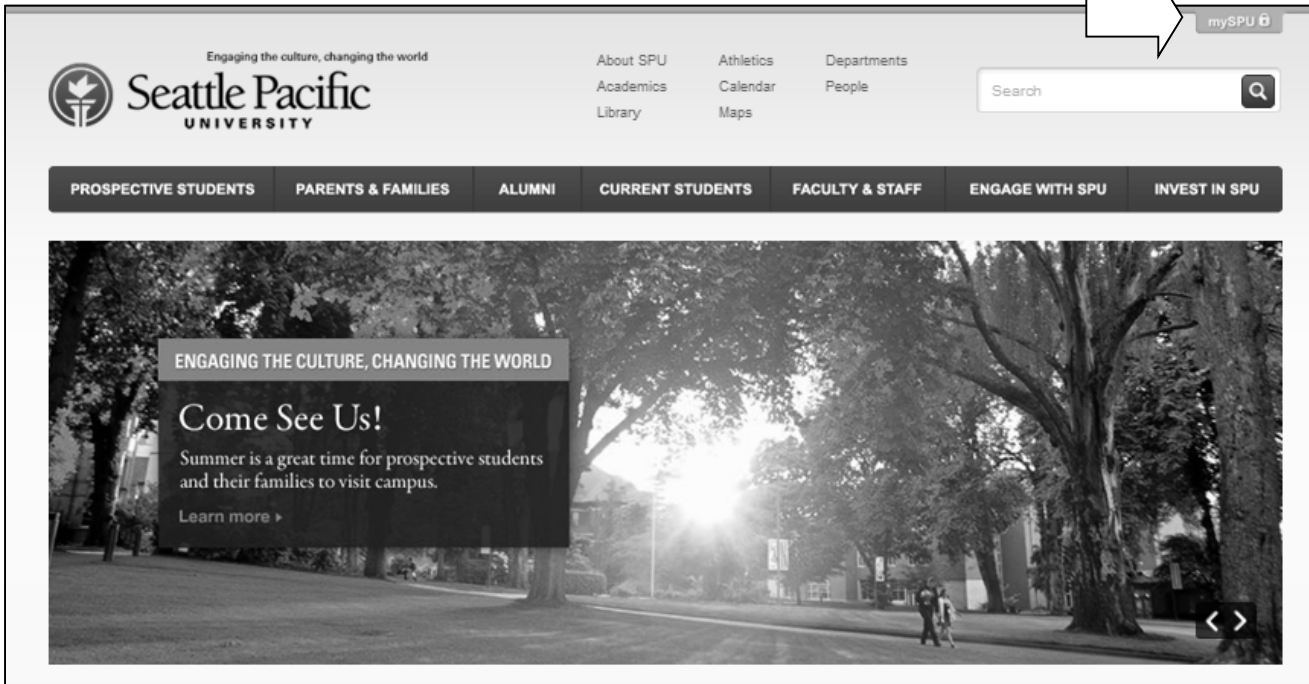


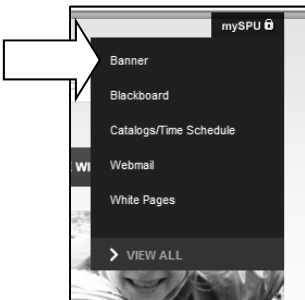
# Supervisor Approval of Exempt Employee Leave Reporting

Effective September 1, 2012, all exempt employees will be required to submit used vacation and sick leave through an online leave report within Banner Self Service. Supervisors will also be required to approve all leave taken within Banner Self Service.

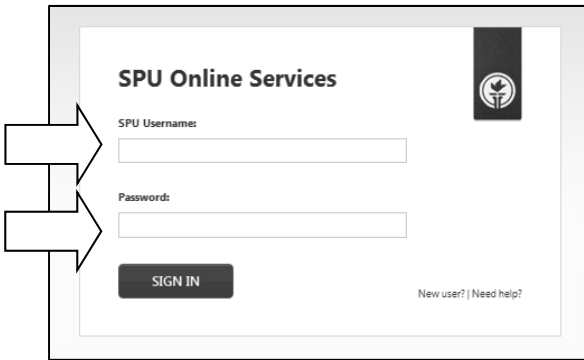
On the SPU home page, <http://www.spu.edu/>, Select:  in the upper right corner.



