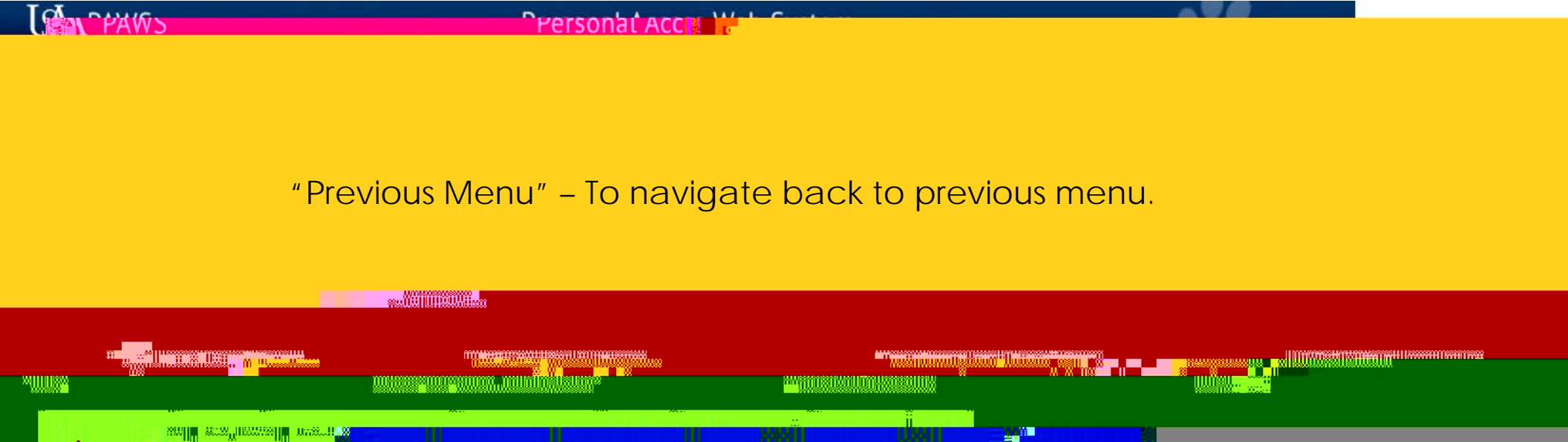
The employee's leave record is available for review, action as necessary, and also displays the current status.



REVIEW OF ACTION BUTTONS FOLLOW

Note that action buttons available are dependent upon a time sheet's status.

“Previous Menu” – To navigate back to previous menu.



"Approve" – Click this button to approve the leave report.



“Return for Correction” – This button will return the leave report to the employee. Add a comment, if necessary, to the leave report before returning.



“Change Record” – Gives the supervisor the ability to change leave entered on the leave report as shown on the following page.

The image shows a screenshot of a web application interface. At the top, there is a blue header bar with the text "U of PAWS" on the left and "Personal Account" on the right. Below the header is a yellow banner with the text "“Change Record” – Gives the supervisor the ability to change leave entered on the leave report as shown on the following page." Below the banner is a red horizontal bar. Underneath the red bar is a green horizontal bar. Below the green bar is a blue horizontal bar. At the bottom of the image, there is a red arrow pointing upwards towards the blue bar.



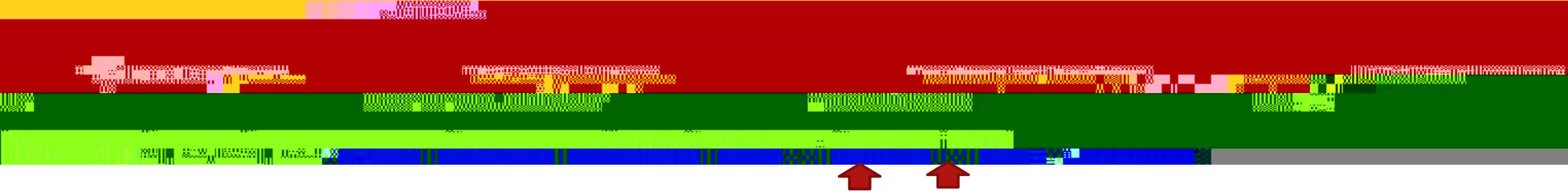
Access any leave category and day by clicking directly on the blue link as applicable.

“Delete” – This button will initiate a dialogue box to confirm deletion. Once

“Add Comment” – Free form field to add comments, which becomes a permanent record with the leave report.



“Previous” and “Next” – These buttons will access the previous or next employee’s leave record as applicable as it appeared in the queue listing.



Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
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254.67	47.65	16	286.52
204.66	39.99	24	200.54

Washed	Hours	Aug 15, 2016
		0



Routing Queue

Name	Action and Date
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Submitted: Sep 30, 2016 08:53 am
 Pending
 On this Queue

Fred Hindsone
 Betty Rubble
 Robin Hood Hankford

- Delete
- Add Comment
- Previous
- Next

- Previous Menu
- Approve
- Return for Correction
- Change Record

[Leave Report](#) | [Routing Queue](#)



Contact Payroll at 460-7868, or
payroll@southalabama.edu
should you need assistance.

When e-mailing, be sure to
include your J number and name
in the text of the e-mail.