Angelo State University
Supervisor - Approving Leave Reports

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

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."

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

2. Select the Leave Report Period

   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.

<table>
<thead>
<tr>
<th>Status Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Started</strong> - 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.</td>
</tr>
<tr>
<td><strong>In Progress</strong> - The employee has opened their Leave Report and may have begun to report leave, but not yet submitted the report for your approval.</td>
</tr>
<tr>
<td><strong>Pending</strong> - The employee has submitted their Leave Report and it is waiting for your approval.</td>
</tr>
<tr>
<td><strong>Completed</strong> - 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.</td>
</tr>
</tbody>
</table>

4. Approving the Leave Report Period

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

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.