From the drop down list select Banner.



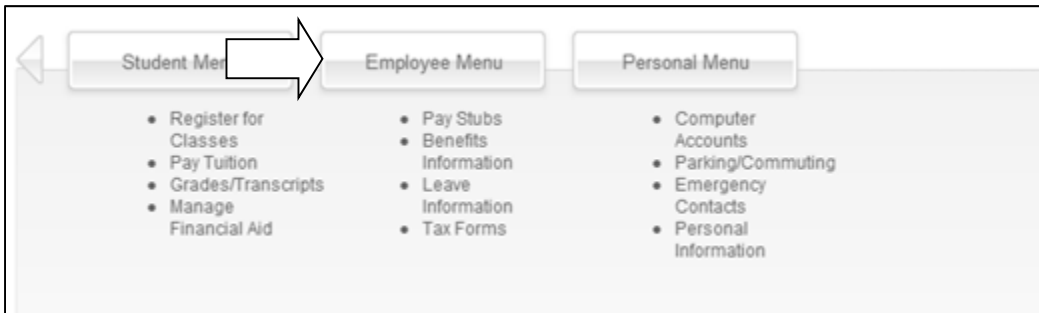
Please Sign In using your SPU Username and Password.



The image shows the SPU Online Services sign-in page. It features a header with the SPU logo and the text "SPU Online Services". Below the header are two input fields: "SPU Username:" and "Passwords:". A "SIGN IN" button is located below the password field. In the bottom right corner, there is a link that says "New user? | Need help?". Two white arrows on the left side of the page point towards the username and password input fields.

If you have forgotten or do not know your SPU Username or Password, select the "New user?/Need help?" on the bottom right hand corner of the SPU Online Services screen.

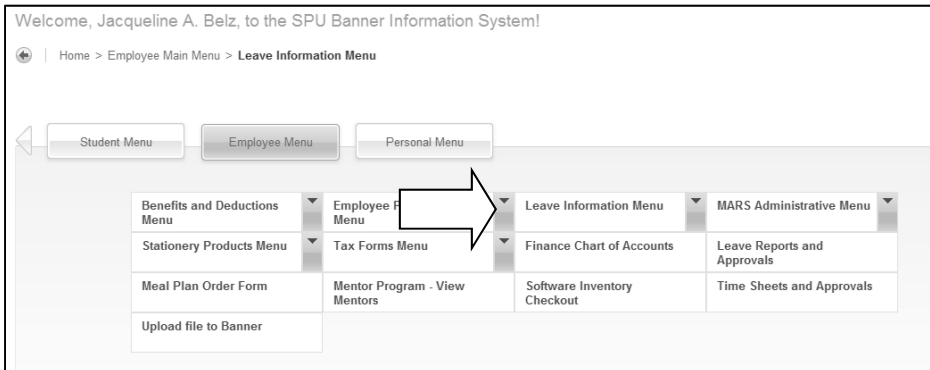
Select: Employee Menu



The image shows the "Employee Menu" selection screen. It has three main menu categories: "Student Menu", "Employee Menu", and "Personal Menu". The "Employee Menu" is highlighted with a white arrow. Below the menu categories are three columns of options:

- Student Menu:**
  - Register for Classes
  - Pay Tuition
  - Grades/Transcripts
  - Manage Financial Aid
- Employee Menu:**
  - Pay Stubs
  - Benefits Information
  - Leave Information
  - Tax Forms
- Personal Menu:**
  - Computer Accounts
  - Parking/Commuting
  - Emergency Contacts
  - Personal Information

