

ANGELO STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

FAST-TRACK TUTORIAL

APPROVING LEAVE REPORTS

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

Step by Step instructions for reporting leave:

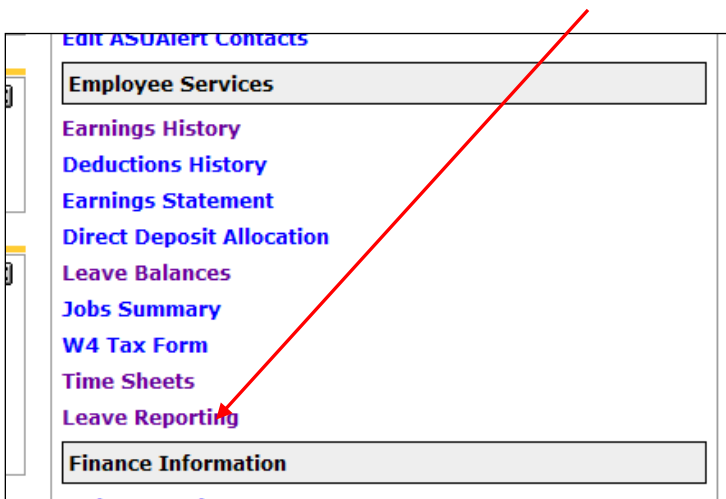
1. Log in to RAMPORT.

The screenshot shows the RamPort login interface. On the left, there is a 'Secure Access Login' section with a 'User Name' field, a 'Password' field, and 'Login' and 'Cancel' buttons. Below these fields are links for 'What is my user name and password for RamPort?' and 'Problems logging in?'. On the right, there is a 'Welcome to RamPort!' message with a brief description of the service and a link to 'Information Technology Services'. The Angelo State University logo is in the top right corner.

2. Click on the **Work Life** Tab.

The screenshot shows the RamPort main page. At the top is the RamPort logo. Below it is a navigation bar with tabs for 'Home', 'Library', 'Campus Life', 'Student Services', 'Work Life', 'Financial Aid', and 'myTab'. The 'Work Life' tab is highlighted with a red arrow. Above the navigation bar, there is a 'My Account' link and a 'Welcome Your Name' message with the text 'You are currently logged in.'.

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**.

A screenshot of the "Time Reporting Selection" form. The form has a header with "SITE MAP", "HELP", and "EXIT" links. Below the header is a horizontal yellow line. The main section is titled "Selection Criteria" and contains the following fields: "Access my Leave Report:" with a radio button, "Approve or Acknowledge Time:" with a radio button (selected), "Act as Proxy:" with a dropdown menu showing "Self", and "Act as Superuser:" with a checkbox. A "Select" button is located at the bottom left. A red arrow points from the top right towards the "Approve or Acknowledge Time" radio button. Another red arrow points from the bottom left towards the "Select" button. The text "Proxy Set Up" is visible in the bottom right area of the form. At the bottom of the page, it says "RELEASE: 7.0" and "powered by SUNGARD HIGHER EDUCATION".

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.

Approver Selection

Time Sheet

Department and Description **My Choice** **Pay Period**

A, 65691, Information Technology MS, Sep 01, 2008 to Sep 30, 2008

Leave Report

Department and Description **My Choice** **Leave Period**

A, 60105, Information Technology MR, Apr 01, 2009 to Apr 30, 2009

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

RELEASE: 7.0

6. A summary page will be displayed. You will see a listing of all your employees and their status.

Status Codes:

- a. *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.
- b. *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.
- c. *Pending:* The employee has submitted his/her Leave Report and it is waiting for your approval.
- d. *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.

Department Summary

Select the employee's name to access additional details.

COA: A, Angelo State University
 Department: 60105, Information Technology
 Leave Period: Jun 01, 2009 to Jun 30, 2009
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Open until Jul 31, 2009, 06:00 P.M.

Select New Department Select All, Approve or FYI Reset Save

Pending

ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
80086030	Katie Wilson Dixon 998917 - 01	Approve	.00	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Leave Balance

In Progress

ID	Name and Position	Total Days	Total Hours	Total Units	Other Information
80089741	Kevin M. Conner 999821 - 01		.00	.00	.00 Leave Balance

Not Started

ID	Name and Position	Other Information
80090332	Brian Ross Jackson 998978 - 01	

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.

Employee ID and Name: 80086030 Katie Wilson Dixon
Title: 998917-01 Business Analyst
Department and Description: A 60105 Information Technology
Transaction Status: Pending

[| Leave Balances | Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Monday, Jun 01, 2009	Tuesday, Jun 02, 2009	Wednesday, Jun 03, 2009	Thursday, Jun 04, 2009	Friday, Jun 05, 2009	Saturday, Jun 06, 2009	Sunday, Jun 07, 2009	Monday, Jun 08, 2009	Tuesday, Jun 09, 2009	Wednesday, Jun 10, 2009	Thursday, Jun 11, 2009	Friday, Jun 12, 2009	Saturday, Jun 13, 2009	Sun Jun 20
Vacation	8						8									
Total	8						8									
Hours:																
Units:	0															

Leave Balances as of Jul 23, 2009

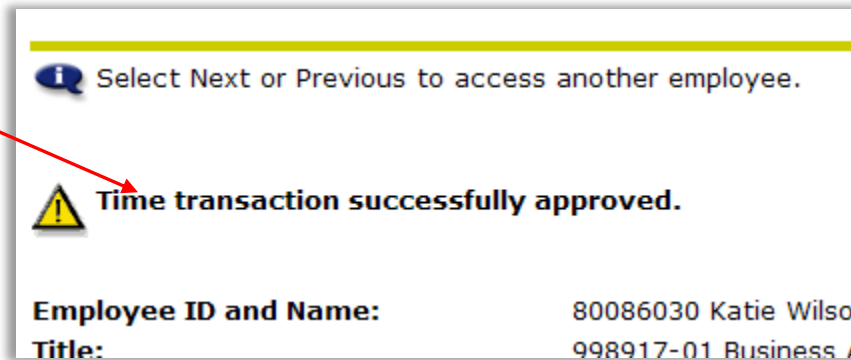
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement leave	Hours	0	Jan 01, 2008	0	0	0	0
Emergency leave	Hours	0	Jan 01, 2008	0	0	0	0
Jury Duty Leave	Hours	0	Jan 01, 2008	0	0	0	0
Leave w/o Pay	Hours	0	Jan 01, 2008	0	0	0	0
Military leave	Hours	0	Jan 01, 2008	0	0	0	0
Sick Leave	Hours	0	Jan 01, 2008	53	80	47.5	85.5
Vacation Leave	Hours	0	Jul 01, 2008	48	80	88	40

Use/Lose
As of Jun 24, 2009 .00

Routing Queue

Name	Action and Date
Katie Wilson Dixon	Originated Jul 22, 2009 02:44 pm
Katie Wilson Dixon	Submitted Jul 22, 2009 02:45 pm
Jeffrey J. Sefcik (Mandatory)	Pending

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.



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 5th of the following month. Supervisors should make all approvals by the 10th.