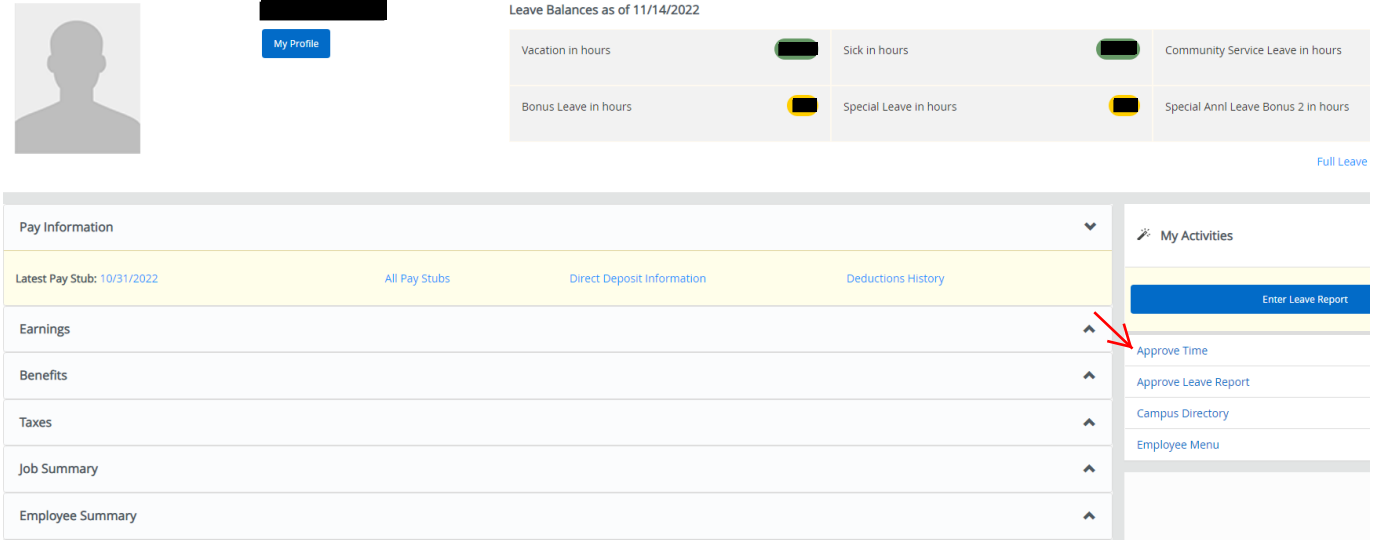


# Banner 9 Time and Leave Approver Instructions

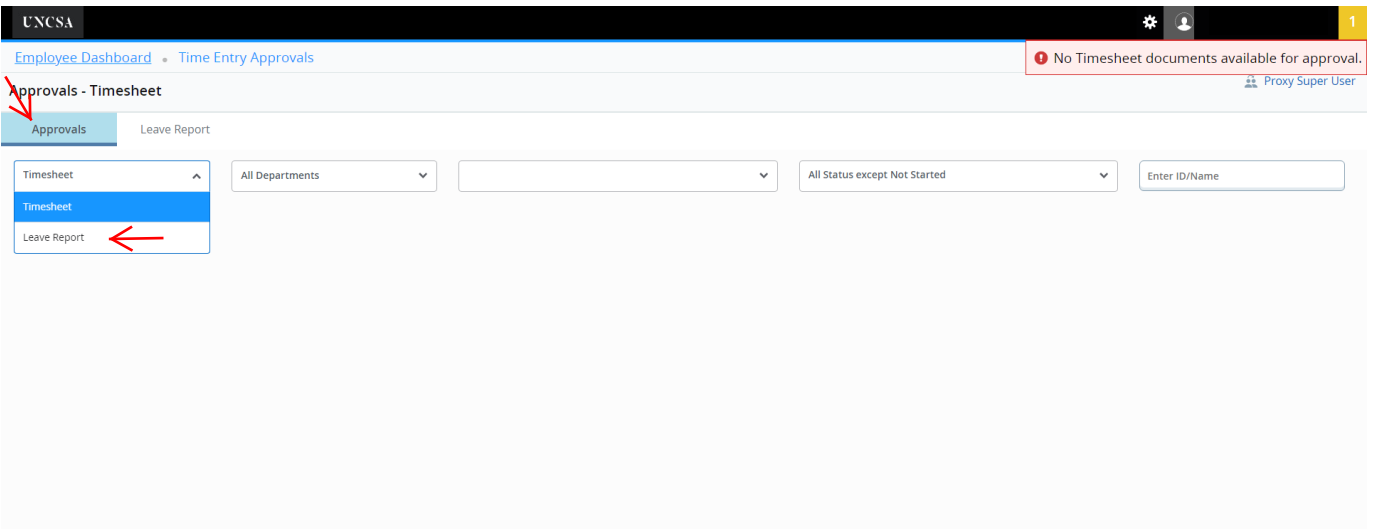
- Supervisors can approve time and leave by selecting “Approve Time” or by selecting “Approvals” when entering their own leave reports.
- Supervisors can select from “Timesheet” or “Leave Report” from the dropdown box.
- Timesheets are for hourly employees or student workers.
- Leave reports are for permanent employees.

