Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:

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





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REVIEW OF ACTION BUTTONS FOLLOW

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

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"Previous Menu" - To navigate back to previous menu.

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

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



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



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

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

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



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



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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.