

# Leave Request on Employee Self Service – Supervisor Approval

## General Guidelines for Leave Requests:

- Self Service is currently available for non-hourly Faculty and Staff to report Vacation, Sick Time, and FMLA time.
- Leave should be entered in quarter hour increments.
- Leave requests can be submitted for approval up to 9 months in advance.
- Utilizing the Self-Service leave request is optional depending on department policy. Utilizing the Self-Service leave report is mandatory.
- A proxy can be designated to approve in your absence. Please see additional instructions for setting up a proxy.
- Leave requests are routed to each Supervisor for approval. Leave requests will automatically transfer to a leave report once the pay period begins. **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:** On the employee tab, under Pay Details & Leave Balances, select Approve Time.

[Pay Stubs](#)

[Benefit Summary](#)

[Earnings History](#)

[Direct Deposit Information - Wages](#)

[Leave Balances](#)

[Leave Request](#)

[Leave Report](#)

[Time Sheet](#)

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**Step Three:** Choose Approve or Acknowledge Time and click Select. If acting as a proxy, use the drop down arrow to select the person for whom you are approving leave.

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## Time Reporting Selection

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### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

**Step Four:** Items for approval are grouped by the report type, Time Sheet, Leave Request and Leave Report. Choose the desired report type, pay period (use the drop down menu) and Department to approve requests and click Select.

## Approver Selection

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### Leave Request

Department and Description	My Choice	Pay Period
T, 105780, IT Personnel	<input checked="" type="radio"/>	UB, Aug 05, 2017 to Aug 18, 2017
T, 106250, Controller	<input type="radio"/>	UB, Aug 05, 2017 to Aug 18, 2017

### Leave Report

Department and Description	My Choice	Leave Period
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### Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

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.

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**Step Five:** Review the submitted request. Click on the employee name to open the Leave Request.

## Department Summary

Select the employee's name to access additional details.

COA:	T, University of Toledo
Department:	106250, Controller
Pay Period:	Sep 02, 2017 to Sep 15, 2017
Act as Proxy:	Not Applicable

Change Selection    Select All, Approve or FYI    Reset    Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Returns for Correction	Cancel	Other Information
		Approve	.00	8.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>

Review requested days and types of request. Vacation, Sick Time, Bereavement, and FMLA time will all be available for request. Unpaid time other than FMLA should still be routed through Human Resources for entry.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance listed under Other Information on Department Summary menu.

Employee ID and Name:	Department and Description:	T 106250 Controller
Title:	Transaction Status:	Pending

Previous Menu    Approve    Return for Correction    Change Record    Delete    Add Comment

Buttons Owner

Leave Request																
Earnings	Total Hours	Total Units	Saturday , Sep 02, 2017	Sunday , Sep 03, 2017	Monday , Sep 04, 2017	Tuesday , Sep 05, 2017	Wednesday , Sep 06, 2017	Thursday , Sep 07, 2017	Friday , Sep 08, 2017	Saturday , Sep 09, 2017	Sunday , Sep 10, 2017	Monday , Sep 11, 2017	Tuesday , Sep 12, 2017	Wednesday , Sep 13, 2017	Thursday , Sep 14, 2017	Friday , Sep 15, 2017
Vacation	8									8						
Total Hours:	8									8						
Total Units:		0														

If Returning for Correction, click Add Comment first and enter a comment for employee indicating what needs to be corrected. Press save, then return to the previous menu to complete the final action.

**Approve** – Approves the request.


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


**Change Record** – Updates the record. This option is not recommended, it is preferable to return the request to the employee for correction, with comment on what should be updated.

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

**Add Comment** – Enters comment for employee to review. Add comments before the other actions, as you will not be able to go back and add comments after selecting an action.

If you select Approve or Return for Correction, the below messages will show on the top of the screen.

 **Time transaction successfully approved.**

 **Time transaction successfully returned for correction.**

Please note that not taking any action will still allow the requested time to transfer to the employee's leave report. The employee will still be required to update and submit the leave report for approval, and you will be required to approve the leave report at that point.