

Leave Report on Employee Self Service – Supervisor Approval

General Guidelines for Leave Reports:

- Self Service is currently available for non-hourly Faculty and Staff to report Vacation, Sick Time, Bereavement, and FMLA time.
- **Leave Report Approval is due by Monday 5:00 pm of pay week. Holidays may cause the deadline to be advanced.**
- Leave should be entered in quarter hour increments.
- A proxy can be designated to approve in your absence. Please see additional instructions for setting up a proxy.
- Employees with Leave Requests will still be required to submit Leave Reports. **You will still need to approve the leave report**, as the employee may have made corrections or changes to the actual time taken before submitting.
- Add comments or make changes before approving, returning for correction, or deleting. You will not have the opportunity to add or edit comments once you complete any of these actions.
- Please refer to additional instructions for guidelines on entering FMLA and Bereavement time.

Step One: Log into myUT with UTAD credentials.

The University of Toledo

Sign in with your organizational account

Sign in

Step Two: Click on the **Employee tab**.



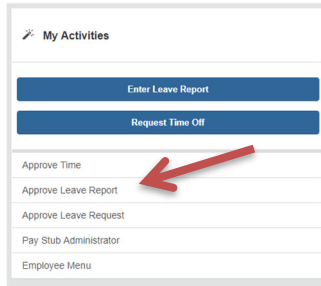
Step Three: Open Employee Self-Service Dashboard

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A screenshot of the Employee Self-Service Dashboard. At the top, there is a navigation bar with four tabs: 'STUDENT', 'STUDENT RESOURCES', 'EMPLOYEE', and 'COVID-19 UPDATE'. The 'EMPLOYEE' tab is selected and highlighted in yellow. Below the navigation bar is a 'MY TOOLKIT' section. Under 'MY TOOLKIT', there is a heading 'Employee Dashboard' followed by a description: 'Employee Self-Service Dashboard - new tool where you can find your employee information, including pay stubs, leave balances, time off requests, etc.'

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Step Four: On the Employee Dashboard, under My Activities, select Approve Leave Report.



Step Five: Choose the appropriate items from the dropdown menus. If acting as a proxy, choose the *Proxy Super User* link. Use the drop-down arrow to select the person for whom you are approving time. Then choose *Navigate to Time & Leave Approvals application*.

Step Six: Employee reports will appear in several sections based on their current status.

Pending – Awaiting supervisor approval.

Returned for Correction – Leave Request/Report was returned to employee for further adjustments.

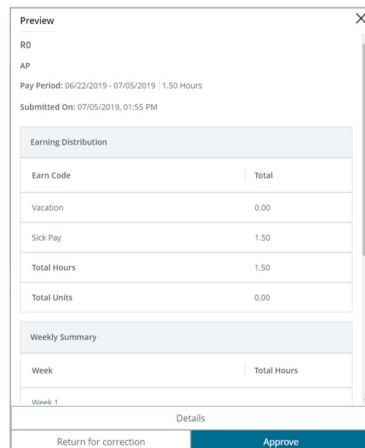
Approved – Approved by supervisor.

In Progress – Employee has opened Leave Request/Report but has not submitted for approval.

Not Started – Leave Request/Report has not been opened.

Items marked pending are awaiting your approval.

Step Seven: Review the submitted reports for pending employees. Click on the employee name to open the preview of the Leave Request. Click on Details to see specific dates requested. Use the arrows to toggle between weeks. Click Preview to return to Approval actions



Review reported leave time. Unpaid time other than FMLA should still be routed through Human Resources for entry.

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You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance. If the employee has a potential insufficient leave balance, a warning will be displayed at the top of the leave report. Contact Payroll for further instruction on how to address an insufficient leave balance.

Employee Leave Balance ×

ROOT

Vacation Leave	
Beginning Balance	160.10
Earned	6.78
Taken	0.00
Vacation Leave in hours	166.88

Sick Leave	
Beginning Balance	137.00
Earned	4.60
Taken	0.00
Sick Leave in hours	141.60

Vacation Holding Account	
Beginning Balance	0.00
Earned	0.00
Taken	0.00
Vacation Holding Account in hours	0.00

If Returning for Correction, you will be required to add a comment at the bottom of the preview first indicating what needs to be corrected.

Approve – Approves the report.

Return for Correction – Returns the report to the employee for update and resubmittal.

Delete – Deletes the entire report. Not recommended. It is preferable to return the request to the employee for correction, with comment on what should be updated.

If you select Approve or Return for Correction, a message will pop up when successfully approved or returned.