Leave Report Tutorial
Supervisor Approval

1. Navigation & Overview
Steps 1.1.: On the SHU Portal, go to the “Profile” Tab and under “Human Resources”, click on “Leave Reports” (See screenshot 1.a);

Employees who supervise students workers / administrators will see the below screen once they click on the leave report. (See screenshot 1.b);

To access your leave reports click on the radio button next to “Access my Leave Reports”.

(ScreenShot 1.a)

(Screenshot 1.b)
1. To approve the Leave reports for Administrators or the Student timesheets, click on the radio button next to “Approve or Acknowledge Time”.

2. To act as a proxy (to approve leave report/student timesheets on behalf of the supervisor), select “Act as Proxy”.

3. To set up a proxy, for a supervisor (to approve on your behalf) click on “Proxy Set Up”.

2. How to Approve Leave Report

Step 2.1: Once you Login, select “Approve or Acknowledge Time”, by clicking on the radio button next to it.

Step 2.2: Click on the “Select” button. (See screenshot 2.a)

Step 2.3: Under the Leave Report section click on the radio button located below “My Choice” and then select the appropriate “Leave Period” (month), by clicking on the dropdown.

Step 2.4: Click on the “Select” button located at the bottom as shown in screenshot 2.b.
Please note;

i. Supervisors who have only administrators reporting to them will see only the “Leave Report” section.

ii. Supervisors who also have student workers using Web Time Entry, will see the “Time Sheet” section.

**Step 2.5:** Click on the employee name to open the leave report details;

![Screenshot 2.c](image)

**Leave reports status are**

1. **NOT STARTED** = the employee has not started the Leave Report.

2. **IN PROGRESS** = the employee has started but not submitted the Leave Report.

3. **PENDING** = the employee has submitted the Leave report for supervisor’s approval.

**Step 2.6:** Click on the “Approve” button to approve the Leave Report. (See screenshot 2.d for reference).

Please note, the total time taken in the month will be listed under Total Hours;
Once the leave report has been approved, the transaction status will be updated to “Completed”, the “Action and Date” field will be updated appropriately and the employees leave balances will get updated. (see screenshot 2.e)
The employee will now be listed under “Completed” status. *(see screenshot 2.f)*

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>11480157</td>
<td>Test EGM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A99806 - 00</td>
<td>Digital Collections Developer</td>
</tr>
</tbody>
</table>

**Completed**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Days</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>11480163</td>
<td>Donald Duck - Director</td>
<td></td>
<td>.00</td>
<td>28.00</td>
<td>.00</td>
<td>.00 Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pay Four Transactions**

- Action required by all approvers: 0
- Time or Leave Transactions Approved or FYI: 1
- Time or Leave Transactions Approving Approval or FYI: 0
- Total: 1
- Total Days: .00
- Total Hours: 28.00
- Total Units: .00

*(Screenshot 2.f)*
3. How to edit a Leave Report

Once the employee submits a Leave Report, the supervisor can edit it before approving or can return it to the employee for corrections.

I. Change Record - Supervisor edits Leave Report.

Step 3.1: On the employee’s leave report, click on the “Change Record” button (see screenshot 3.a).

(Screenshot 3.a)

Step 3.2: On the employees leave report, click on “Enter Hours” across the appropriate date and leave type. Once the information is updated. Click on the “Approve” button.

(Screenshot 3.b)
II. Return For Correction – Employee can edit the timecard and re-submit.

Supervisors can also send the Leave Report back to the employee for any corrections/updates by clicking on the “Return for Correction” button.