

# 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);



(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);

A screenshot of the "Time Reporting Selection" screen. The screen has a yellow header bar. Below the header, there is a text box that says "Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser." Below this, there is a section titled "Selection Criteria". Under "Selection Criteria", there is a "My Choice" section. The "My Choice" section contains several options: "Access my Time Sheet:" with a radio button, "Access my Leave Report:" with a radio button, "Access my Leave Request:" with a radio button, "Approve or Acknowledge Time:" with a radio button, "Approve All Departments:" with a checkbox, "Act as Proxy:" with a dropdown menu set to "Self", and "Act as Superuser:" with a checkbox. There are three red arrows pointing to the "Access my Leave Report:" radio button, the "Approve or Acknowledge Time:" radio button, and the "Act as Proxy:" dropdown menu, each with a "Click Here" label. The "Approve or Acknowledge Time:" radio button is also circled in red. At the bottom right, there is a "Proxy Set Up" link circled in red, with a red arrow pointing to it and a "Click Here - To set up a 'Proxy'." label.

(Screenshot 1.b)

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

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)



Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

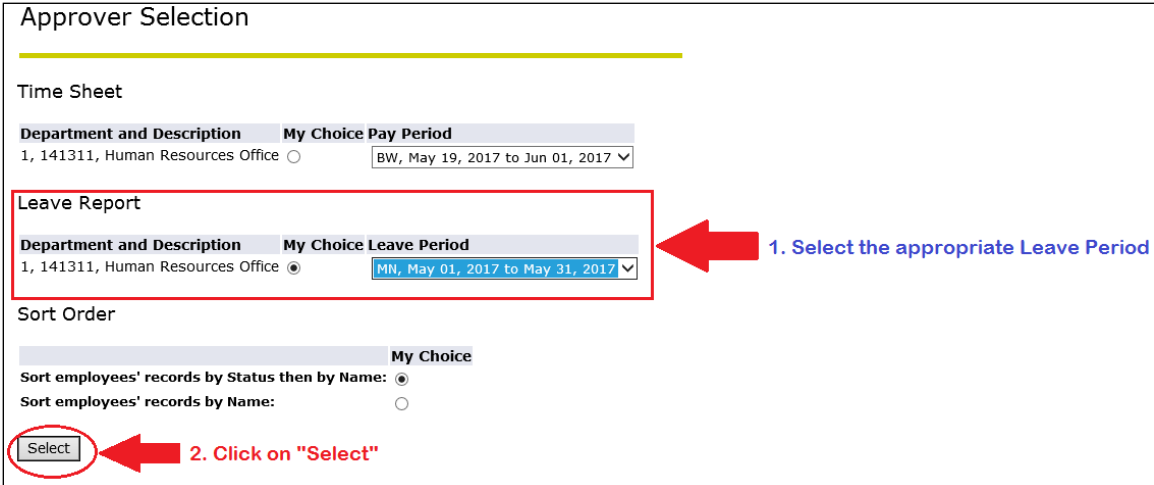
1. Select "Approve or Acknowledge Time"

2. Click on "Select"

(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.



Approver Selection

---

Time Sheet

Department and Description	My Choice	Pay Period
1, 141311, Human Resources Office	<input type="radio"/>	BW, May 19, 2017 to Jun 01, 2017 <input type="button" value="v"/>

Leave Report

Department and Description	My Choice	Leave Period
1, 141311, Human Resources Office	<input checked="" type="radio"/>	MN, May 01, 2017 to May 31, 2017 <input type="button" value="v"/>

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

1. Select the appropriate Leave Period

2. Click on "Select"

(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;

COA: 1, SETON HALL UNIVERSITY  
Department: 141311, Human Resources Office  
Leave Period: May 01, 2017 to May 31, 2017  
Act as Proxy: Not Applicable  
Leave Period Leave Entry Status: Open until Jun 06, 2017, 11:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel Other Information
11480163	Donald Duck A98231 - 00 Director	Approve	.00	28.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Leave Record</a> <a href="#">Leave Balance</a>

Not Started ID	Name, Position and Title	Other Information
11480157	Test IDGen A98806 - 00 Digital Collections Developer	

**Pay Event Transactions**

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

Change Selection Select All, Approve or FYI Reset Save

(Screenshot 2.c)

**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;

Employee ID and Name: 11480163 Donald Duck  
Title: A99231-00 Director  
Department and Description: 1 141311 Human Resources Office  
Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment

shows the total time taken (in Hours)

