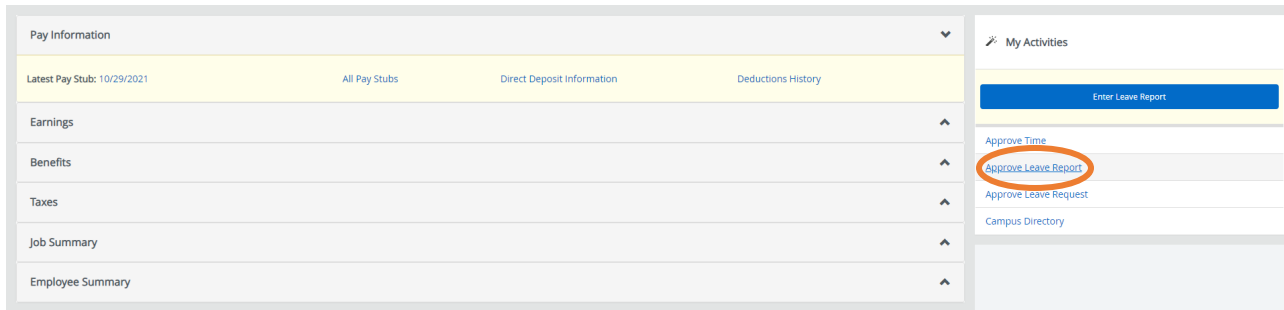


## Contract Employee Supervisor – Leave Report Approvals

DEADLINE: 10<sup>th</sup> of the month at 12:00 noon for prior month leave reports

LOG IN: badgerweb.snow.edu

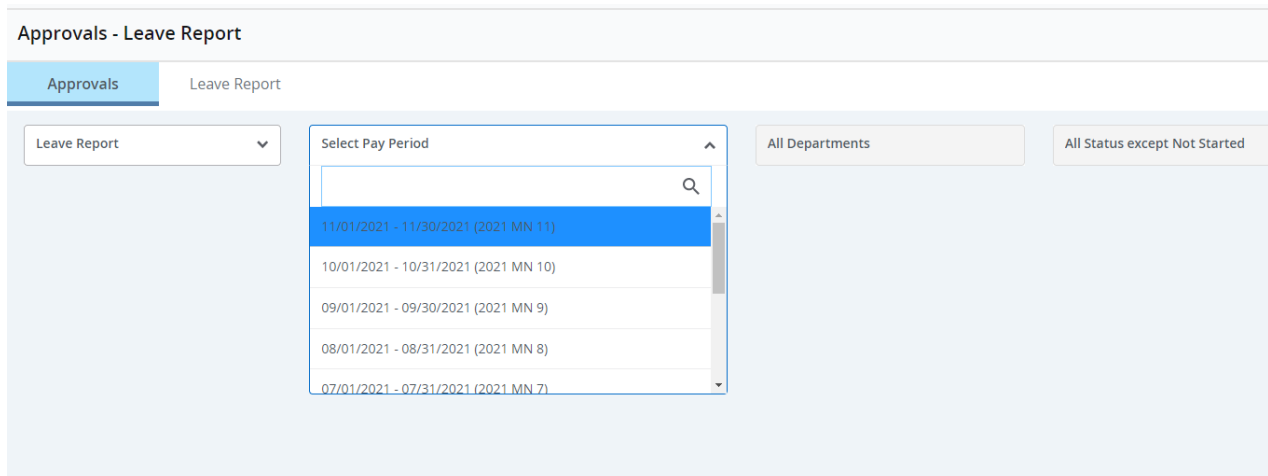
- ➔ Employee
- ➔ Employee Dashboard
- ➔ Approve Leave Report



PARAMETERS:

**Leave Report** (default setting)

**Select Pay Period** (select month to approve from dropdown menu)



**All Departments** (default setting)

**All Status except Not Started** (default setting)

Use dropdown menu to select **Not Started** to see unopened leave reports

STATUSES:

**Pending** (leave report submitted for approval)

- ➔ See icon options to right of employee name for list of approvers, comments, warnings and action menu.

➔ Click on employee name to see breakdown of hours – **Preview** box will pop up

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> <b>NAME</b> Student Services Coordinator-R, PRF913-04	00000729	A-5080, Academic Advising	6.50 Hours
<input type="checkbox"/> Athletic Assistant, PRF866-00	00029718	A-9010, Director of Athletics	
<input type="checkbox"/> HAC/BAC Sports Compl Dir, PRF853-00	00000135	A-9010, Director of Athletics	0.00 Hours
<input type="checkbox"/> Office Manager Athletics/AC, SCT966-01	00000454	A-9010, Director of Athletics	12.00 Hours

➔ Scroll down to see weekly summary of hours

### Leave Report Detail Summary

Pay Period: 10/01/2021 - 10/31/2021 | 6.50 Hours | Pending Submitted On 10/26/2021, 08:55 AM

Time Entry Detail			
Date	Code	Shift	Total
10/04/2021	SIC, Sick Leave	1	1.75 Hours
10/05/2021	VAC, Vacation Leave	1	0.50 Hours
10/12/2021	VAC, Vacation Leave	1	0.50 Hours
10/15/2021	SIC, Sick Leave	1	0.75 Hours
10/22/2021	VAC, Vacation Leave	1	3.00 Hours

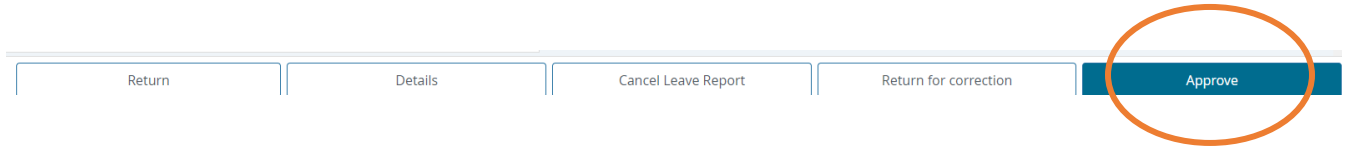
Summary								
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
SIC, Sick Leave	1		1.75	0.75				2.50 Hours
VAC, Vacation Leave	1		0.50	0.50	3.00			4.00 Hours
<b>Total Hours</b>			2.25	1.25	3.00			

Routing and Status			
Name	Action	Date & Time	
	Originated	10/06/2021, 08:33 AM	
	Submitted	10/26/2021, 08:55 AM	

➔ Click on **Details** at bottom of popup **Preview** box to see daily time entries

Return	<b>Details</b>	Cancel Leave Report	Return for correction	Approve
--------	----------------	---------------------	-----------------------	---------

- ➔ If error is found, click on **Return for correction** to return leave report to the employee
- ➔ If no errors, Click on **Approve**



**In Progress** (employee has opened leave report, but has not yet submitted it for approval)

- ➔ Contact employee to request leave report be submitted so that it can be approved

**Returned**

**Error**

**Approved**

**Completed**

**Cancelled**