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# Web Time Entry or Leave Reporting Approvers/Proxies

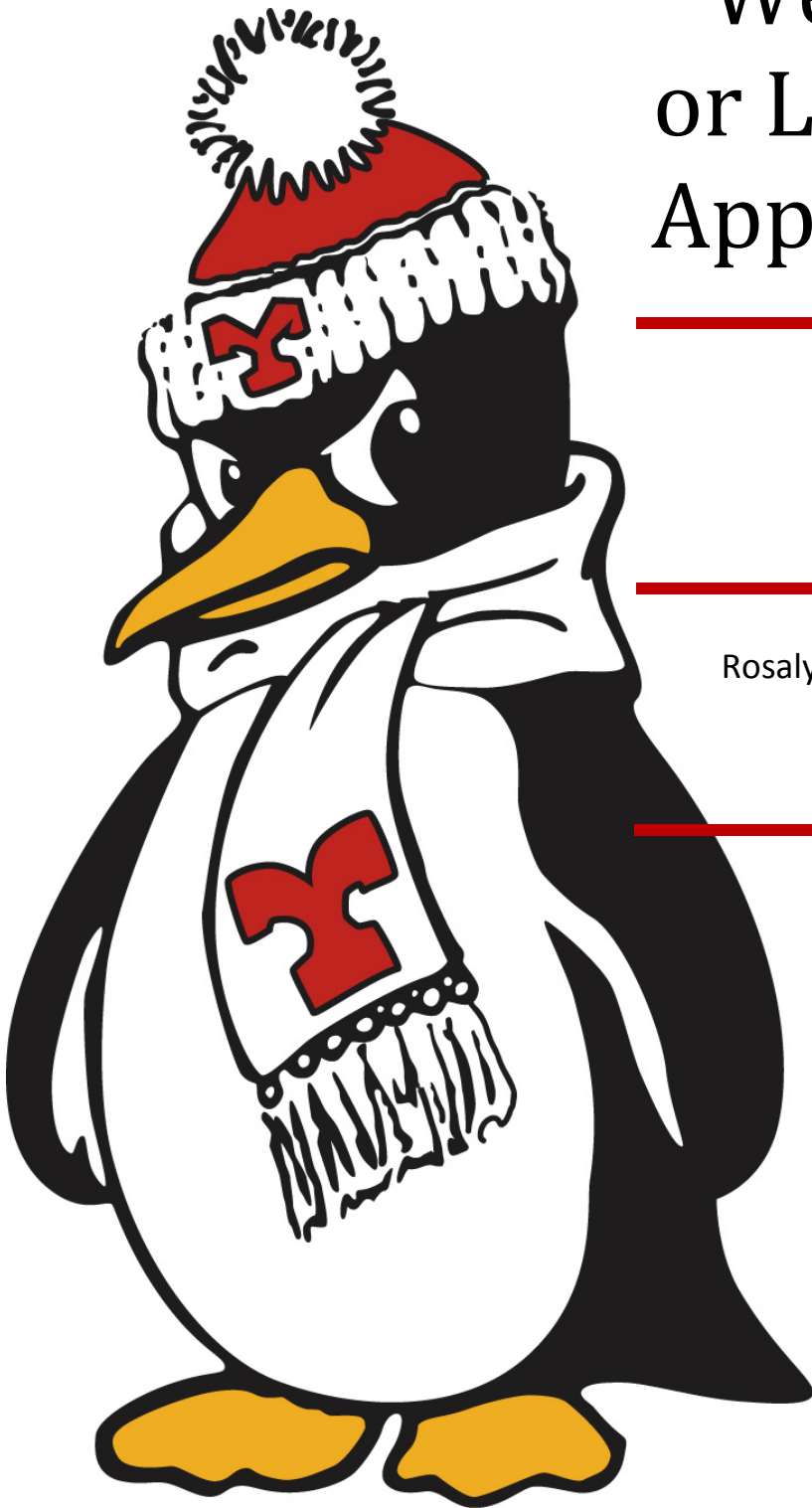
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Self-Service Banner

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Rosalyn Donaldson, Technology & Training  
Coordinator

