Approver for Leave Report Guide

This guide is for the Approvers for hourly employees who enter their time on Web time entry using the self-service application in *myWSU* and is accessed through the Employee Dashboard

How to Approve Leave for Leave Report

To Approve Leave:

1. In myWSU, **select** Employee Dashboard, located on the Faculty/Staff page



1. Click **Approve Leave Report** under My Activities on the Employee Dashboard



1. Under Approval:
	* **Select** Department, Pay Period, and Status
	* Click the **drop down** to view all employees in each category or leave status as “all except not started”



* + **View** the Distribution Status Report displaying all records and their status



1. **Select** the employee to Preview the employees Leave Report



* + **Preview** the hours and codes the Employee entered for leave
	+ You have the option to:
		- **Approve**, **Return for Correction**, or view **Details**



1. Click **Details** to view the type of leave code used for each date
2. Click **Preview** to return



1. Click **Return for Correction** to have employee change leave code or time entered.
	* The employee will modify and resubmit
2. If no changes are needed, Click **Approve** to Approve Time
	* Once Leave Report is approved, no changes can be made by the approver or employee.
		+ Contact timekeeping@wichita.edu for changes to leave entered and approved.
3. Status shows as Approved and notification will indicate successful approval
4. Distribution Status will indicate Pending, In Progress, and Approved



Contact Information

* Web Time Entry Questions: Timekeeping: (316) 978-3074 or timkeeping@wichita.edu
* Application Training: ITS Applications Training: (316) 978-5800 or training@wichita.edu
* Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu