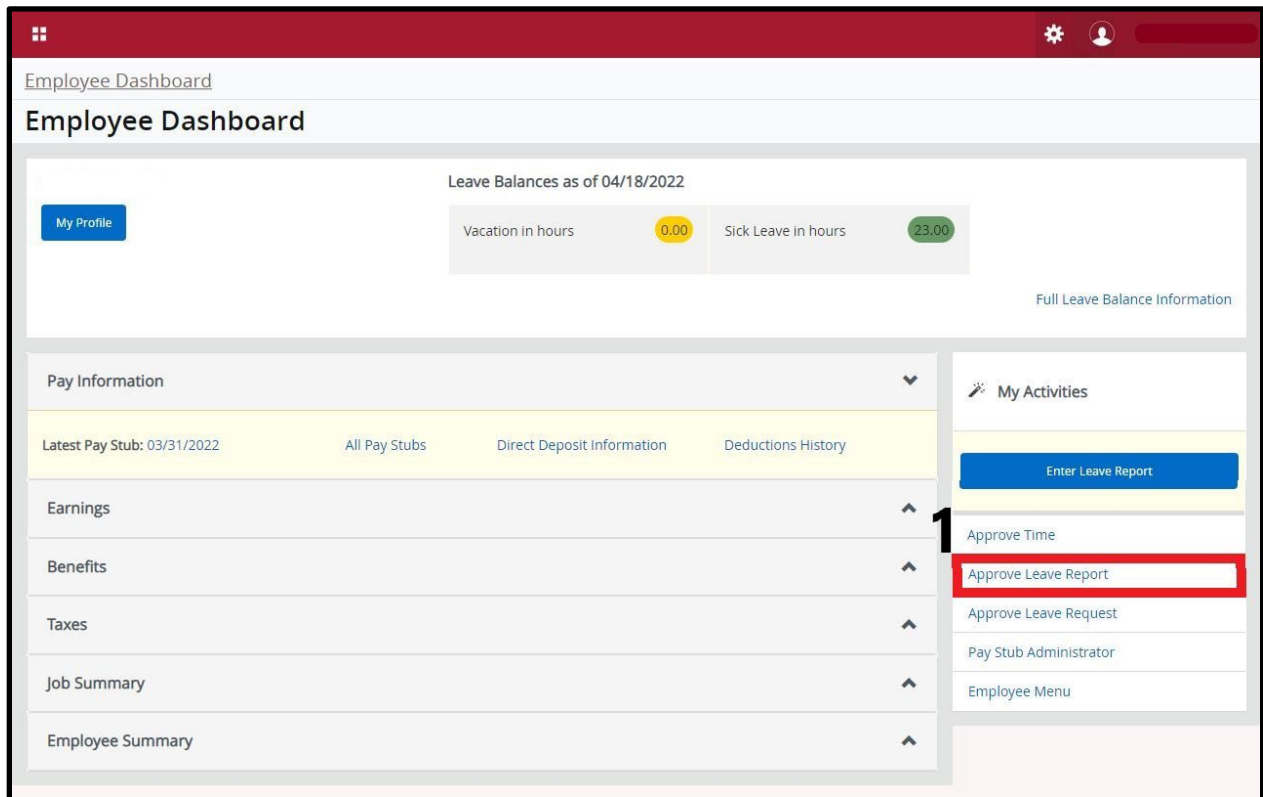
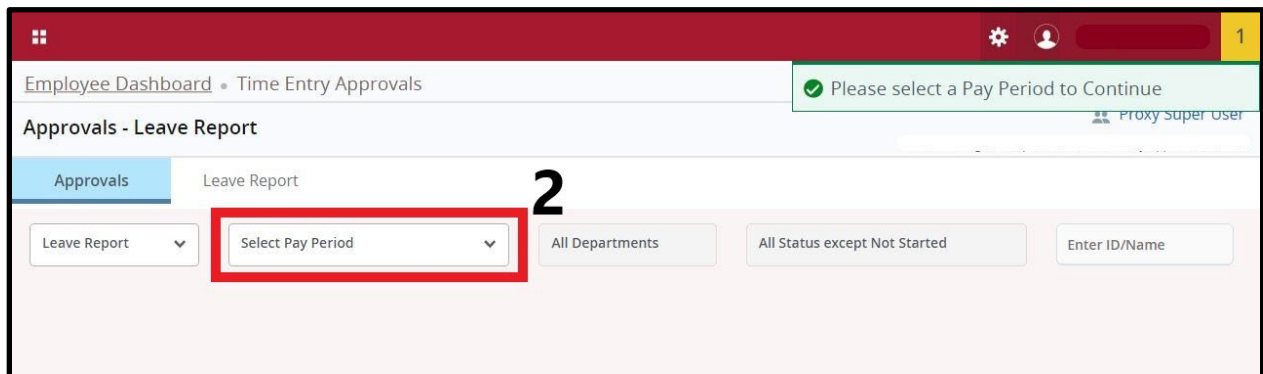