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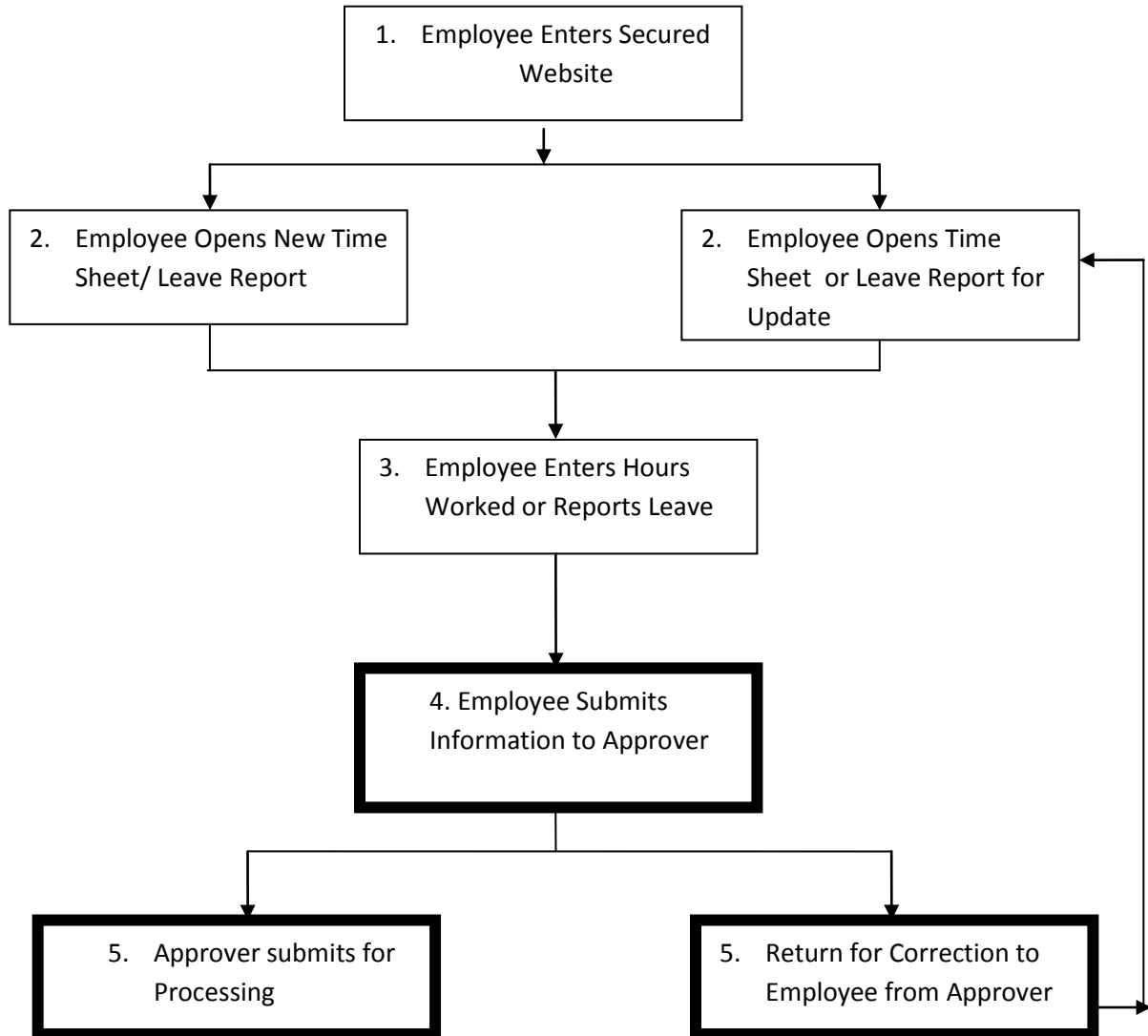
If you are an Approver who uses Internet Native Banner (INB) you will receive notices in INB of time sheets pending approval. Please respond "NO" when asked if you want to approve using INB. Approve time in Self-Service only. Responding "Yes" may lock up your session of INB.

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## Web Time Entry and Leave Reporting Overview

Web Time Entry, for classified employees, is the time keeping method for employees at YSU found in your Banner Self-Service menu. Web Leave Reporting, for professional administrative employees, is the method for reporting leaves taken during a pay period. Employees will be responsible for entering and submitting their time or leave every pay period. From that point, the approver will be responsible for approving the hours or leaves. Once the approver has approved the hours or leaves, they will be processed into the Banner System.

### Web Time Entry or Leave Reporting Flow Chart



### Definitions: Web Time Entry and Leave Reporting Approvers or Proxies

An **approver** is the person who will certify that the time or leave reported is accurate and validate the time or leave submitted by an employee on the Web. Typically, an approver is the direct supervisor.