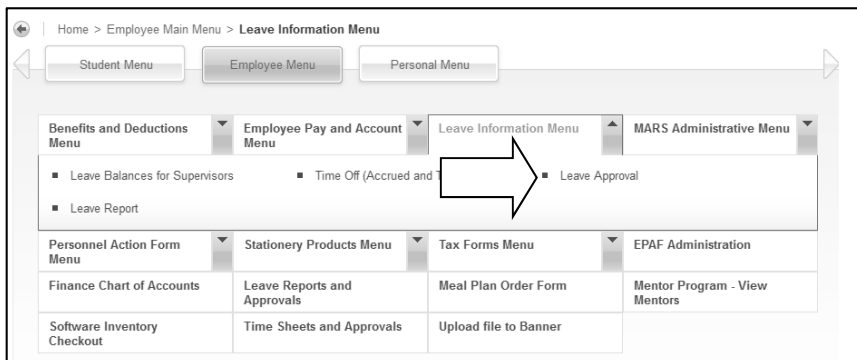
Then select: Leave Information Menu



The image shows the "Leave Information Menu" selection screen. The breadcrumb trail at the top reads "Home > Employee Main Menu > Leave Information Menu". The "Employee Menu" is selected in the top navigation bar. Below it, the "Leave Information Menu" is highlighted with a white arrow. The screen displays a grid of menu options:

Benefits and Deductions Menu	Employee Pay and Account Menu	Leave Information Menu	MARS Administrative Menu
Stationery Products Menu	Tax Forms Menu	Finance Chart of Accounts	Leave Reports and Approvals
Meal Plan Order Form	Mentor Program - View Mentors	Software Inventory Checkout	Time Sheets and Approvals
Upload file to Banner			

Then select: Leave Approvals



The image shows the "Leave Approvals" selection screen. The breadcrumb trail at the top reads "Home > Employee Main Menu > Leave Information Menu". The "Employee Menu" is selected in the top navigation bar. Below it, the "Leave Information Menu" is selected, and the "Leave Approvals" option is highlighted with a white arrow. The screen displays a grid of menu options:

Benefits and Deductions Menu	Employee Pay and Account Menu	Leave Information Menu	MARS Administrative Menu
Leave Balances for Supervisors	Time Off (Accrued and	Leave Approval	
Leave Report			
Personnel Action Form Menu	Stationery Products Menu	Tax Forms Menu	EPAF Administration
Finance Chart of Accounts	Leave Reports and Approvals	Meal Plan Order Form	Mentor Program - View Mentors
Software Inventory Checkout	Time Sheets and Approvals	Upload file to Banner	

## First you must set up your Proxy

**PLEASE NOTE:** Each approver may have two proxy's.

A Proxy is the person who will approve the leave reports for your employees in your absence. Every approver must have a Proxy.

Click on Proxy Set Up

Leave Reporting Selection and Proxy Set Up

Home > Employee Main Menu > Leave Reports and Approvals

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Set

Proxy Set Up

From the drop down menu select the person who will approve the leave reports in your absence. The list is First Name, Middle Name, Last Name, and Banner User ID (sorted alphabetically by last name). Once you find your proxy click in the box under Add, then Save. If the person you want as your proxy is not listed please contact Jackie Belz at 206-281-2837, or [jbelz@spu.edu](mailto:jbelz@spu.edu).

Home > Proxy Set Up for Time and Leave Administration

Name	Add	Remove
Jacqueline A. Belz, JBELZ	<input type="checkbox"/>	<input type="checkbox"/>
Ronda Reid, REIDR	<input type="checkbox"/>	<input type="checkbox"/>
George N Aagaard, SAAGAARD	<input type="checkbox"/>	<input type="checkbox"/>

Save

Leave Reporting Selection

Select: Leave Reporting Selection.

## Approve Leave Report:

**Please Note:** Approval of Leave Reports is allowed after the employees' submission deadline. The submission deadline is the third business day of the month.

Under Selection Criteria, select: Approve or Acknowledge Time. Click Select button.

Leave Reporting Selection and Proxy Set Up

Home > Employee Main Menu > Leave Reports and Approvals

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Under Leave Report: select the appropriate Department and Leave Period via the drop down menu. Then click Select.

Approver Selection

Home > Approver Selection

Leave Report

Department and Description: My Choice: W, W50702, Web Time Entry Posn 150702

Leave Period: MH, Aug 01, 2012 to Aug 31, 2012

Sort Order

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

Note: The Department and Description information has been assigned to you uniquely. Each Supervisor has been assigned a "W" number for web approval, which is a link to all the Exempt positions which report directly to you.

The Select button will direct you to the leave summary page.

The summary will provide a list of all your supervisees, the status of their leave reports, and, depending on the timing of your review of this information, you may be able to approve the leave report, return the leave report for correction, or override the submission of the leave report by submitting it to yourself for approval and then approving it.

To see the individual details for each supervisee, click on the name. You will be taken to the Employee Detailed Information (see example on page 6).

**Summary**  
Home > Summary

Click under Approve/Adknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: S, Seattle Pacific University  
 Department: 5305, Pension  
 Leave Period: Aug 01, 2012 to Aug 31, 2012  
 Act as Proxy: Not Applicable  
 Leave Period Leave Entry Status: Open until Sep 07, 2012, 04:00 PM

Change Selection    Select All, Approve or FYI    Reset    Save

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
990937425	Jacqueline A. Belz 150838 - 00 Pension and Data Specialist		.00	22.00	.00	Pending	<input type="checkbox"/>	<input type="checkbox"/>		Leave Balance

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
<b>Total:</b>	1
Total Days:	.00
Total Hours:	22.00
Total Units:	.00

Change Selection    Select All, Approve or FYI    Reset    Save

At this point you can place a check mark in the Approve or FYI box and hit save, or you can click on the employee's name and see the details of the leave report.

**Change Selection:** returns you to the leave period selection screen  
**Select All, Approve or FYI:** Approves all submitted leave reports.  
**Reset:** Reset will delete any changes you have made.  
**Save:** Saves any changes you have made.

**Note:** There are five **STATUS** categories under Queue Status (Summary view)/Transaction Status (Employee Detail View) in which the leave reports could be classified:

1. **Not Started** – The leave report has not been started.
2. **In Progress** – The leave report has been started.
3. **Pending** – The leave report has been submitted for approval.
4. **Returned for Correction** – There was a problem with the leave report and it was returned to the employee for correction.
5. **Completed** – The leave report has been approved.

Leave Report Options for Employee Detailed Information View:

Student Menu Employee Menu Personal Menu

### Employee Detailed Information

Home > HRTS - Time Sheet

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name: 999864739 Gretchen Jeannene Shocki Department and Description  
 Title: 150679-00 Finance Info Business Analyst Transaction Status:

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Leave Balances Comments Routing Queue

#### Leave Report

Earnings	Total Hours	Total Units	Friday, Apr 01, 2011	Saturday, Apr 02, 2011	Sunday, Apr 03, 2011	Monday, Apr 04, 2011	Tuesday, Apr 05, 2011	Wednesday, Apr 06, 2011	Thursday, Apr 07, 2011	Friday, Apr 08, 2011	Saturday, Apr 09, 2011	Sunday, Apr 10, 2011	Monday, Apr 11, 2011	Tuesday, Apr 12, 2011	Wednesday, Apr 13, 2011	Thursday, Apr 14, 2011	Friday, Apr 15, 2011	Saturday, Apr 16, 2011	Sunday, Apr 17, 2011	Monday, Apr 18, 2011	Tuesday, Apr 19, 2011
Exempt Vacation Pay Taken	8						8														
<b>Total Hours:</b>	8						8														
<b>Total Units:</b>		0																			

Leave Balances as of Feb 18, 2011

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance
Exempt Vacation	Hours	0	Jan 29, 1996	147.8
Sick Leave	Hours	0	Jul 01, 1999	505

Comments

Previous Menu Approve Return for Correction Change Record Delete Add Comment

**Previous Menu:** takes you to the screen you were on previously.

**Approve:** Approves the leave report.

**Return for Correction:** Returns the leave report to the employee.

**Change Record:** Allows you to make changes to the record.

**IMPORTANT** – before you “Return for Correction” or “Change Record”, you must select “Add Comment” and note why you are returning the leave report or why you have changed the record. Remember to Save the comment.

