

Approving Leave Reports In Self Service

Leave reporting for exempt employees has **gone green!** Follow the instructions below to approve the monthly attendance reports for exempt employees.

1. Log on to the Samford Portal.
2. From here you may either select Banner from the top menu bar
 - a. Then choose Employee
 - i. Select Employee Dashboard
3. Or you can scan down the left side under HR and Payroll and select Employee Dashboard
4. Look to the left under My Activities and click on Approve Leave Report

The screenshot shows the 'Employee Dashboard' for Julie A. Stewart. It displays 'Leave Balances as of 07/22/2019' with 'Sick Leave in days' at 90.00 and 'Vacation in days' at 9.00. On the right side, under 'My Activities', the 'Approve Leave Report' button is circled in red.

5. Once at the 'Approvals - Leave Report' screen, Verify or select the appropriate reporting period from the drop down menu. You will be able to see the various stages of completion for the Attendance Reports for your area.

The screenshot shows the 'Approvals - Leave Report' screen. The reporting period dropdown menu is circled in green and shows '06/01/2019 - 06/30/2019 (2019 MN 106)'. Below the filters, there is a table of pending reports.

Employee Name	ID	Organization	Hours/Days/Units
Southern, Benjamin Test Staff Leave Reporter, HUMR24-00	900084341	S-PRFSH, Ck Distribution-Fac/Staff-Time Cloc	6.00 Days

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- You can review each Attendance Report by either clicking on the Employee's Name or by selecting Preview from the ellipsis menu on the right side.

Employee Dashboard » Time Entry Approvals

Approvals - Leave Report Proxy Super User | Report

Approvals Leave Report

Leave Report All Departments 06/01/2019 - 06/30/2019 (2019 MN 106) All Status except Not Started Enter ID/Name

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Southern, Benjamin Test Staff Leave Reporter, HUMR24-00	900084341	S-PRFSH, Ck Distribution-Fac/Staff-Time Cloc	6.00 Days

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

- Review the Leave Codes and Week by Week Leave in the Preview Box using the slide bar on the side of the Preview Window.

Preview

Total Days	6.00
Total Units	0.00

Weekly Summary

Week	Total Days
Week 1	
Week 2	5.00
Week 3	
Week 4	1.00
Week 5	
Week 6	

Details

Return for correction Approve

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8. At this point you can add comments that can either be marked as Confidential or can be available for the employee to see.

Preview ✕

Week 3	
Week 4	1.00
Week 5	
Week 6	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Details

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9. If the information displayed is correct, click on the approve button in the bottom of the menu.

Preview

Week 3	
Week 4	1.00
Week 5	
Week 6	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Details

Return for correction **Approve**

10. If the information is not correct, you should return this report to your employee for correction by clicking on the Return for Correction button. You should include a Comment to indicate why the report is being returned and email the employee to let them know they need to make the correction and resubmit the leave report.

Preview

Week 3	
Week 4	1.00
Week 5	
Week 6	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

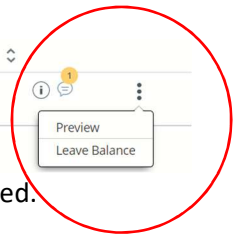
Details

Return for correction Approve

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11. You may also view your employee's leave balance by selecting the Leave Balance option from the ellipsis beside the employee's report.

Employee Name	ID	Organization	Hours/Days/Units
Southern, Benjamin Test Staff Leave Reporter, HUMR24-00	900084341	S-PRFSH, Ck Distribution-Fac/Staff-Time Clo	6.00 Days



12. The leave balance will be displayed. This information will not change how leave is reported. What was taken was taken. This may change whether future leave is approved.

Employee Leave Balance	
900084341 - Southern, Benjamin	
Sick Leave	
Beginning Balance	26.00
Banked	0.00
Earned	12.00
Taken	4.00
Sick Leave in days	34.00
Vacation	
Beginning Balance	2.00
Banked	0.00
Earned	12.00
Taken	13.00
Vacation in days	1.00

13. Remember that any leave reports that have been returned for correction will need to be resubmitted by the employee and approved prior to the approval deadlines.
14. See also instructions on Adding a Proxy Approver and Acting as a Proxy Approver so your employee's leave will be approved even if you are unavailable to do so.
15. Please let us know if you encounter any issues. Thank you!