APPROVING LEAVE REPORTS

PURPOSE: This guide describes the procedures for approving leave reports submitted by employees.

Step by Step instructions for reporting leave:

1. Log in to RAMPORT.

2. Click on the Work Life Tab.

3. Under Employee Services, click on Leave Reporting.
4. Under the selection criteria, click the radio button for **Approve or Acknowledge Time** and then click **Select**.

5. At the Approver Selection screen, select the department for which you would like to approve time. (If you approve for more than one department, all departments will display and you will indicate your selection using the radio button. If you are an approver of web time sheets for student employees, those options will display under **Time Sheet**.) After you have selected the department, **choose the appropriate leave report period** from the Leave Period drop-down box. Then click the **Select** button.
6. A summary page will be displayed. You will see a listing of all your employees and their status.

**Status Codes:**

- **Not Started:** The employee has not opened his/her Leave Report for the period you are attempting to view. You will not be able to open his/her Leave Report until the employee accesses it him/herself.
- **In Progress:** The employee has opened his/her Leave Report and may have begun to report leave, but has not yet submitted the report for your approval.
- **Pending:** The employee has submitted his/her Leave Report and it is waiting for your approval.
- **Completed:** Leave processing has been done and no further action can be taken on this Leave Report. You may select reports in this status to view previously reported leave, but you cannot make further changes.
7. The Employee’s Leave Record will display the detailed information regarding leave hours taken. **Note:** Leave can only be reported in quarter hour increments.
8. Once you have reviewed the leave report for accuracy and are ready to approve, click on the **Approve** button. You will receive a message at top of leave report that the approval was successful. **Note:** Any error messages such as insufficient Leave Balance will display here also, if applicable.

![Time transaction successfully approved.

**Employee ID and Name:** 80086030 Katie Wilson
**Title:** 998917-01 Business Analyst

**Things to Remember:**

- If employee’s leave report is incorrect, click the “Return for Correction” button.

- Once approved, the Leave Report on Banner Self-Service cannot be corrected. Corrections would have to be made directly into Banner by HR/Payroll per written request.

- Employees should submit time to you by the 5\textsuperscript{th} of the following month. Supervisors should make all approvals by the 10\textsuperscript{th}. 