

## Angelo State University Supervisor - Approving Leave Reports

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

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### 1. Log into [RamPort](#)

### 2. On the Dashboard, click the “Leave/Time Reporting” dropdown and choose “Leave Reporting.”



### 1. This will prompt you to the "Time Reporting Selection."

**Time Reporting Selection**

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Selection Criteria

**My Choice**

Access my Leave Report:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Click the radio button for "Approve or Acknowledge Time," and then click select.

### 2. Select the Leave Report Period

**Leave Report**

**Department and Description My Choice Leave Period**

Name, Department  MR, Sep 01,2019 to Sep 30,2019

Department Description

Sort Order

**My Choice**

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Choose the appropriate leave period from the Leave Period drop-down box.

Then click the Select button.

### 3. Select the Leave Report Period

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

Department Summary

Select the employee's name to access additional details.

COA: A, Angelo State University  
 Department:  
 Leave Period: Sep 01,2019 to Sep 30,2019  
 Act as Proxy: Not Applicable  
 Approve By Date: Open until Oct 31,2019, 06:00 PM

Change Selection

Completed ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
			.00	8.00	.00	Approved				Comments Leave Balance Leave Updated

Day Event Transactions

Action required by all approvers: 0  
 Time or Leave Transactions Approved or FYI: 1  
 Time or Leave Transactions Awaiting Approval or FYI: 0  
 Total: 1  
 Total Days: .00  
 Total Hours: 8.00  
 Total Units: .00

Change Selection

#### Status Codes:

**Not Started** - The employee has not opened their Leave Report for the period you are attempting to view. You will not be able to open their Leave Report until the employee accesses it.

**In Progress** - The employee has opened their Leave Report and may have begun to report leave, but not yet submitted the report for your approval.

**Pending** - The employee has submitted their Leave Report and it is waiting for your approval.

**Completed** - Leave processing has been done and no further action can be taken. You may select reports in this status to view previously reported leave, but cannot make any changes.

### 4. Approving the Leave Report Period

Once the leave report has been approved for accuracy, click on the Approve button

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: Department and Description:  
 Title: Transaction Status:

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Tuesday Oct 01, 2019	Wednesday Oct 02, 2019	Thursday Oct 03, 2019	Friday Oct 04, 2019	Saturday Oct 05, 2019	Sunday Oct 06, 2019	Monday Oct 07, 2019	Tuesday Oct 08, 2019	Wednesday Oct 09, 2019	Thursday Oct 10, 2019	Friday Oct 11, 2019	Saturday Oct 12, 2019	Sunday Oct 13, 2019	Monday Oct 14, 2019	Tuesday Oct 15, 2019	Wednesday Oct 16, 2019	Thursday Oct 17, 2019	Friday Oct 18, 2019	Saturday Oct 19, 2019	Sunday Oct 20, 2019	Monday Oct 21, 2019	Tuesday Oct 22, 2019	Wednesday Oct 23, 2019	Thursday Oct 24, 2019	Friday Oct 25, 2019
Vacation Hours	8		8																								
Total Hours:	8		8																								
Total Units:		0																									

Leave Balances as of Oct 07, 2019

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement Leave	Hours	0	Nov 01, 2009	0	0	0	0
Emergency Leave	Hours	0	May 01, 2008	0	0	0	0
Jury Duty Leave	Hours	0	Nov 01, 2009	-5	0	0	-5
Leave w/o Pay	Hours	0	Nov 01, 2009	0	0	0	0

If the leave report is incorrect, click the "Return for Correction," button. The Approver must notify their employees if they have returned the Leave Report for correction.

Once approved, the Leave Report cannot be corrected. Corrections must be made on the [Leave Reporting Adjustment Form](#).