

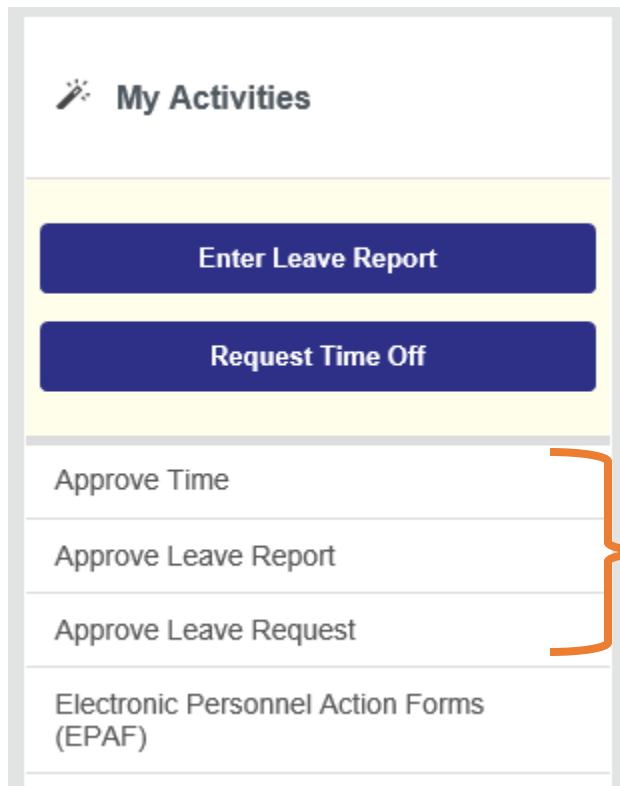
Approving Timesheet/Leave Reports and Leave Requests

- Log into My Sam
- Click the **Employees Tab**
- Click the **Banner Employee Profile** link

The screenshot displays the My Sam website interface. At the top left is the Sam Houston State University logo. The top right features the 'My Sam' logo and navigation links for SHSUOnline, Blackboard, E-mail, SamWeb, and Logout. A dark blue sidebar on the left contains a vertical menu with the following items: All Users, Campus Resources, My Account, Registration, Employees (highlighted), Faculty, and Students. The main content area is divided into several panels:

- Travel**: A list of links including Chrome River, Concur Booking Tool, CTP Travel Resources, Forms, Policies, Procedures, GSA - Meal & Lodging Rates, Currency Converter, and Travel Card Login.
- Human Resources**: A list of links including Annual Performance Appraisal, PeopleAdmin, Human Resources Policies, Human Resources Forms, Holiday Schedule, Summary of Benefits, ERS- Texas Employees Group Benefits Program (GBP), New Employee Benefits Orientation Schedule, Graduate Student Insurance Information, Employee Wellness Program, KatSafe Emergency Management, Talent Management, Training, Leadership Academy, Staff Hiring Manager's Resources, and Human Resources Website.
- Banner - Administrative Applications**: Contains links for Banner Administrative Applications, Document Management (BDM), Banner Employee Profile (highlighted with an orange arrow), and Banner Workflow. It also includes text about access requirements for these services.
- IT@Sam Newsletter**: Features a graphic with the text 'IT@Sam Newsletter Communicate + Collaborate'.
- Budget and Finance**: Includes a link for Finance Self Service (SSB).
- COGNOS Reports**: Provides information on accessing COGNOS for reporting needs, with a link to <https://cognosx.shsu.edu/> and a COGNOS button.
- Employee Extras**: Contains a section for Graduation for Faculty/Staff Employees, detailing reserved seating for family and friends.

- Under the selection “My Activities”, select the appropriate approval queue.



Click on the selection you are wanting to approve.

The “Proxy Super User” selection below is to setup proxies as well as go into an approval queue as a proxy. See below for more information.

“Timesheet/ Leave Report Approval” –



Click “Proxy Super User” – To get the screen below.

