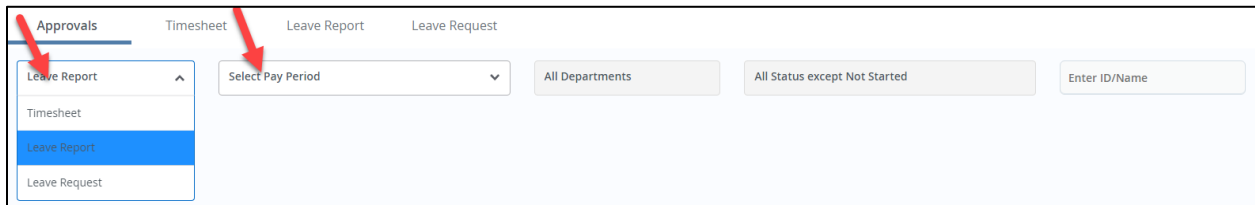# Approving Leave Report, Leave Request & Web Time Entry Instructions

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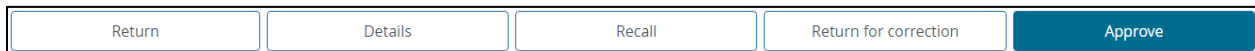3. Choose **Approve Leave Report** or **Approve Leave Request** or **Approve Time**.

Approve Time
Approve Leave Report
Approve Leave Request

4. Select the applicable pay period.

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

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**.