**Delete:** Deletes record.

**Add Comment:** Adds a comment

Enter a comment in the text area below. If this comment is Confidential, be sure to check the indicator.

Employee: Gretchen Jeannene Shocki, 999864739  
 Leave Report Period: Feb 01, 2011 to Feb 28, 2011  
 Made By: Jacqueline A.  
 Comment Date: Feb 16, 2011  
 Confidential Indicator:

Enter or Edit Comment:

Save Previous Menu

Once you have approved the leave report you will see the Queue Status change to Approved.

## Summary

Home > HR - Approver/Superuser Summary Web Page

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

**COA:** S, Seattle Pacific University  
**Department:** 5251, Controller's Office  
**Leave Period:** Feb 01, 2011 to Feb 28, 2011  
**Act as Proxy:** Not Applicable  
**Leave Period Leave Entry Status:** Open until Jun 10, 2011, 04:00 P.M.

[Change Selection](#)

Not Started		
ID	Name, Position and Title	Other Information
998026557	Joan Marlene Teeter 150530 - 00 Assistant Controller, Finance	
994997373	Marci Elaine Walden 150835 - 00 Payments Department Supervisor	

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
999864739	Gretchen Jeannene Shooki 150679 - 00 Finance Info Business Analyst		.00	20.00	.00	Approved				Leave Balance Leave Updated

### Pay Event Transactions

**Action required by all approvers:** 0  
**Time or Leave Transactions Approved or FYI:** 1  
**Time or Leave Transactions Awaiting Approval or FYI:** 0  
**Total:** 1  
**Total Days:** .00  
**Total Hours:** 20.00  
**Total Units:** .00

[Change Selection](#)

Remember to Sign Out of Banner.

[Sign Out](#) | [Help](#)

## Return Leave Report for Correction

If an error is discovered on a leave report it should be returned to the employee for correction. A comment should be added indicating what needs to be corrected. See instructions to add a comment on page 6.

Employee Detailed Information  
Home > Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

**Employee has Pending Leave Reports for Additional Positions in this Reporting Period**

Employee ID and Name: 999864739 Gretchen Jeannene Shocki  
Title: 150079-00 Finance Info Business Analyst  
Department and Description: W W50838 Web Time Entry Posn 150838  
Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Leave Balances Routing Queue

Leave Report

Earnings	Total	Total	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Hours	Units	Aug 01, 2012	Aug 02, 2012	Aug 03, 2012	Aug 04, 2012	Aug 05, 2012	Aug 06, 2012	Aug 07, 2012	Aug 08, 2012	Aug 09, 2012	Aug 10, 2012	Aug 11, 2012	Aug 12, 2012	Aug 13, 2012	Aug 14, 2012	Aug 15, 2012	Aug 16, 2012	Aug 17, 2012	Aug 18, 2012	Aug 19, 2012	Aug 20, 2012	Aug 21, 2012	Aug 22, 2012	Aug 23, 2012	Aug 24, 2012	Aug 25, 2012	Aug 26, 2012	Aug 27, 2012	
Exempt																													
Vacation	7					7																							
Pay Taken																													
Total																													
Hours:	7					7																							
Total																													
Units:	0																												

Leave Balances as of Aug 24, 2012

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Exempt Vacation	Hours		0 Jan 29, 1999		179.26	93.31	128
Sick Leave	Hours		0 Jul 01, 1999		512	25	512

Routing Queue

Name	Action and Date
Gretchen Jeannene Shocki	Originated Aug 02, 2012 10:28 am
Gretchen Jeannene Shocki	Submitted Aug 24, 2012 09:24 am
Jacqueline A. Belz	Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Enter a comment in the text area below. If this comment is Confidential, be sure to check the indicator.