Approvers should establish a **proxy** as soon as possible. A **proxy** is an individual who will act on another's behalf to approve a time sheet or leave report. A proxy should be someone who is familiar with the employee's schedule and can certify that the time or leave reported is accurate.

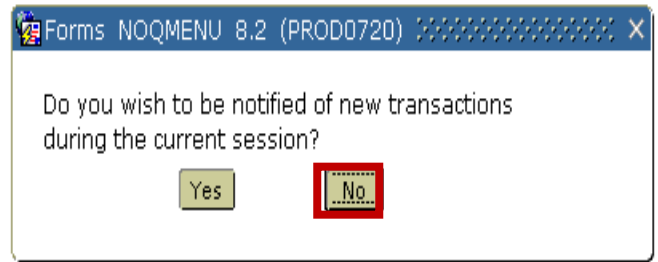
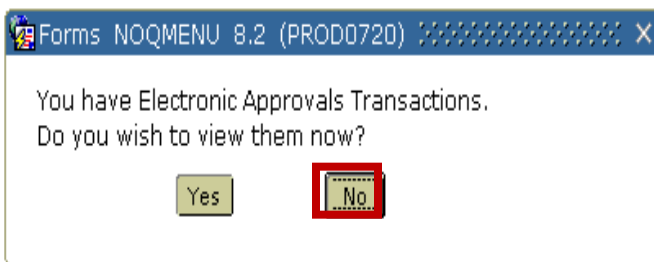
## Logging On to Self-Service



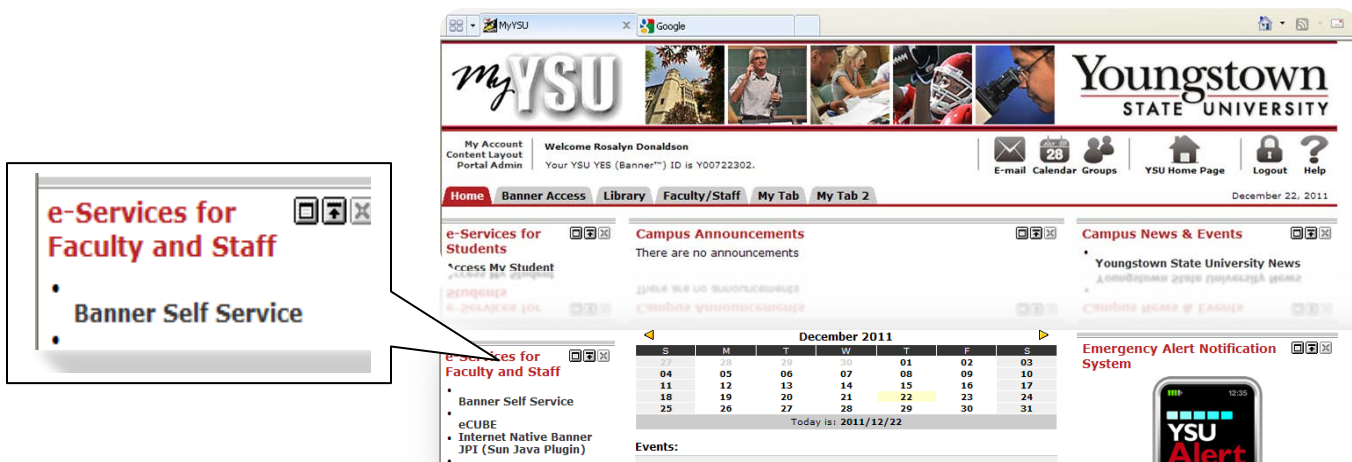
- Access the My YSU Portal from the YSU home page
- Enter your username and password to login into the portal.
- If you have forgotten your password, go to [my.ysu.edu](http://my.ysu.edu) and use the option to reset it found below "How do I reset my password?"