Leave Balances | Routing Queue

**Leave Report**

Earnings Total	Total Hours	Total Units	Monday, May 01, 2017	Tuesday, May 02, 2017	Wednesday, May 03, 2017	Thursday, May 04, 2017	Friday, May 05, 2017	Saturday, May 06, 2017	Sunday, May 07, 2017	Monday, May 08, 2017	Tuesday, May 09, 2017	Wednesday, May 10, 2017	Thursday, May 11, 2017	Friday, May 12, 2017	Saturday, May 13, 2017	Sunday, May 14, 2017	Monday, May 15, 2017	Tuesday, May 16, 2017	Wednesday, May 17, 2017
Sick Leave	7						7	0											
Vacation	21									7	7	7							
<b>Total Hours:</b>	<b>28</b>						7	0		7	7	7							
<b>Total Units:</b>	<b>0</b>																		

**Leave Balances as of May 24, 2017**

Type of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned	Taken	Available
Dock Volunteer Leave	Hours	0 Jan 01, 2017		0	0	0
Dock test	Hours	0 Jan 01, 2017		0	0	0
Sick	Hours	0 Apr 01, 2017		0	79	0
Vacation	Hours	0 Apr 01, 2017		0	189	0
Volunteer Work	Hours	0 Jan 01, 2017		0	0	0

**Routing Queue**

Name	Action and Date
Donald Duck	Originated May 02, 2017 11:35 am
Donald Duck	Submitted May 12, 2017 04:51 pm
Fred Flinstone	Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Leave Report | Routing Queue

Click Here to "Approve"

Shows date & time when the employee submitted the leave report.

(Screenshot 2.d)

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)

Employee ID and Name: 11480163 Donald Duck  
Title: A99231-00 Director  
Department and Description: 1 141311 Human Resources Office  
Transaction Status: Completed

Previous Menu

Leave Balances | Leave Updated | Routing Queue

**Leave Report**

Earnings Total	Total Hours	Total Units	Monday, May 01, 2017	Tuesday, May 02, 2017	Wednesday, May 03, 2017	Thursday, May 04, 2017	Friday, May 05, 2017	Saturday, May 06, 2017	Sunday, May 07, 2017	Monday, May 08, 2017	Tuesday, May 09, 2017	Wednesday, May 10, 2017	Thursday, May 11, 2017	Friday, May 12, 2017	Saturday, May 13, 2017	Sunday, May 14, 2017	Monday, May 15, 2017	Tuesday, May 16, 2017	Wednesday, May 17, 2017	Thursday, May 18, 2017
Sick Leave	7						7	0												
Vacation	21									7	7	7								
<b>Total Hours:</b>	<b>28</b>						7	0		7	7	7								
<b>Total Units:</b>	<b>0</b>																			

**Leave Updated for Sick Leave**

Leave Code	Posted Hours
Sick	7.00
<b>Total:</b>	<b>7.00</b>

**Leave Updated for Vacation**

Leave Code	Posted Hours
Vacation	21.00
<b>Total:</b>	<b>21.00</b>

**Leave Balances as of May 24, 2017**

Type of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Dock Volunteer Leave	Hours	0 Jan 01, 2017	0	0	0	0
Dock test	Hours	0 Jan 01, 2017	0	0	0	0
Sick	Hours	0 Apr 01, 2017	0	79	7	72
Vacation	Hours	0 Apr 01, 2017	0	189	21	168
Volunteer Work	Hours	0 Jan 01, 2017	0	0	0	0

**Routing Queue**

Name	Action and Date
Donald Duck	Originated May 02, 2017 11:35 am
Donald Duck	Submitted May 12, 2017 04:51 pm
Fred Flinstone	Approved May 24, 2017 10:50 am

(Screenshot 2.e)

The employee will now be listed under “Completed” status. (*see screenshot 2.f*)

COA:	1, SETON HALL UNIVERSITY
Department:	141311, Human Resources Office
Leave Period:	May 01, 2017 to May 31, 2017
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Open until Jun 06, 2017, 11:00 PM

Not Started		
ID	Name, Position and Title	Other Information
11480157	Test ID Gen A98806 - 00 Digital Collections Developer	

**Completed**

ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
11480163	<a href="#">Donald Duck</a> A99231 - 00 Director		.00	28.00	.00	Approved				<a href="#">Leave Balance</a> <a href="#">Leave Updated</a>

**Pay Event Transactions**

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	1
Time or Leave Transactions Awaiting 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).

