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

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.

6. 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.

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

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

Return for correction   Approve

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**

Approving Leave Reports
In Self Service

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 Cloc	6.00 Days	ⓘ 💬 ⋮ Preview Leave Balance
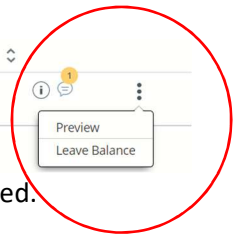
12. The leave balance will be displayed. This information will not change how leave is reported. What was taken was taken. This may change whether future leave is approved.

Employee Leave Balance   ✕

900084341 - Southern, Benjamin

Sick Leave		Vacation	
Beginning Balance	26.00	Beginning Balance	2.00
Banked	0.00	Banked	0.00
Earned	12.00	Earned	12.00
Taken	4.00	Taken	13.00
Sick Leave in days	34.00	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!