APPROVING EMPLOYEE LEAVE REPORTS

1. From Employee Dashboard, click “**Approve Leave Report**” button.



2. Select Pay Period from drop-down box.



3. Click on employee name of the report you want to view and approve.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Leave Report 05/01/2022 - 05/31/2022 (2022 MO ...) All Departments All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report

Status	Count
Pending	2
In Progress	6
Returned	0
Error	0
Approved	0
Completed	0
Cancelled	0

Employee Name	ID	Organization	Hours/Days/Units
EXAMPLE EMPLOYEE 1	K0000000	EXAMPLE	8.00 Hours
EXAMPLE EMPLOYEE 2	K0000001	EXAMPLE	8.00 Hours

4. Review employee’s leave report. Make sure all days/hours requested are correct. Click “Approve” button.

Employee Dashboard • Time Entry Approvals • EXAMPLE EMPLOYEE 1

Leave Report Detail Summary

K0000000, EXAMPLE EMPLOYEE 1

EXAMPLE

Pay Period: 05/01/2022 - 05/31/2022 8.00 Hours Pending Submitted On 04/05/2022, 03:23 PM

Date	Earn Code	Shift	Total
05/23/2022	VAC, Vacation	1	8.00 Hours

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation	1				8.00		8.00 Hours
Total Hours							8.00

Name	Action	Date & Time
EXAMPLE EMPLOYEE 1	Originated	04/05/2022, 03:17 PM
EXAMPLE EMPLOYEE 1	Submitted	04/05/2022, 03:23 PM
APPROVING SUPERVISOR	Pending Approval	

Comment (Optional):

Add Comment

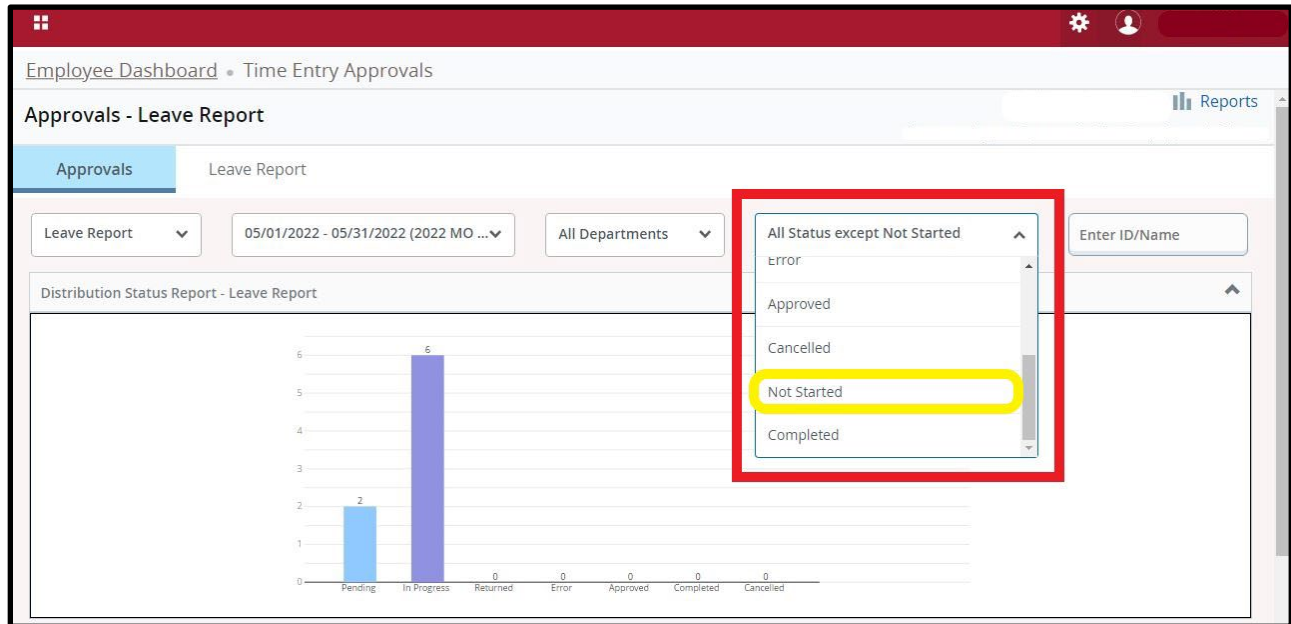
Return for correction Approve

If correction is needed, press “Return for correction” button to send back to employee to fix.

Repeat steps 3 and 4 until all employee leave reports are approved.

NOTE

Employees who did not start their leave reports will not be displayed unless you change the status drop-down box to “Not Started.” Please be sure to check for “Not Started” reports each month for your employees.



It is the responsibility of the supervisor/approver to monitor the status of their employee’s leave reports, review the accuracy of the reports, review that earn codes are used appropriately and that all reports are submitted before the deadline.

If an employee did not submit their leave report to you by the deadline, you will not have the ability to approve it in Banner 9 Self-Service. Please email payroll@pipeline.sbcc.edu with employee’s hours **and** your approval so that the report can be processed.