Employee ID and Name: 109088 Peter Pirate  
Title: A99731-00 Manager  
Department and Description: 1 14131 Human Resources  
Transaction Status: Pending

Buttons: Previous Menu, Approve, Return for Correction, **Change Record**, Delete, Add Comment

Links: Leave Balances | Error or Warning Messages | Routing Queue

**Leave Report**

Earnings Total	Total Monday, May 01, 2017	Tuesday, May 02, 2017	Wednesday, May 03, 2017	Thursday, May 04, 2017	Friday, May 05, 2017	Saturday, May 06, 2017	Sunday, May 07, 2017	Monday, May 08, 2017	Tuesday, May 09, 2017	Wednesday, May 10, 2017	Thursday, May 11, 2017	Friday, May 12, 2017	Saturday, May 13, 2017	Sunday, May 14, 2017	Monday, May 15, 2017
Total Hours:	0														
Total Units:	0														

**Leave Balances as of May 30, 2017**

Type of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned	Taken
Dock Volunteer Leave	Hours	0 Jul 11, 2011	0	0	0
Dock test	Hours	0 Jul 11, 2011	0	0	0
Sick	Hours	0 Oct 11, 2011	168	7.75	7.75
Vacation	Hours	0 Oct 11, 2011	67.85	81.69	71.5
Volunteer Work	Hours	0 Jul 11, 2011	0	7	0

**Error and Warning Messages**

Earning	Shift	Time Entry Date	Hours	Message
				* WARNING* No hours entered.

**Routing Queue**

Name	Action and Date
Peter Pirate	Originated May 30, 2017 02:49 pm
Peter Pirate	Submitted May 30, 2017 02:49 pm
Fred Flinstone	Pending

Buttons: Previous Menu, Approve, Return for Correction, **Change Record**, Delete, Add Comment

Links: Leave Report | Error or Warning Messages | Routing Queue

Click Here

(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.

No hours entered.

**Leave Report**

Name: Peter Pirate  
Title and Number: Manager  
Department and Number: Human Resources Office -- 14131  
Leave Report Period: May 01, 2017 to May 31, 2017  
Submit By Date: Jun 06, 2017 by 11:00 PM

Earning	Total Hours	Total Units	Monday May 01, 2017	Tuesday May 02, 2017	Wednesday May 03, 2017	Thursday May 04, 2017	Friday May 05, 2017	Saturday May 06, 2017
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Volunteer Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Buttons: Previous Menu, Preview, Comments, **Approve**, Next

Submitted for Approval By: Peter Pirate on May 30, 2017  
Approved By:  
Waiting for Approval From: Fred Flinstone

(Screenshot 3.b)

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

Employee ID and Name:	109088 Peter Pirate	Department and Description:	1 14131 Human Resources Office
Title:	A9973 -00 Manager	Transaction Status:	Pending

[Leave Balances](#) | [Error or Warning Messages](#) | [Routing Queue](#)

**Leave Report**

Earnings Total	Total Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Hours	May 01, 2017	May 02, 2017	May 03, 2017	May 04, 2017	May 05, 2017	May 06, 2017	May 07, 2017	May 08, 2017	May 09, 2017	May 10, 2017	May 11, 2017	May 12, 2017	May 13, 2017	May 14, 2017	May 15, 2017	May 16, 2017	May 17, 2017
Total Hours:	0																
Total Units:	0																

**Leave Balances as of May 30, 2017**

Type of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Eamed	Taken
Dock Volunteer Leave	Hours	0 Jul 11, 2011		0	0
Dock test	Hours	0 Jul 11, 2011		0	0
Sick	Hours	0 Oct 11, 2011		168	7.75
Vacation	Hours	0 Oct 11, 2011		67.85	81.69
Volunteer Work	Hours	0 Jul 11, 2011		0	7

**Error and Warning Messages**

Earning	Shift	Time Entry Date	Hours	Message
				* WARNING* No hours entered.

**Routing Queue**

Name	Action and Date
Peter Pirate	Originated May 30, 2017 02:49 pm
Peter Pirate	Submitted May 30, 2017 02:49 pm
Fred Flinstone	Pending

[Leave Report](#) | [Error or Warning Messages](#) | [Routing Queue](#)

***(Screenshot 3.c)***