Employee: Gretchen Jeannene Shocki, 999864739  
Leave Report Period: Feb 01, 2011 to Feb 28, 2011  
Made By: Jacqueline A.  
Comment Date: Feb 16, 2011  
Confidential Indicator:

Enter or Edit Comment:

Please add vacation day from August 28 to your leave report.

If you place a check in the Confidential Indicator box only you and Human Resources will see the comment. Please be careful with the comments you enter.

Save Previous Menu

Select Save, then Previous Menu.



In the upper right corner of the Employee Detailed Information you will see Returned for Correction.

**IMPORTANT** – you must inform the Employee of the returned timesheet so the correction can be made and re-submitted to you immediately.

Employee Detailed Information  
Home > Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

**Employee has Pending Leave Reports for Additional Positions in this Reporting Period**

Employee ID and Name: 999864739 Gretchen Jeannene Shocki  
 Title: 150679-00 Finance Info Business Analyst  
 Department and Description: W50838 Web Time Entry Posn 150838  
 Transaction Status: Returned for Correction

Previous Menu

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Wednesday, Aug 01, 2012	Thursday, Aug 02, 2012	Friday, Aug 03, 2012	Saturday, Aug 04, 2012	Sunday, Aug 05, 2012	Monday, Aug 06, 2012	Tuesday, Aug 07, 2012	Wednesday, Aug 08, 2012	Thursday, Aug 09, 2012	Friday, Aug 10, 2012	Saturday, Aug 11, 2012	Sunday, Aug 12, 2012	Monday, Aug 13, 2012	Tuesday, Aug 14, 2012	Wednesday, Aug 15, 2012	Thursday, Aug 16, 2012	Friday, Aug 17, 2012	Saturday, Aug 18, 2012	Sunday, Aug 19, 2012	Monday, Aug 20, 2012	Tuesday, Aug 21, 2012	Wednesday, Aug 22, 2012	Thursday, Aug 23, 2012	Friday, Aug 24, 2012	Saturday, Aug 25, 2012	Sunday, Aug 26, 2012	Monday, Aug 27, 2012
Exempt Vacation	7				7																								
Pay Taken																													
<b>Total Hours:</b>	7				7																								
<b>Total Units:</b>		0																											

Leave Balances as of Aug 24, 2012

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Exempt Vacation	Hours		0 Jan 29, 1990		179.26	93.31	128
Sick Leave	Hours		0 Jul 01, 1999		512	25	512

Routing Queue

Name	Action and Date
Gretchen Jeannene Shocki	Originated Aug 02, 2012 10:26 am
Gretchen Jeannene Shocki	Submitted Aug 02, 2012 10:26 am
Jacqueline A. Beltz	In the Queue

Previous Menu

Once the Employee has made the correction and re-submitted the leave report please approve it. You may do this by checking the Approve or FYI box; clicking on the Select All, Approver or FYI box or clicking on the employee name, and then approving the leave report on the Employee Detail Information screen.

Summary  
Home > Summary

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll  
 Department: W50838, Web Time Entry Posn 150838  
 Leave Period: Aug 01, 2012 to Aug 31, 2012  
 Act as Proxy: Not Applicable  
 Leave Period Leave Entry Status: Open until Sep 10, 2012, 04:00 PM

Change selection | Select All, Approve or FYI | Reset | Save

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
999864739	Gretchen Jeannene Shocki 150679 - 00 Finance Info Business Analyst	Approve	.00		7.00	.00	<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance Warning

Once approved you will see completed in the Queue Status box on the Summary page, or the Transaction Status, on the Employee Detailed Information.

To select the next or previous employee (if applicable), click either Next or Previous.