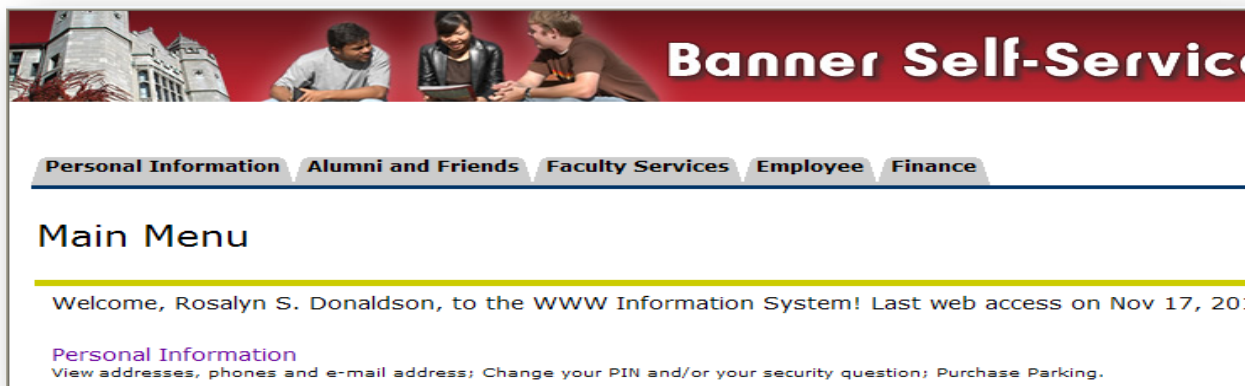
If you are an Approver who uses Internet Native Banner (INB) you will receive notices in INB of time sheets pending approval. Please respond "NO" when asked if you want to approve using INB. Approve time in Self-Service only. Responding "Yes" in INB will lock up your session of INB. Messages are shown below.



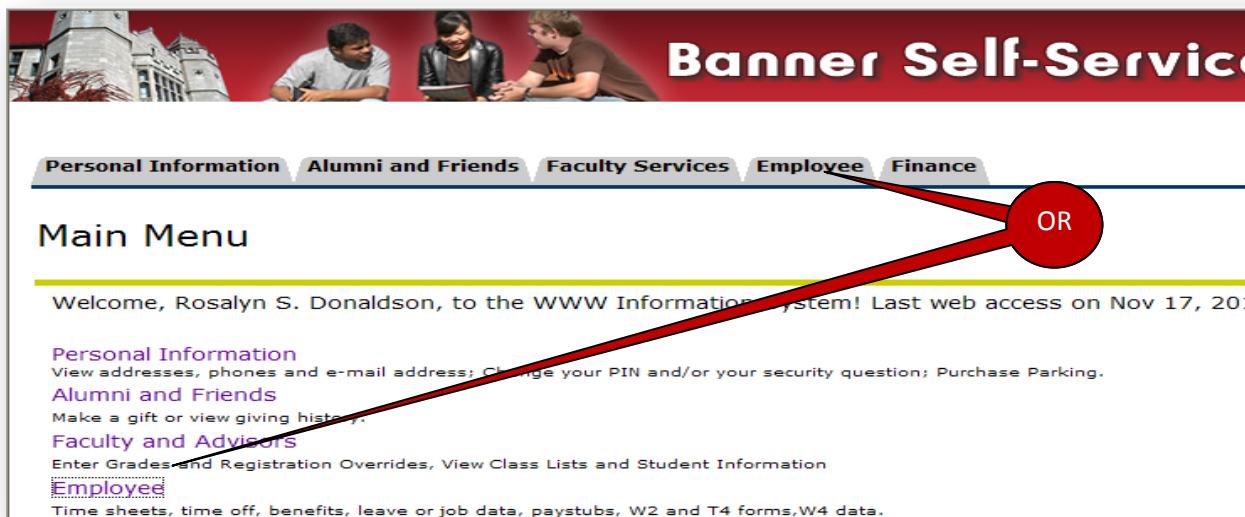
In the MyYSU Portal, under **e-Services for Faculty and Staff**, click **Banner Self-Service**.



Click **Personal Information** – OR -- the **Personal Information** tab on the Main Menu to Change your PIN, establish a security question and reset your own PIN if you forget it. **This is a one-time only set-up.**



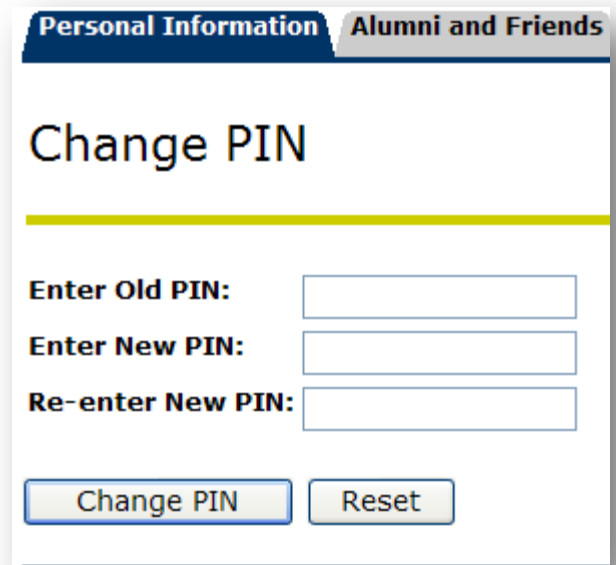
Click **Employee** – OR -- the **Employee** tab on the Main Menu to view your Time Sheet or Approve Time options.




