# ONLINE LEAVE REPORT APPROVAL INSTRUCTIONS

Online leave approvals can be completed anytime after a leave report has been submitted by the employee. You will not receive a notification when leave reports are submitted but an email is sent to all approvers and proxies on the last day of the month to remind everyone of the submission/approval dates. That email also includes any special instructions for the month. These emails are only sent to approvers and proxies but should be forwarded to employees as necessary. All approvals should be made before the approval deadline.

1. Leave approvals are completed through Tech Express. To get started, click on the Leave button:
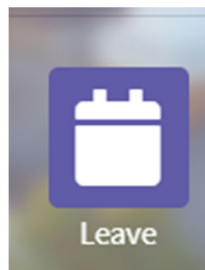
2. Once you click on the leave button, you will need to select "Approve or Acknowledge Time." If you are acting as someone's proxy you will also need to use the drop-down box next to "Act as Proxy" and select the name of the person for whom you are acting as proxy. Then click "Select" to continue.

   Please be aware, if you are acting as proxy for your own supervisor, you cannot approve your own leave report. If your supervisor is unable to approve your leave report and you are their only proxy, please contact leavehelp@tntech.edu.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

3. Next you will come to the Approver Selection. Some approvers may only have one department/org to choose while some may have multiple departments/orgs to choose from. Select the department/org you wish to approve and make sure the drop-down box is showing the current leave report dates that need approval.

Approver Selection

Leave Report

Department and Description	My Choice	Leave Period
T, 101000, Board of Trustees	●	AT, Feb 01, 2022 to Feb 28, 2022 ▾
T, 110000, Presidents Office	○	AT, Mar 01, 2022 to Mar 31, 2022 ▾
T, 110015, NCAA Certification and Compliance	○	AT, Feb 01, 2022 to Feb 28, 2022 ▾
T, 110100, University Counsel	○	AT, Mar 01, 2022 to Mar 31, 2022 ▾
T, 110200, Legislative Liaison	○	AT, Feb 01, 2022 to Feb 28, 2022 ▾
T, 111000, Office of Internal Audit	○	AT, Mar 01, 2022 to Mar 31, 2022 ▾
T, 118000, Ofc VP Research & Economic Dev	○	AT, Feb 01, 2022 to Feb 28, 2022 ▾

At the bottom of the page you have the option to change the sort order. It defaults to "Sort employees' records by Status then by Name" but you can

choose "Sort employees' records by Name," if you prefer, then click select to continue.

Sort Order

	My Choice
Sort employees' records by Status then by Name:	●
Sort employees' records by Name:	○

[Select]

4. The next screen will be the department summary for the department/org you selected. You will see the department's information at the top of the page along with the leave approval deadline. Underneath that you have a few buttons to choose from. These same buttons are also at the bottom of the page if you wish to scroll through the list of leave reports before making any selections.

Department Summary

💬 Select the employee's name to access additional details.

COA:	T, Tennessee Tech University
Department:	200001, Business Office
Leave Period:	Feb 01, 2022 to Feb 28, 2022
Act as Proxy:	
Leave Period Leave Entry Status:	Open until Mar 07, 2022, 11:59 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

Pending		
ID	Name, Position and Title	Required Action

a. The "Change Selection" button will take you back to the previous screen. You can use this if you have more than one department/org to approve.

You should never use the browser window back arrows while doing anything with leave reports.

b. If you don't see any of the other buttons besides "Change Selection", this means none of your leave reports are ready for approval. You can double check this by looking at the list of employees and the status of the leave report. Leave reports have multiple statuses they can be in:

- Not started: the employee hasn't opened their leave report.
- In Progress: the employee hasn't submitted their leave report for approval.
- Pending: the leave report is waiting for the approval of someone in the routing queue (could be first or second level approver or payroll).
- Returned for correction: someone (either payroll or an approver) has returned the leave report to the employee so they can make a correction.
- Error: an error was made in either submission or approval. This usually happens when someone clicks the submit or approval button more than once. This error can only be cleared by someone in payroll.
- Completed: leave report has been approved all the way through the system, including payroll.

c. "Select All, Approve or FYI" button will select all leave reports that are ready for your approval. **Using this button is not the recommended way of approving leave reports since you need to look at each individual leave report to verify that it's correct.**

5. To approve leave reports, click on the employee's name when their leave report is in the "Pending" status and the Required Action is "Approve."

