Approving Leave Report, Leave Request & Web Time Entry Instructions

- 1. Log into PirateNet.
- 2. Click the Banner Self Service (SSB) app, then Employee Dashboard.
- 3. Choose Approve Leave Report or Approve Leave Request or Approve Time.



4. Select the applicable pay period.

1	Approvals	Timesheet	Leave Report	Leave Request			
	Leave Report	∧ Se	elect Pay Period	~	All Departments	All Status except Not Started	Enter ID/Name
	Timesheet						
	Leave Request						

5. Records waiting for approval will appear under **Pending**. Click employee's name to review.

	Pending 1								
Em	ployee Name	\$ ID	Organization	Hours/Days/Uni	ts \$				
	Penton-Temp, Ali IT Desktop Engineer, A98885-00	12144622	1-141311, Human Resources Office	26.00 Hours	(i) (:			

- 6. If updates are needed:
 - a. Click **Details** to make updates to the employee's records.
 - b. Click Return for Correction to return to the employee for updates.

Return	Details	Recall	Return for correction	Approve

7. Click Approve.