**Time transaction successfully approved.**

Employee ID and Name: 999864739 Gretchen Jeannene Shooki  
 Title: 150679-00 Finance Info Business Analyst  
 Department and Description: W W50838 W50 Time Entry Posn 150838  
 Transaction Status: Completed

[Previous Menu](#)

Leave Balances | Leave Updated | Routing Queue

**Leave Report**

Earnings	Total Hours	Total Units	Wednesday, Aug 01, 2012	Thursday, Aug 02, 2012	Friday, Aug 03, 2012	Saturday, Aug 04, 2012	Sunday, Aug 05, 2012	Monday, Aug 06, 2012	Tuesday, Aug 07, 2012	Wednesday, Aug 08, 2012	Thursday, Aug 09, 2012	Friday, Aug 10, 2012	Saturday, Aug 11, 2012	Sunday, Aug 12, 2012	Monday, Aug 13, 2012	Tuesday, Aug 14, 2012	Wednesday, Aug 15, 2012	Thursday, Aug 16, 2012	Friday, Aug 17, 2012	Saturday, Aug 18, 2012	Sunday, Aug 19, 2012	Monday, Aug 20, 2012	Tuesday, Aug 21, 2012	Wednesday, Aug 22, 2012	Thursday, Aug 23, 2012	Friday, Aug 24, 2012	Saturday, Aug 25, 2012	Sunday, Aug 26, 2012	Monday, Aug 27, 2012
Exempt Vacation Pay Taken	7				7																								
Total Hours:	7				7																								
Total Units:		0																											

Leave Updated for Exempt Vacation Pay Taken

Leave Code	Posted Hours
Exempt Vacation	7.00
<b>Total:</b>	<b>7.00</b>

Leave Balances as of Aug 24, 2012

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Exempt Vacation	Hours		0 Jan 29, 1999	179.26	93.31	135	137.87
Sick Leave	Hours		0 Jul 01, 1999	512	25	25	512

**Routing Queue**

Name	Action and Date
Gretchen Jeannene Shooki	Originated Aug 02, 2012 10:26 am
Gretchen Jeannene Shooki	Submitted Aug 24, 2012 09:24 am
Jacqueline A. Belz	Approved Aug 24, 2012 09:26 am

[Previous Menu](#)

Remember to Sign Out of Banner.

The banner features the Seattle Pacific University logo on the left. On the right, there is a large white arrow pointing to the right, which is positioned over a dark grey button containing the text "Sign Out" and a "Help" icon.

## Employee Deadline Missed

### Not Started

Not Started		
ID	Name, Position, Title and Department	Other Information
900065472	Elizabeth G Andersen 150306 - 00 Nurse Practitioner W50823, Web Entry Posn 150823	Extract

Please forward the sick and vacation used to Jackie Belz via email at [jbelz@spu.edu](mailto:jbelz@spu.edu). The leave will be entered and submitted for approval.

### In Progress or Returned for Correction

If the Employee has not submitted a leave report, submit the report by selecting the employee's name.

Summary  
Home > Summary

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll  
Department: W50838, Web Time Entry Posn 150838  
Leave Period: Sep 01, 2012 to Sep 30, 2012  
Act as Proxy: Not Applicable  
Leave Period Leave Entry Status: Open until Sep 02, 2012, 04:00 PM

Change Selection

In Progress	ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
	999904739	Gretchen Jeannene Shocki 150679 - 00 Finance Info Business Analyst		00	32.00	00	Leave Balance

Select **Submit**. The Leave Report has now been pulled into your approval queue.

Employee Detailed Information  
Home > Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name: 999904739 Gretchen Jeannene Shocki  
Title: 150679-00 Finance Info Business Analyst  
Department and Description: W W50038 Web Time Entry Posn 150038  
Transaction Status: In Progress