Pending		
ID	Name, Position and Title	Required Action

*Please be aware that you may see names in your list that you are not the approver for. Those leave reports will not be available for you to approve but you may see the names because you have access to view that department/org for some other reason.

6. When you click on the employee's name, it will take you to the Employee Details section:

You have multiple options for what you can do with the leave report at this point:

a. "Previous menu" will take you back to the department summary.
b. "Approve" will allow you to approve the leave report if everything looks correct.
c. "Return for Correction" sends the leave report back to the employee for any corrections that need to be made. <u>If you send a leave report back, please let the employee know they need to make corrections.</u>
d. "Change Record" allows you to go in and edit the leave report. It's recommended that you make a note of this in the leave report comments when changing a record.
e. "Delete" will delete the time sheet. You don't ever need to use this button.

f. "Add Comment" will allow you to make a comment on the leave report.

g. "Next" will take you to the next leave report in your queue.

7. Click the "Approve" button to approve the leave report once you are satisfied that everything is correct. Be sure to only click the "Approve" button one time. Clicking it more than once will result in an approval error.

8. To go to the next leave report, click the "Next" button. If you have no other leave reports in that department/org to approve but you have leave reports in another department/org you can click "Previous Menu" and then click "Change Selection" to choose the next department/org to approve.

9. If you accidentally miss an approval, you will receive an email from payroll on the day of the approval deadline that you still have leave reports that require your approval.

10. Miscellaneous notes about leave approvals:

   a. Leave approvers are responsible for leave reports being submitted and approved on time so as not to hold up the payroll process. If you are out of the office during these times, it is still your responsibility to make sure leave reports are approved in a timely manner. You can appoint a proxy to approve leave reports on your behalf. However, the proxy cannot approve their own leave report.

   b. If an employee reports bereavement leave, please be sure they put their relationship to the deceased in the comment section of the leave report.

   c. If an employee records hours under "other paid time" there will need to be an explanation of this time in the comments section. This is for ALL "other paid time," including university closings.

   d. Sick and annual leave should never be recorded as "other paid time."

   e. Leave without pay should never be recorded as "other paid time."

f. If an employee runs out of sick leave but still has annual leave that can be used, the time should still be recorded as sick (if that is the reason for the time off). Banner will automatically take the time from their annual leave when they run out of sick leave.

g. Faculty do not submit an online leave report. Their leave is reported on a Faculty Leave Report through DocuSign. Faculty complete a leave report only if leave is taken. The same deadlines for online leave reporting also apply to faculty leave reporting.

h. You may notice "other information" in the last column of the department summary for leave reports:

Other Information		Other Information
Leave Balance Warning		Change Leave Record Leave Balance Errors

Each of these links will take you to a specific area of the employee's leave report. "Leave Balance Warning" is something that shows up for C&S employees because C&S employees must report regular hours worked. The leave balance warning isn't anything to be concerned with.

"Change Leave Record" is the same as the "Change Record" button on the leave report.

"Leave Balance" will take you to the employee's leave balances.

"Errors" will take you to the Error and Warning Messages part of the leave report. Warnings usually happen if no hours have been entered. This isn't a reason for concern. Errors are usually submission or approval errors and will have to be corrected by payroll.

11. **DEADLINES**

Deadlines for submission of leave reports vary each month because of how the dates fall on the calendar. An email is sent to all leave approvers/proxies on the last day of each month with reminders of submission and approval deadline dates. The **submission** deadline is the date all employees should have their leave report submitted for approval. The **approval** deadline is the date all approvers should have approved all leave reports they are responsible for. The approval deadline is usually a couple of days after the submission deadline in order for corrections to be made, if needed. Once the **approval** deadline has passed you will not be able to approve leave or make any corrections so please approve all leave reports in a timely manner.

If you have questions about leave approvals, please email leavehelp@tntech.edu.