

Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:



Search Go

Employee

Electronic Time Sheet

Entry of time, approval of time.

Leave Reports (Monthly)

Entry of leave; approval of leave. (For monthly employees only)

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

[Jobs Summary](#)

[Leave Balances](#)

RELEASE: 8.7

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This block contains a complex, multi-colored graphic element. It features several horizontal bands of color: a top red band, a green band, a blue band, and a grey band. There are also some faint, illegible text and symbols overlaid on these bands, possibly representing a data visualization or a decorative header element.



Department Summary

REVIEW OF QUEUE STATUSES FOLLOWS

University of South Alabama
 901959, USA Hospitals Administration MC
 Sep 01, 2016 to Sep 30, 2016
 Not Applicable
 Status: Open until Oct 13, 2016, 05:00 PM

Department:
 Leave Period:
 Act as Proxy:
 Leave Period Leave Ent

All Approvals FYI

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
000000	Approved					J00558507	Bugs Bunny			.00
							002257 - 00			
							Associate Payroll Supervisor			
J00504030	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
J00374446	Daffy Duck 001967 - 00			.00	Comments Leave Balance

Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	In Progress
J00503008 Assist. Payroll Administrator				.00	J00500027	Yogi Bear

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

U. University of South Alabama
 901959, USA Hospitals Administration MC
 Sep 01, 2016 to Sep 30, 2016
 Not Applicable
Open Status: Open until Oct 13, 2016, 05:00 PM

COA:

Department:
Leave Period:
Act as Proxy:
Leave Period Leave Ent

Pending										
Queue ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Informa
00000000	Approved					100558507	Bugs Bunny			
							002257 - 00			.00
							Associate Payroll Supervisor			

Department Summary

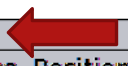
"In Progress" – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain "In Progress" until the employee fills in all of their applicable leave, and submits to you for approval.

Department:
 Leave Period:
 Act as Proxy:
 Leave Period Leave Ent

901959, USA Hospitals Administration MC
 Sep 01, 2016 to Sep 30, 2016
 Not Applicable
 Status: Open until Oct 13, 2016, 05:00 PM

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor	Approved								.00
J00504030	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
J00374446	Daffy Duck 001967 - 00			.00	.00 Comments Leave Balance



Name	Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	In Progress
J00503030	Assist. Payroll Administrator			.00		10050027	Yosemite S...

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

University of South Alabama
 901959, USA Hospitals Administration MC
 Sep 01, 2016 to Sep 30, 2016
 Not Applicable
 Status: Open until Oct 13, 2016, 05:00 PM

- "Pending" – Lists employees for whom you approve leave, that have submitted their leave report for approval.
- The "Required Action" column will indicate those awaiting your approval.
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Department:
Leave Period:
Act as Proxy:
Leave Period Leave Ent

All Approvals:

ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
000000	Approved					000558507	Bugs Bunny			.00
000504030	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		002257 - 00 Associate Payroll Supervisor			Change Leave Record Leave Balance

ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
000374446	Daffy Duck 001967 - 00			.00	Comments Leave Balance

Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	In Progress
000808 - 00 Assist. Payroll Administrator			.00		10050027	Yosemite Sa

Not Started		
ID	Name, Position and Title	Other Information
000547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

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

University of South Alabama
 901959, USA Hospitals Administration MC
 Sep 01, 2016 to Sep 30, 2016
 Not Applicable
 Status: Open until Oct 13, 2016, 05:00 PM

Department:
 Leave Period:
 Act as Proxy:
 Leave Period Leave Ent

All Approvals:

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
000000	Approved					J00558507	Bugs Bunny			.00
							002257 - 00			
							Associate Payroll Supervisor			
J00504030	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance



ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
J00374446	Daffy Duck 001967 - 00			.00	Comments Leave Balance

Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	In Progress
J00503008 Assist. Payroll Administrator				.00	J00500027	Yogi Bear

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

The University of South Alabama
 901959, USA Hospitals Administration MC
 Sep 01, 2016 to Sep 30, 2016
 Not Applicable
Report Status: Open until Oct 13, 2016, 05:00 PM

Selecting an employee for review:
 Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.

Department:
Leave Period:
Act as Proxy:
Leave Period Leave Ent

All Approvals: **BYE** **Reset** **Clear**

Change Selection **Cancel**

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
00000000	Approved					000558507	Bugs Bunny			.00
							002257 - 00			
							Associate Payroll Supervisor			
000504030	Fred Flintstone	Approve	.00	16.00	.00					Change Leave Record Leave Balance
	002181 - 00									
	Payroll Administrator									

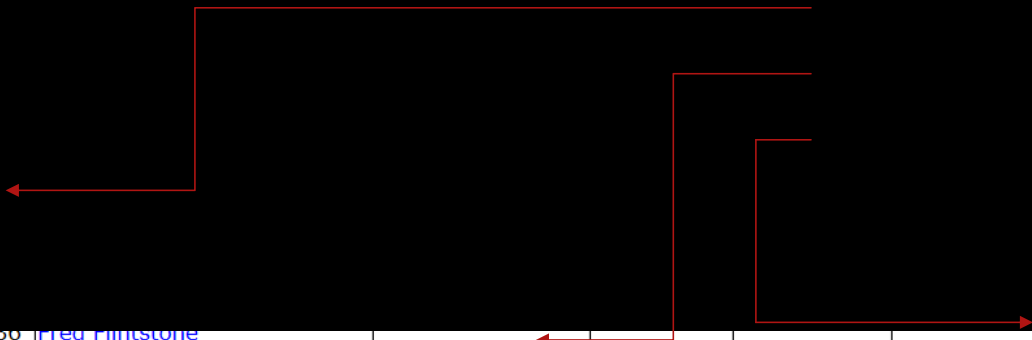


ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
000374446	Daffy Duck			.00	Comments Leave Balance
	001967 - 00				

Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	In Progress
000808 - 00					100500027	Yosemite Sam
Assist. Payroll Administrator						

Not Started		
ID	Name, Position and Title	Other Information
000547952	Yogi Bear	
	001099 - 00	
	Payroll Supervisor	

000504050	Fred Flintstone 002181 - 00 Payroll Administrator	.00	16.00	.00	Approved	Leave balance
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Returned for Correction			
ID	Name, Position and Title	Total Days	Total
000374446	Daffy Duck Assoc. Payroll Administrator	00	00

In Progress			
ID	Name, Position and Title	Total Days	Total
J00520227	Yosemite Sam Ass st. Payroll	00	00

Not Started			
ID	Name, Position and Title	Total Days	Total
000547952	Yogi Bear Payroll Supervisor	00	00

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.