Approving Timesheet/Leave Reports and Leave Requests

- Log into My Sam
- Click the Employees Tab
- Click the Banner Employee Profile link
• Under the selection “My Activities”, select the appropriate approval queue.

"Timesheet/ Leave Report Approval” –

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

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

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, you will need to make sure that you select the correct timesheets,
  - 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.
# Leave Report Approval

The Leave Report/Timesheets are grouped by status. To select the timesheet/leave report to view, Select on the right hand side, and then choose, Preview or Leave Balance.
When you select Preview, the below summary is displayed.

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.

<table>
<thead>
<tr>
<th>08/01/2020 - 08/15/2020</th>
<th>8.00 Hours</th>
<th>Pending</th>
<th>Submitted On 08/05/2020, 03:41 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUNDAY</strong></td>
<td><strong>MONDAY</strong></td>
<td><strong>TUESDAY</strong></td>
<td><strong>WEDNESDAY</strong></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

**Add Earn Code**

**Earn Code**

Select Earn Code

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.

Weekly Summary

<table>
<thead>
<tr>
<th>Week</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>8.00</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
</tr>
</tbody>
</table>

Comment (Optional):

Add Comments

2000 characters remaining

☐ Confidential Comment

Once the document has been approved you will receive notification.

Leave Report successfully approved.
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.

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.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID</th>
<th>Organization</th>
<th>Hours/Days/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wetuski, Jaice D.</td>
<td>000286333</td>
<td>S-621000, Payroll</td>
<td>20.00 Hours</td>
</tr>
<tr>
<td>Payroll Coordinator, 3N0008-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtis, Stacie M.</td>
<td>000179887</td>
<td>S-621000, Payroll</td>
<td>16.00 Hours</td>
</tr>
<tr>
<td>Payroll Manager, 3N9029-00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

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.

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

**Select** 📀; to view comments.

**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.

**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