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals ▼

*The selection of Time & Leave Approvals is also the appropriate approval to select for Leave Request.

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Walker, Charity M. - [Payroll] ▼

**To approve as a proxy, select the down arrow ▼ and select the approver your are acting as a proxy on behalf of.

Existing Proxies

Add a new proxy

***For Approvers, this is were you will select to add a proxy or delete a current proxy.

Select single/multiple names and click on Delete Proxies to remove from list

Delete proxies

Employee Name - [Home Organization]

Navigate to Time & Leave Approvals application

Once you have completed the approve tasks, select “Navigate to Time & Leave Approvals application” to continue.

Approval Selections

Approvals - Leave Report

Proxy Super User Reports

Approvals

Leave Report

Leave Request

Leave Report

All Departments

08/01/2020 - 08/15/2020 (2020 ...

All Status except Not Started

Enter ID/Name

- If you are an approver for multiple departments, you can select the department you are wanting to approve or leave the selection as “All Departments” to see all documents associated to the document type selected.
- The Pay Period filter will default to the current pay period, so you will need to select the down arrow to select the appropriate period needing approval for Timesheets/Leave Reports.
 - If you are approving Timesheets for Hourly and Salary, your will need to make sure that you select the correct timesheets, `08/01/2020 - 08/15/2020 (2020 SA 16)` - This is for the Salary (Non-Exempt) Timesheets.

Changing Approval Categories – From the Approval Category selection you will choose the documents that you want to approve. You can change selections between the different types as needs.

Approvals

Leave Request
Timesheet
Leave Report
Leave Request

Leave Report Approval

Approvals Leave Report Leave Request

Leave Report All Departments 08/01/2020 - 08/15/2020 (2020 SA 16) All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report

Pending 0

Pending - In the Queue 0

In Progress 1

Employee Name	ID	Organization	Hours/Days/Units	
Wells, Sandra J. Accountant II, 3N9023-00	000057726	5-621000, Payroll		i ⋮

Returned 1

Employee Name	ID	Organization	Hours/Days/Units	
Curtis, Stacie M. Payroll Manager, 3N9029-00	000179887	5-621000, Payroll	8.00 Hours	i 1 ⋮

Error 0

Pending - Approved 0

Approved 0

Completed 1

Employee Name	ID	Organization	Hours/Days/Units	
Wetuski, Jaice D. Payroll Coordinator, 3N0008-00	000286333	5-621000, Payroll	16.00 Hours	i ⋮

The Leave Report/Timesheets are grouped by status. To select the timesheet/leave report to view, Select ⋮ on the right hand side,

Preview
Leave Balance

and then choose, Preview or Leave Balance.

When you select Preview, the below summary is displayed.

Preview ✕

000179887 - Curtis, Stacie M.
Payroll Manager, 3N9029-00, S, 621000, Payroll
Pay Period: 08/01/2020 - 08/15/2020 | 8.00 Hours
Submitted On: 08/05/2020, 03:41 PM

Earning Distribution	
Earn Code	Total
Vacation Hours Taken	8.00
Total Hours	8.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	8.00
Week 3	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Details

Return for correction Approve

The top of the preview, is going to have the

- Employee's Sam Id & Name
- Employee's Title Position-Suffix, Organization Number, Department
- Pay Period Dates and Total Hours reported
- When the Employee Submitted the document

Earnings Distribution is the total hours by Earn Code (Leave Type) taken during the pay period.

Then there is a Weekly Summary of total Hours.

There is a comment field for the approver to add any comments needed.

Then, there are three selections to choose from.

- Approve
- Return for Correction
- Details

Details – This is where you can view by day the reported hours.

08/01/2020 - 08/15/2020		8.00 Hours		Pending		Submitted On 08/05/2020, 03:41 PM	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
9	10	11	12	13	14	15	

+ Add Earn Code

Earn Code

Select Earn Code ▼

[Exit Page](#) Cancel Save Preview

You will have to return to the “Preview” page, to approve the document.