[Employee Dashboard](#)

## Employee Dashboard



The screenshot shows the Employee Dashboard interface. At the top left is a profile picture placeholder and a "My Profile" button. To the right, under "Leave Balances as of 11/14/2022", there are six categories with progress bars: Vacation in hours, Sick in hours, Community Service Leave in hours, Bonus Leave in hours, Special Leave in hours, and Special Annl Leave Bonus 2 in hours. Below this is a "Full Leave" link. The main content area is divided into two columns. The left column has a "Pay Information" dropdown menu with options: Latest Pay Stub: 10/31/2022, All Pay Stubs, Direct Deposit Information, and Deductions History. Below this are sections for Earnings, Benefits, Taxes, Job Summary, and Employee Summary. The right column is titled "My Activities" and contains a blue "Enter Leave Report" button, followed by a list of links: Approve Time (highlighted with a red arrow), Approve Leave Report, Campus Directory, and Employee Menu.



The screenshot shows the "Approvals - Timesheet" page. At the top left is the "UNCSCA" logo. The breadcrumb trail is "Employee Dashboard > Time Entry Approvals". A red box highlights a notification: "No Timesheet documents available for approval." Below this, there are tabs for "Approvals" (selected) and "Leave Report". A dropdown menu is open, showing "Timesheet" (selected) and "Leave Report" (indicated by a red arrow). To the right of the dropdown are several filters: "All Departments", a date range selector, "All Status except Not Started", and "Enter ID/Name". At the bottom right, the user is identified as "Proxy Super User".

- Once you select “Timesheets” or “Leave Reports”, you will select your Department.
- You then select the leave report period you want to approve. Your non-exempt employees will be under "SB" time periods, your exempt employees will be under "MN" time periods and law enforcement will be under "L4" time periods.
- There are multiple leave report statuses you can choose from. To get all your leave report employees except for those “Not Started” leave the default set to “All Status except Not Started”.
- You can view your “Not Started” by clicking the down arrow and selecting “Not Started”.
- You can also search by “Employee Name” A “Distribution Status Report” graph showing leave reports and status is automatically generated. This can be collapsed by clicking the ^ option.

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[Employee Dashboard](#) • [Time Entry Approvals](#) 👤 Proxy Super User 📊 Repo

### Approvals - Leave Report

Approvals | Leave Report

Leave Report:  | Department:  | Period:  | Status:  | Search:

Distribution Status Report - Leave Report ^

Status	Count
Pending	0
Pending - In the Queue	1
In Progress	73
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending: 0

- Leave reports are listed by the various leave report statuses.
- In the example below, one employee is “Pending” supervisor approval. The second employee is “In Progress” which means they have started their leave report but not submitted for approval.
- Before approving, review each employee’s leave report. You can do this by clicking on the employee’s name or by selecting the three dots at the right of the employee’s name.
- You can also review employee leave balances by selecting the three dots at the right of the employee’s name.
- Once each employee’s leave report has been reviewed and verified as correct, they can be approved individually, or mass approved by clicking the checkbox beside “Pending”.

