



<u>Leave Reporting</u> Approver Guide



Approve Time View

On the Leave Report Approvals screen you will see the status of time submitted by your direct reports. You're able to view previous pay periods from the drop down.



<u>Time Summary</u>

Clicking an employee from the approval view will bring you to their leave summary. You

Successfully Approved

After approving, you will see the updated Status at the top and bottom of the summary. If there are other approvers, you will see their status as well.

Pay Poriod: 02/01/2023. 02/28/20	127. 10.52.1.com	kitted OBB7/14/2927-02/59-244	an and jayou	
				Time Entry
Earn Code	Shift	Total		
			You may sti	ll recall the
	02/16/2023 VAC Vac	tion	leave after	approving,
/acation	1 8.00 Hot	urs	but before th	ne deadline
	RZARDER VAR, WA	SALK M F		zssar y
	ary			
	ada		- global - the state	
The second se	- 1/ <u></u>			
16.00 16.00 8.00			Total Hours	
			Douting and Status	
	No. of Concession, 191		Pouting and Status	NAL THE
			Pouting and Status	NN 115
SouthPaw	- more α	/≫∽<≈≻⊊∠¶ 03/01/2023, 09:58 AM	Doubing and Status	SN 165
SouthPaw	more a fill fill fill fill fill fill fill fi	03/01/2023, 09:58 AM	Doubling and Chatries	SN 165 Could D
SouthPaw	Submitted Bonner, Jo	03/01/2023, 09:58 AM Pending Appro		
SouthPaw	Submitted Bonner, Jo Comment (Optional):	03/01/2023, 09:58 AM	Douting and Ptotus	
SouthPaw-	Submitted Bonner, Jo	03/01/2023, 09:58 AM Pending Appro	Doubling and Photos	
SouthPaw Ise 6	Bonner, Jo Comment (Optional):	03/01/2023, 09:58 AM Pending Appro	Doubling and Chatter	
SouthPaw Iso of	Bonner, Jo Comment (Optional):	03/01/2023, 09:58 AM Pending Appro	Doubling and Chatries	
SouthPaw Prograss n	Bonner, Jo Comment (Optional):	03/01/2023, 09:58 AM Pending Appro	Douting and Status	
SouthPaw SouthPaw Progress n Biourgest	Back on the Approve Leave creen, you'll see e updated status	03/01/2023, 09:58 AM Pending Appro	Doubling and Chatter Constant of the second	
SouthPaw SouthPaw No. 6	Bonner, Jo Comment (Optional): Back on the Approve Leave creen, you'll see e updated status	03/01/2023, 09:58 AM Pending Appro	Deturned 1	
SouthPaw No. 61	Bonner, Jo Comment (Optional):	03/01/2023, 09:58 AM Pending Appro	Doutine and Ptotus	
SouthPaw SouthPaw Progress n	Bonner, Jo Comment (Optional):	03/01/2023, 09:58 AM 03/01/2023, 09:58 AM Pending Appro	Douting and Ptotus	
SouthPaw SouthPaw No. 45 Progress 0	Bonner, Jo Comment (Optional):	2%» - с - н с - с - с - с - с - с - с - с -	Dentere and Channel	
SouthPaw SouthPaw No. 6 Progress 0	Back on the Approve Leave e updated status	СХ. 03/01/2023, 09:58 AM Pending Appro тар суесь нь стре		