

Supervisor Approval for Employee Leave Report Instructions

At the 'Welcome to Banner @ JCU' screen click on 'Staff' or 'Faculty' and then on the drop down menu click on 'Employee Dashboard'. The following screen will appear. Click on 'Approve Time'.

Employee Dashboard

Leave Balances as of 04/07/2021

Vacation Time in hours: 167.50 Sick Time in hours: 450.00 Personal Time in hours: 15.00

Mission Leave in hours: 22.50

Pay Information

Latest Pay Stub: 02/26/2021 All Pay Status Deductions History

My Activities

- Enter Leave Report
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Form (EPAF)
- Effort Certification
- Labor Redistribution
- Campus Directory

Click on the arrow next to 'Select Pay Period' and then scroll down to the pay period you will be approving.

Approvals - Leave Report

Leave Report All Departments 03/01/2021 - 03/31/2021 (2021 MN 3) All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report

Pending: 1

Employee Name	ID	Organization	Hours/Days/Units
[Redacted]	[Redacted]	[Redacted]	7.50 Hours

03/01/2021 - 03/31/2021 (2021 MN 3)

03/01/2021 - 03/31/2021 (2021 MN 3)

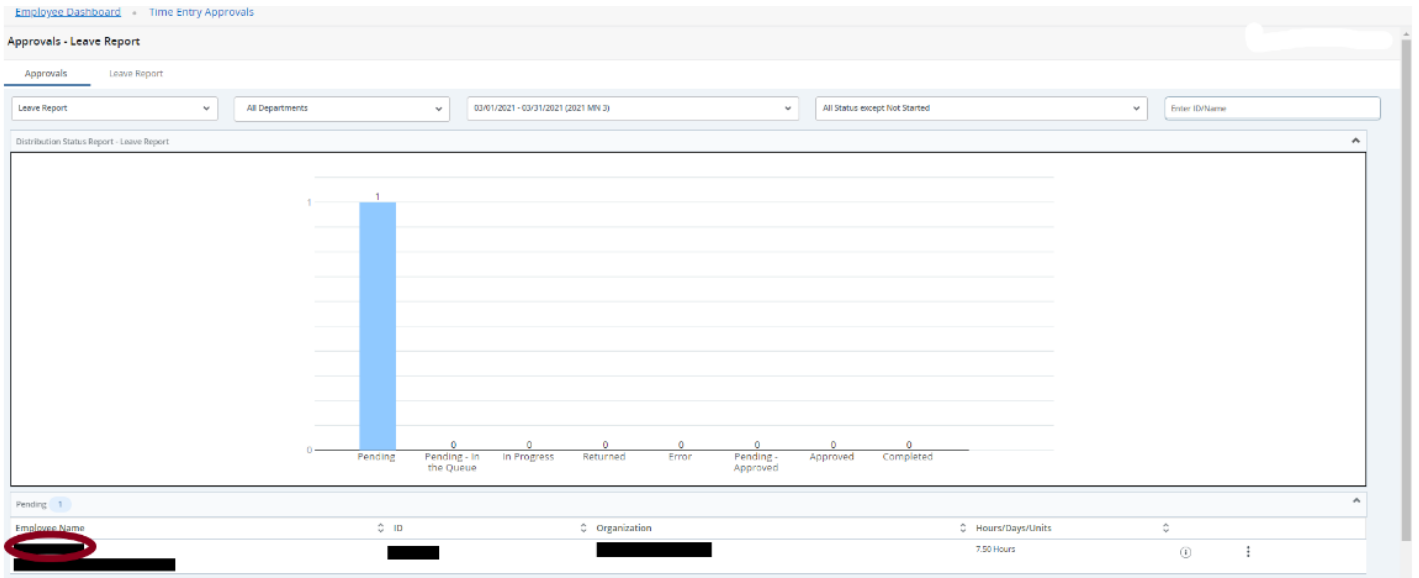
02/01/2021 - 02/28/2021 (2021 MN 2)

01/01/2021 - 01/31/2021 (2021 MN 1)

12/01/2020 - 12/31/2020 (2020 MN 12)

11/01/2020 - 11/30/2020 (2020 MN 11)

Click on the name of the employee.



