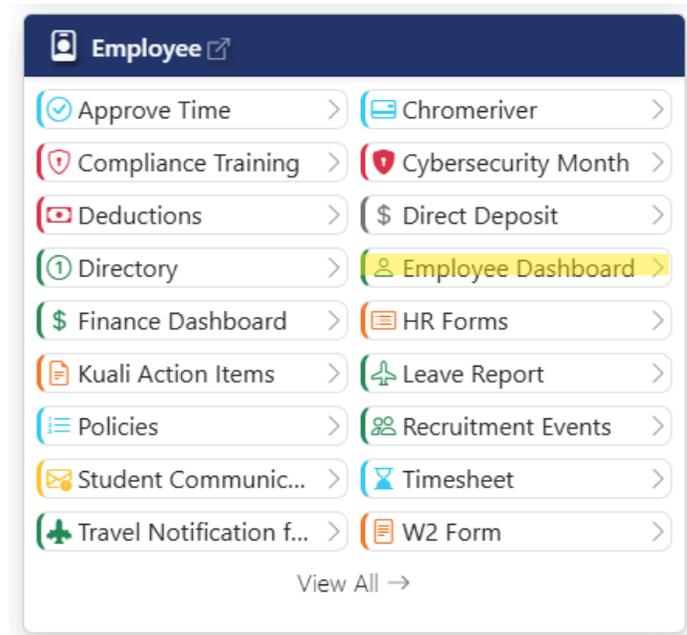


# Full-Time Supervisor – Leave Report Approvals

DEADLINE: 10<sup>th</sup> of the month at 12:00 noon for prior month leave reports

1. Log in to my.snow.edu.
2. Find the Employee panel.
3. Click on the Employee Dashboard button.



4. On your Employee Dashboard, click on the Approve Leave Report button on the right side of the window, in the My Activities section.



5. In the Approvals – Leave Report screen, select the pay period using the dropdown box.

Approvals - Leave Report

Approvals Leave Report

Leave Report

Select Pay Period

All Departments

All Status except Not Started

11/01/2021 - 11/30/2021 (2021 MN 11)

10/01/2021 - 10/31/2021 (2021 MN 10)

09/01/2021 - 09/30/2021 (2021 MN 9)

08/01/2021 - 08/31/2021 (2021 MN 8)

07/01/2021 - 07/31/2021 (2021 MN 7)

6. Your approval screen will show you all leave reports that have been started by default. This is where you will see any leave reports which you are listed as the approver.
7. If any of your employees have not started their leave reports, you can find them by selecting the status “Not Started” from the right-most dropdown box (it will probably say “All Status except Not Started”).
  - a. If any leave reports are not started prior to the employee submission deadline of the 7<sup>th</sup> by 12:00 PM noon, you must contact payroll to approve the leave report.
8. Any Leave Reports under Pending are ready for you to approve. Click on the employee’s name to see a breakdown of their hours.

Pending 27

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> <b>NAME</b> Student Services coordinator-R, PRF913-04	00000729	A-5080, Academic Advising	6.50 Hours
<input type="checkbox"/> Athletic Assistant, PRF866-00	00029718	A-9010, Director of Athletics	
<input type="checkbox"/> HAC/BAC Sports Compl Dir, PRF853-00	00000135	A-9010, Director of Athletics	0.00 Hours
<input type="checkbox"/> Office Manager Athletics/AC, SCT966-01	00000454	A-9010, Director of Athletics	12.00 Hours

9. Scroll down to see the weekly summary of hours and verify the employee’s actual leave taken matches what was entered on the Leave Report.

### Leave Report Detail Summary

Pay Period: 10/01/2021 - 10/31/2021 6.50 Hours Pending Submitted On 10/26/2021, 08:55 AM

#### Time Entry Detail

Date	Leave	Shift	Total
10/04/2021	SIC, Sick Leave	1	1.75 Hours
10/05/2021	VAC, Vacation Leave	1	0.50 Hours
10/12/2021	VAC, Vacation Leave	1	0.50 Hours
10/15/2021	SIC, Sick Leave	1	0.75 Hours
10/22/2021	VAC, Vacation Leave	1	3.00 Hours

#### Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
SIC, Sick Leave	1		1.75	0.75				2.50 Hours
VAC, Vacation Leave	1		0.50	0.50	3.00			4.00 Hours
<b>Total Hours</b>			2.25	1.25	3.00			

#### Routing and Status

Name	Action	Date & Time
	Originated	10/06/2021, 08:33 AM
	Submitted	10/26/2021, 08:55 AM

- a. If any errors are found, click on the Details button at the bottom of the screen, then navigate to the date(s) where errors are found.



- b. When you've found the date that needs correction, either:
- i. If an entry is present on the date, click on the pencil icon on the right side of the leave entry box, then adjust the entry as needed.
  - ii. If no entry is present on the date, select the leave type from the left dropdown menu, then enter the missed leave hours in the box to the right of the dropdown.
  - iii. Click Save after each entry is modified.
- c. If no errors are found, click on Approve.



10. Any Leave Reports In Progress require your employee to submit their leave report before you may approve it. Contact employee to request leave report be submitted so that it can be approved.
11. Leave Reports under Returned have been returned to the employee for correction. You may only request your employee correct and submit the Leave Report.

12. Leave Reports under Error have a correction that must be made prior to approval. The most common error occurs when an employee submits a blank leave report. You may navigate to the Leave Report Details screen to resolve errors.
13. Approved Leave Reports have been approved but payroll has not been run for the work period. They require no action from you.
14. Completed Leave Reports have been approved and payroll has been run for the work period. You are unable to take any action.
15. Cancelled Leave Reports are locked from all access. You are unable to take any action.