


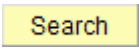
Approving Employees' Leave Time Taken

Basic Navigation 1
 Approve Employee Leave Time 1
 Allowing Employee to Modify Time after Manager Approves Time 2

Basic Navigation

Home > Self Service > USM Self Service > Approve Employees Leave Taken

Approve Employee Leave Time

1. Calendar Year: Select the appropriate year using the  search.
2. Month: If desired, type in the number using the calendar month system.
3. Click on the  button.

Approve Employees Leave Taken

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:


Manager ID:

Calendar Year: =

Month:

Approved: =

Time Entered: =

[Basic Search](#)  [Save Search Criteria](#)

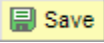
4. You will see:
 - a. Whether or not the manager has approved time for this month.
 - b. Whether or not the employee has entered time for this month.

Search Results

View All

EmpID	Month	Calendar Year	Approved	Time Entered	Name
ID #	2008		No	Yes	Employee Name
	2008		No	Yes	Employee Name
ID #	2008		No	Yes	Employee Name
	2008		No	Yes	Employee Name
ID #	2008		No	No	Employee Name
	2008		No	Yes	Employee Name
ID #	2008		No	Yes	Employee Name
	2008		No	Yes	Employee Name

Diagram labels: 4a points to the 'Approved' column, 4b points to the 'Time Entered' column.

5. Click on the link which you wish to approve.
6. To approve this employee’s leave time, click on the “Approved” box.
7. Click on the  button.

NOTE: Once the manager has saved this approval, the employee will not be able to make any modifications.

No Leave Taken

Leave		Find	First	1-3 of 3	Last
*From Date:	05/02/2008	Friday	*To Date:	05/02/2008	Friday
*Hours Taken:	8				
*Plan Type:	51	VAC	Personal Leave		
*From Date:	05/06/2008	Tuesday	*To Date:	05/09/2008	Friday
*Hours Taken:	28				
*Plan Type:	50	SICK	Medical Leave		
*From Date:	05/23/2008	Friday	*To Date:	05/23/2008	Friday
*Hours Taken:	8				
*Plan Type:	51	VAC	Personal Leave		

Total Hours Taken this Month


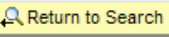
Total Personal (VAC) Hours: 16
 Total Sick (SCK) Hours: 28

Managers Approval Section

Approved 302401 Manager, Ida

Process Information

Processed Process Date:

Allowing Employee to Modify Time after Manager Approves Time

If the employee needs to make a modification **AND** the **Payroll Office has not run their leave time process:**

1. The manager checks off the “Approved” box.
2. The manager clicks “save” again.
3. The employee makes necessary modifications.
4. The manager re-checks the “Approve” box.
5. The manger clicks “save” again.