Previous Menu Submit

Leave Balance Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Saturday, Sep 01, 2012	Sunday, Sep 02, 2012	Monday, Sep 03, 2012	Tuesday, Sep 04, 2012	Wednesday, Sep 05, 2012	Thursday, Sep 06, 2012	Friday, Sep 07, 2012	Saturday, Sep 08, 2012	Sunday, Sep 09, 2012	Monday, Sep 10, 2012	Tuesday, Sep 11, 2012	Wednesday, Sep 12, 2012	Thursday, Sep 13, 2012	Friday, Sep 14, 2012	Saturday, Sep 15, 2012	Sunday, Sep 16, 2012	Monday, Sep 17, 2012	Tuesday, Sep 18, 2012	Wednesday, Sep 19, 2012	Thursday, Sep 20, 2012	Friday, Sep 21, 2012	Saturday, Sep 22, 2012	Sunday, Sep 23, 2012	Monday, Sep 24, 2012	Tuesday, Sep 25, 2012	Wednesday, Sep 26, 2012	Thursday, Sep 27, 2012	Friday, Sep 28, 2012	Saturday, Sep 29, 2012	Sunday, Sep 30, 2012	
Exempt Vacation	32																																
Pay Taken																																	
Total Hours	32																																
Total Units	0																																

Leave Balances as of Aug 24, 2012

Type of Leave	Hours of Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Exempt Vacation	Hours		0 Jan 29, 1995		170.26	93.31	135
Sick Leave	Hours		0 Jul 01, 1999		0.12	20	512

Routing Queue

Name: Gretchen Jeannene Shocki  
Action and Date: Originated Aug 24, 2012 09:37 am  
In the Queue  
Jacqueline A. Belz

Previous Menu Submit

You may now enter leave on the employee's behalf. To gain access to change the leave report you must return to the summary screen by selecting the **Previous Menu** button. On the Summary screen scroll all the way to the right for the employee in question and click **Change Leave Record**, you will be taken into the employees leave report and are now able to make changes.

Other Information
Change Leave Record
Comments
Leave Balance

Now you may follow the Approve Leave Report instructions found on pages 5-7.

## Approver Deadline Missed

In the event the Approver deadline is missed. Please verify the leaves entered are correct. Return the leave report for correction, if needed. Inform the employee so the correction can be made ASAP and the leave report re-submitted immediately.

Please note the Select All, Approve or FYI button is visible on the Summary screen; however the Approve or FYI check box is missing from the status bar below under Approve or FYI. You are not able to approve the leave report. Please email Jackie Belz at [jbelz@spu.edu](mailto:jbelz@spu.edu) with your approval of the leave report.

Summary  
Home > Summary

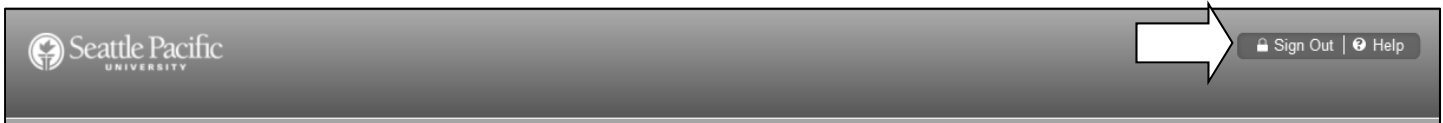
Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.

COA: W, Web Time Entry - Payroll  
Department: W50838, Web Time Entry Posn 150838  
Leave Period: Oct 01, 2012 to Oct 31, 2012  
Act as Proxy: Not Applicable  
Leave Period Leave Entry Status: Closed as of Aug 23, 2012, 04:00 PM

Change Selection Select All, Approve or FYI Reset Save

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
999864739	Gretchen Jeannene Shocki 150679 - 00 Finance Info Business Analyst			.00 48.00		.00 Pending		<input type="checkbox"/>		Leave Balance

Remember to Sign Out of Banner.



### Important Reminders

- The **Leave Report** must be completed by the **3<sup>rd</sup> business day of the month**.
- Supervisors must **approve** the Leave Report by the **5<sup>th</sup> business day of the month**.
- Use the Comments button to send messages to the employee, approver or Human Resources about your time entered.
- Your **Leave Balances** represent your **accrued leave** as of the **last Payroll cycle**.
- Enter your leave **accurately**.
- Your Leave Report cannot be changed by you via your Banner ID once it has been submitted. **Contact your supervisor if you discover a problem.**
- Clicking the Restart button will erase all leave entered for the entire leave period.