Leave Report on Employee Self Service – Supervisor Approval

General Guidelines for Leave Reports:

- Self Service is currently available for non-hourly Faculty and Staff to report Vacation, Sick Time, Bereavement, and FMLA time.
- **Leave Report Approval is due by Monday 5:00 pm of pay week. Holidays may cause the deadline to be advanced.**
- Leave should be entered in quarter hour increments.
- A proxy can be designated to approve in your absence. Please see additional instructions for setting up a proxy.
- Leave requests will automatically transfer to a leave report once the pay period begins. The employee must submit the leave report for approval. **You will still need to approve the leave report,** as the employee may have made corrections or changes to the actual time taken before submitting.
- Add comments or make changes before approving, returning for correction, or deleting. You will not have the opportunity to add or edit comments once you complete any of these actions.
- Please refer to additional instructions for guidelines on entering FMLA and Bereavement time.

Step One: Log into myUT with UTAD credentials.

The University of Toledo

Sign in with your organizational account

Password

Sign in

Step Two: On the employee tab, under Pay Details & Leave Balances, select Approve Time. *(Please note you may need to select More Employee Options to see this option.)*

Pay Stubs
Benefit Summary
Earnings History
Direct Deposit Information - Wages
Leave Balances
Leave Request
Leave Report
Time Sheet
Approve Time

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Step Three: Choose Approve or Acknowledge Time and click Select. If acting as a proxy, use the drop down arrow to select the person for whom you are approving leave.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ⌄
Act as Superuser:	☐

Select

Step Four: Items for approval are grouped by the report type, Time Sheet, Leave Request or Leave Report. Choose the desired report type, pay period (use the drop down menu) and Department to approve reports and click Select.

Leave Report

Department and Description	My Choice	Leave Period
T, 100000, Office of President	○	UB, Jun 24, 2017 to Jul 07, 2017 ⌄
T, 100130, Provost Office	◉	UB, Jun 24, 2017 to Jul 07, 2017 ⌄

Sort Order

	My Choice
Sort employees' records by Status then by Name:	◉
Sort employees' records by Name:	○

Select

Employee reports will appear in several sections based on their current status.

Pending – Awaiting supervisor approval.

Returned for Correction – Leave Request/Report was returned to employee for further action.

Approved – Approved by supervisor.

In Progress – Employee has opened Leave Request/Report but has not submitted for approval.

Not Started – Leave Request/Report has not been opened.

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Step Five: Review the submitted report. Click on the employee name to open the Leave Report.

Review reported leave time. Unpaid time other than FMLA should still be routed through Human Resources for entry.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance listed under Other Information on Department Summary menu. Leave balances will also be listed once you open the employee's report. If the employee has a potential insufficient leave balance, a warning will be displayed at the top of the leave report. Contact HR for further instruction on how to address an insufficient leave balance.

⚠ **Possible Insufficient Leave Balance for Unpaid Leave No Accruals FMLA, Vacation FMLA, Sick Pay FMLA.**

If Returning for Correction, click Add Comment first and enter a comment for the employee indicating what needs to be corrected. Press save, then return to previous menu to complete the final action.

Approve – Approves the report.
Return for Correction – Returns the report to the employee for update and resubmittal.
Change Record – Updates the record. This option is not recommended, it is preferable to return the request to the employee for correction, with comment on what should be updated.
Delete – Deletes the entire report. Not recommended. It is preferable to return the request to the employee for correction, with comment on what should be updated.
Add Comment – Enters comment for employee to review.

If you select Approve or Return for Correction, the below messages will show on the top of the screen.

⚠ **Time transaction successfully approved.**

⚠ **Time transaction successfully returned for correction.**