Review hours and if correct, click 'Approve'.

Preview

[Redacted]

[Redacted]

Pay Period: 03/01/2021 - 03/31/2021 | 7.50 Hours

Submitted On: 03/26/2021, 02:48 PM

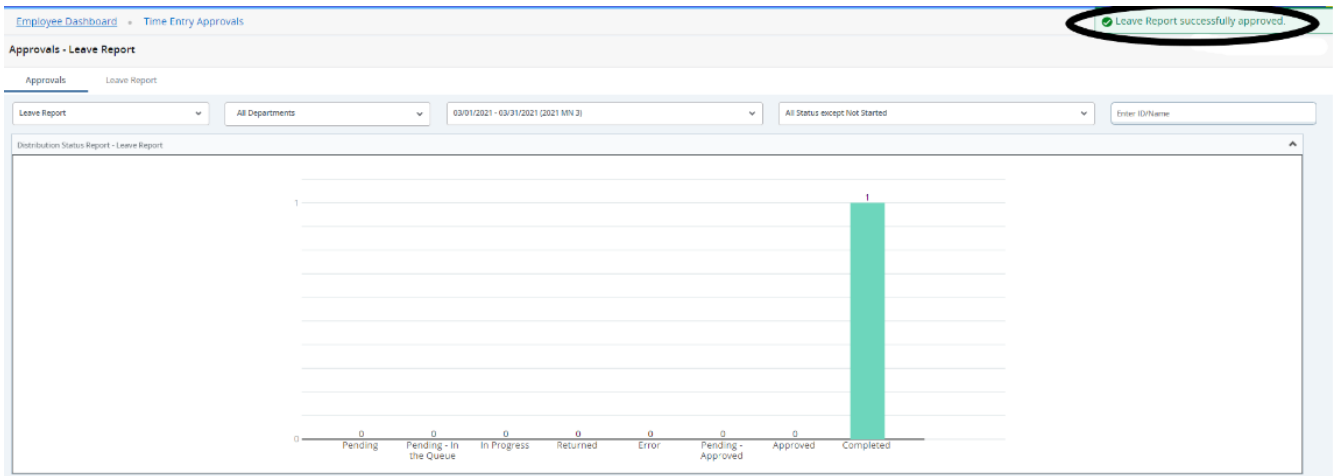
Earning Distribution	
Earn Code	Total
Vacation Time	3.75
Personal Time	3.75
Total Hours	7.50
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	
Week 3	7.50
Week 4	
Week 5	


Details

Return for correction | **Approve**

The following screen will appear:



Supervisors will have until 11:59 pm on the 10th of the following month to approve.
Please note, any changes in due dates will be sent via email.

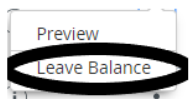
To review employee current leave balances, click  .

Employee Dashboard - Time Entry Approvals

Distribution Status Report - Leave Report

Status	Count
Pending	0
In Progress	3
Returned	0
Error	0
Approved	0
Completed	1
Cancelled	0

Employee Name	ID	Organization	Hours/Days/Units	Info	Menu
[Redacted]	[Redacted]	[Redacted]	15.00 Hours	ⓘ	⋮
[Redacted]	[Redacted]	[Redacted]	0.75 Hours	ⓘ	⋮
[Redacted]	[Redacted]	[Redacted]	15.00 Hours	ⓘ	⋮



Then,

The following screen will appear:

Employee Leave Balance

Category	Item	Value
Vacation Time	Beginning Balance	37.50
	Earned	150.00
	Taken	0.00
	Vacation Time in hours	187.50
Personal Time	Beginning Balance	0.00
	Earned	22.50
	Taken	0.00
	Personal Time in hours	22.50
Sick Time	Beginning Balance	205.25
	Earned	7.50
	Taken	0.00
	Sick Time in hours	212.75
Mission Leave	Beginning Balance	0.00
	Earned	22.50
	Taken	22.50
	Mission Leave in hours	0.00