If the document is “Returned for Correction”, a comment is required to return the document.

1

Preview

! Please enter a comment to proceed.

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	8.00
Week 3	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Return for correction Approve

Once the document has been approved you will receive notification.

✓ Leave Report successfully approved.

Leave Request Approvals

Approvals - Leave Request

 Proxy Super User  Reports

Approvals

Leave Report

Leave Request

Leave Request

August

2020

All Departments

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 2 Awaiting	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- When you pull up the Leave Request Approvals – it is going to bring you to a month view of the calendar, and you will have a notification on any day that you have a request for. You must pull each month up separately to view for approvals.

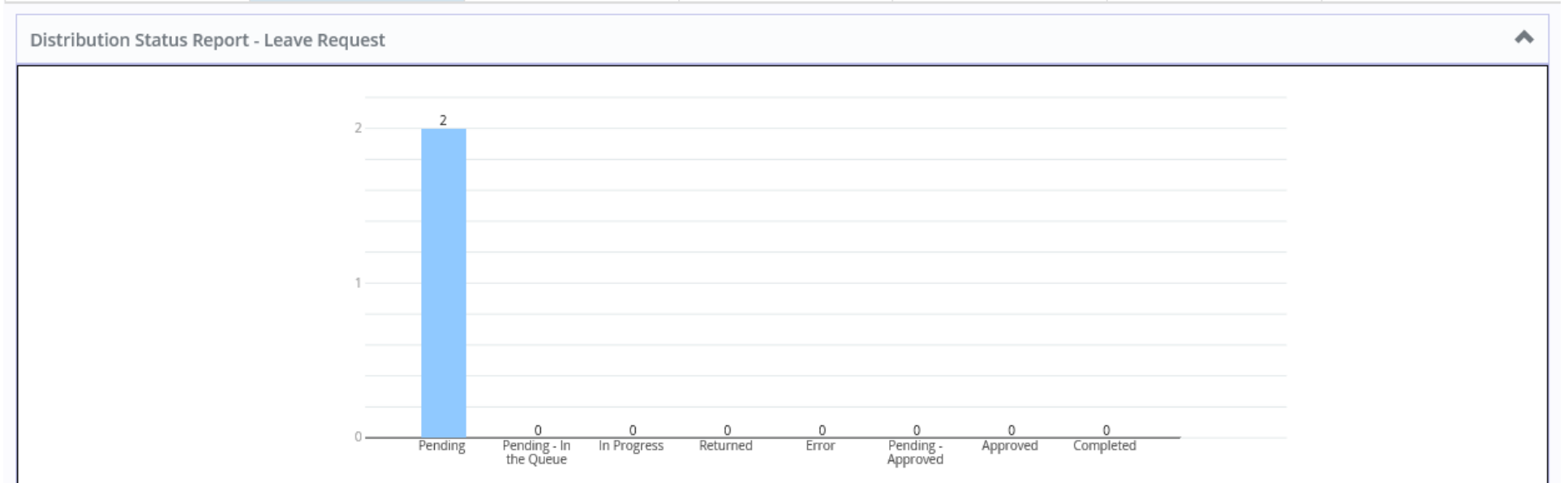
Important Details about Leave Requests

- Leave Request can only be put in for future pay periods. You cannot request leave for the current pay period.
- You can request time off up to a year in advance.
- Leave entered on your leave requests is extracted into your timesheet/leave report on the pay period it falls within.
 - Your time on your leave request is extracted on your timesheet/leave report even if it is not approved by your supervisor.
 - If your requested time off has been returned for correction it will not extract onto your timesheet/leave report.
 - Your or your supervisor can still update the leave time extracted, if the leave time changed from the request.

Select the day of the month that has pending leave requests.

Leave Request ▼ August ▼ 2020 ▼ All Departments ▼ All Status ▼ Enter ID/Name

Monthly View						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 2 Awaiting	18	19	20	21	22

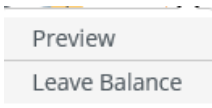


- The above bar graph is a visual representation of the leave requests for the month you are viewing.

Below the bar graph will be the actual detail of the leave requests.

Pending 2				
Employee Name	ID	Organization	Hours/Days/Units	
Wetuski, Jaice D. Payroll Coordinator, 3N0008-00	000286333	S-621000, Payroll	20.00 Hours	i 1 ⋮
Curtis, Stacie M. Payroll Manager, 3N9029-00	000179887	S-621000, Payroll	16.00 Hours	i ⋮
Pending - In the Queue 0				
In Progress 0				
Returned 0				
Error 0				
Pending - Approved 0				
Approved 0				
Completed 0				

To view the leave request, select the Employee Name or ⋮, and select preview.

- When selecting ⋮, you have the option to , the same as the timesheets/leave reports.

Select "Preview"

Preview

000286333 - Wetuski, Jaice D.

Payroll Coordinator, 3N0008-00, S, 621000, Payroll

Pay Period: 08/16/2020 - 08/31/2020 | 20.00 Hours

Submitted On: 08/05/2020, 12:01 PM

Earning Distribution	
Earn Code	Total
Vacation Hours Taken	16.00
Sick Hours Taken	4.00
Total Hours	20.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	4.00
Week 2	16.00
Week 3	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Delete	Details
Return for correction	Approve

The top of the preview, is going to have the

- Employee's Sam Id & Name
- Employee's Title Position-Suffix, Organization Number, Department
- Pay Period Dates and Total Hours on Leave Request
- When the Employee Submitted the document

Earnings Distribution is the total hours by Earn Code (Leave Type) being requested as time off.

Then there is a Weekly Summary of total Hours.

There is a comment field for the approver to add any comments needed.

Then, there are three selections to choose from.

- Delete
- Details
- Approve
- Return for Correction

When “Details” is selected: The calendar view of each day is brought up for the approver to view. Then Select “Preview” to return.

09/01/2020 - 09/15/2020 | 8.00 Hours ⓘ 🗨️ Pending Submitted On 08/10/2020, 12:43 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3 8.00 Hours	4	5

➕ Add Earn Code

Vacation Hours Taken ⓘ 8.00 Hours ✎ 🗨️ ⌵

Total: 8.00 Hours

1

Please enter a comment to proceed.

Preview

Weekly Summary

Week	Total Hours
Week 1	
Week 2	8.00
Week 3	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Return for correction Approve

When “Return for Correction” is selected, a comment must be made by the Approver before the Leave Request can be returned.

Select Delete – The Leave Request will be deleted from the queue completely.

Leave Request successfully deleted.


Preview




000179887 - Curtis, Stacie M.
Payroll Manager, 3N9029-00, 5, 621000, Payroll
Pay Period: 09/01/2020 - 09/15/2020 | 8.00 Hours
Submitted On: 08/10/2020, 12:43 PM

Earning Distribution	
Earn Code	Total
Vacation Hours Taken	8.00
Total Hours	8.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	8.00
Week 2	
Week 3	


Select Approve – You will receive notification that it has been approved.



Select ; to view comments.

20.00 Hours   

Comments

Wetuski, Jaice D.
Pending On 08/05/2020 | 12:01 PM
Comment: Requesting time off for a doctor's appointment and some vacation days.

Select ; to view approval information.

16.00 Hours  

List of Approvers

Originated On 08/05/2020, 03:39 PM by Curtis, Stacie M.
Submitted On 08/05/2020, 03:40 PM by Curtis, Stacie M.
Approve by 08/15/2020, 05:00 PM

Walker, Charity M.
Sequence 1.00
Pending Approval