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[Employee Dashboard](#) • [Time Entry Approvals](#)

**Approvals - Leave Report** Proxy Super User | Reports  
You are acting as a Superuser for Leave

Approvals | Leave Report

Leave Report: [v] | 10/24/2022 - 11/06/2022 (2022 SB 23) | All Departments | All Status except Not Started | Enter ID/Name

Contribution Status Report - Leave Report

Pending 132

Employee Name	ID	Organization	Hours/Days/Units	
<input type="checkbox"/> [Redacted] Building Environmental Technic, 080386-00	[Redacted]	A-38100, Facilities Management	80.00 Hours	(i) (1) ⋮
<input type="checkbox"/> [Redacted] Building Environmental Technic, 080345-00	[Redacted]	A-34300, Residence Life	187.00 Hours	(i) (1) ⋮
<input type="checkbox"/> [Redacted] Building Environmental Technic, 080334-00	[Redacted]	A-34300, Residence Life	188.00 Hours	(i) (1) ⋮
<input type="checkbox"/> [Redacted] Administrative Support Spec, 072303-00	[Redacted]	A-34400, Health Services	72.00 Hours	(i) (1) ⋮

[View More](#)

In Progress 0

Returned 0

Error 0

Approved 0

Completed 2

Cancelled 0

- When viewing individual leave reports, the first section lists the hours entered per day.
- The second section shows hours entered per week.
- The third section shows leave report routing and status.
- From the preview page you can “Approve”, “Return for Correction”, “Return” to previous menu, or view the “Details” of the leave report.
- All “Return for Correction” must have a comment added.

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Employee Dashboard • Time Entry Approvals • Building Environmental Technic\_080386-00\_A\_38100\_Facilities Management • Preview

### Leave Report Detail Summary

Building Environmental Technic, 080386-00, A, 38100, Facilities Management  
 Pay Period: 10/24/2022 - 11/06/2022 | 80.00 Hours | Pending | Submitted On 11/04/2022, 09:19 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
10/24/2022	WRG, Regular Hours Worked	1	8.00 Hours
10/25/2022	WRG, Regular Hours Worked	1	8.00 Hours
10/26/2022	WSK, Sick Leave Taken	1	8.00 Hours
10/27/2022	WRG, Regular Hours Worked	1	8.00 Hours
10/28/2022	WRG, Regular Hours Worked	1	8.00 Hours
10/31/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/01/2022	WSK, Sick Leave Taken	1	8.00 Hours
11/02/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/03/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/04/2022	WRG, Regular Hours Worked	1	8.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
WRG, Regular Hours Worked	1	32.00	32.00		64.00 Hours
WSK, Sick Leave Taken	1	8.00	8.00		16.00 Hours
<b>Total Hours</b>		<b>40.00</b>	<b>40.00</b>		

Routing and Status		
Name	Action	Date & Time
	Originated	10/31/2022, 09:44 AM
	Submitted	11/04/2022, 09:19 AM
	Approved	11/07/2022, 07:00 AM
Brownlee, Kemora S.	Pending Approval	

Comment (Optional):  
Add Comment

2000 characters remaining

Return    Details    Delete    Return for correction    **Approve**

- After you select “Approve”, you can “Return” to the previous menu.
- Notice the employee has moved to the “Pending-Approved” status. This status means it has been approved by the supervisor and awaiting HR final approval.

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Employee Dashboard • Time Entry Approvals

Proxy Super User | Reports

### Approvals - Leave Report

Approvals    Leave Report

Leave Report    All Departments    11/01/2022 - 11/30/2022 (2022 MN 11)    All Status except Not Started    Enter ID/Name

Distribution Status Report - Leave Report

- Pending 3
- Pending - In the Queue 1
- In Progress 54
- Returned 2
- Error 0
- Pending - Approved 0**
- Approved 0
- Completed 0