LEAVE REPORT APPROVING GUIDELINES

TIPS & REMINDERS

**Employee cut-off time** for entering leave is about 14 days into the next month (except at the end of the fiscal year). **Approver’s deadline** for approving leave reports is one week after the employee cut-off.

**LEAVE REPORT SUMMARY: APPROVERS**

1. Access the Employee Hub at:
   http://www.xavier.edu/employees
2. Click on the Self-Service box.
3. Select the Employee Services link from the Main Menu.
4. Click the Leave Report Hyperlink.
5. Under My Choice, click the Approve or Acknowledge Time option. **Note:** If you’re acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.

6. Click the Select button. The screen below appears:

   **Time Reporting Selection**

   **Selection Criteria**

   - Access my Time Sheet:
   - Access my Leave Report:
   - Approve or Acknowledge Time:
   - Approve All Departments:
   - Act as Proxy:
   - Act as Superuser:
   - **Select**

7. Select the Leave Period from the dropdown
8. Then select the Sort Order and click the Select button.

**REVIEWING & APPROVING A TIME SHEET**

1. The screen will display a list of employees with columns to the right of the name displaying various pieces of information.
2. In the Other Information column, click the hyperlinks to access any of the information listed.
3. To view the details of the Leave Report, click the employee's name in the Name and Position column.
4. Review the submitted leave report in detail. Be sure to scroll down to view all information.
5. Click the Approve button. Note: The page will refresh and display a message that the leave report was approved.

6. Click the Previous Menu button to return to the Approvers Summary Page.

**CHANGING A LEAVE REPORT**

If a change needs to be made to an employee’s leave report you must make the change. **DO NOT RETURN TO EMPLOYEE FOR CORRECTION.**

1. While viewing the employee's leave report, click the Change Record box.
2. Click the hyperlink for the hours or entry to be changed.
3. Type the correct hours or entry.
4. Click the Save button.
5. If you make changes to the employee’s leave report you should notify them of the changes made. You can use the Comments field to record the reason for the change for audit purposes.
6. Click Previous Menu button to return to the leave report.
7. Click the Approve button. The page will refresh and display a message that the leave report was approved. Also, the approved by section will be populated with your name.
8. Click the Previous Menu button to return to the Approver’s Summary page.

**DESIGNATING A PROXY**

A proxy is a person who can act as an Approver if you are unavailable.

1. On the Time Reporting Selection Page, click the Proxy Set Up hyperlink located in the CENTER at the very bottom of the page.
2. From the Name dropdown box, select the person you want designated as a proxy.

3. Click the box beside the selected person’s name.
4. Click the Save button.
5. You MUST e-mail payroll@xavier.edu with the name of your proxy so the appropriate permissions can be granted.