## Set Your PIN

Employees must set your PIN (Personal Identification Number) when they first use Web Time Entry. The PIN is a unique six-digit number for certifying your identity when submitting or approving time. It is not the registration PIN used by students. **It is a onetime setup unless you forget your PIN.**

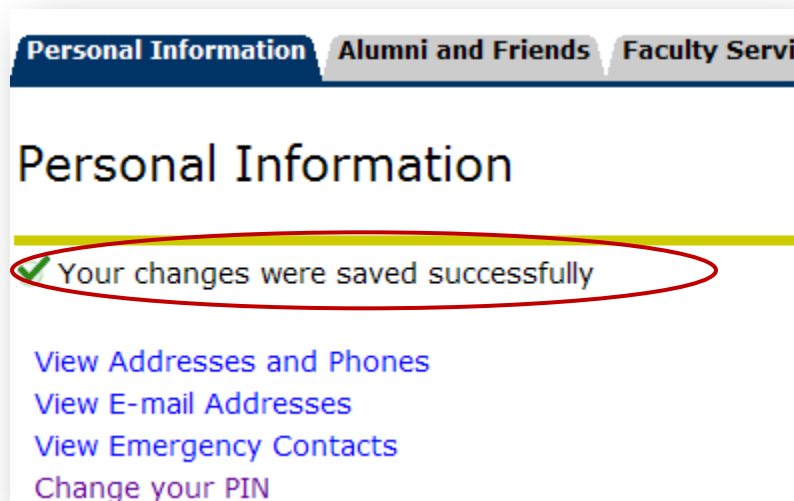
1. On the Main Menu or tabs click **Personal Information**.
2. Click **Change your PIN** to select a new PIN on the Change PIN page.
3. Enter your Old PIN. The Old PIN for first time users is **yynnnn** (where **yy** is your birth year and **nnnn** is the last 4 digits of your SSN). If you have ever changed this PIN but cannot remember, you must be reset.
4. Enter New PIN. Choose a six digit number you can remember. Be selective in your choice here as your identity is verified by the use of your PIN when submitting your time sheets and approvals.
5. Re-enter new PIN.
6. Click **Change PIN** after completing your entries. The Reset button clears all entry fields.



The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information' (highlighted in blue), 'Alumni and Friends', and 'Faculty Services'. Below the navigation bar is the title 'Change PIN'. A horizontal yellow line separates the title from the form fields. The form contains three input fields: 'Enter Old PIN:', 'Enter New PIN:', and 'Re-enter New PIN:'. Below the input fields are two buttons: 'Change PIN' and 'Reset'.

If your old PIN is incorrect you will see:  Old PIN number verification error! Please contact the Tech Desk at X1595 for a PIN reset. Whenever you are reset, Self-Service returns you the option to enter a new PIN.

If your PIN changes are accepted, you will be returned to the Personal Information page and receive the following message.



The screenshot shows the 'Personal Information' page. The navigation bar at the top includes 'Personal Information' (highlighted in blue), 'Alumni and Friends', and 'Faculty Services'. The main heading is 'Personal Information'. Below the heading is a yellow horizontal line. A red oval highlights a green checkmark icon followed by the text 'Your changes were saved successfully'. Below this message are four blue links: 'View Addresses and Phones', 'View E-mail Addresses', 'View Emergency Contacts', and 'Change your PIN'.

## Change Your Security Question

To reset your own PIN at a future time, please establish a security questions. (**Onetime set-up**)

1. Click **Change Security Questions** on the Personal Information page.
2. Enter your current PIN to **Confirm your PIN**
3. Enter a **Question** and **Answer** in the designated boxes.
4. Click **Submit** when you are finished. Click **Reset** to clear the Question and Answer boxes if you are making corrections.

## Personal Information

✔ Your changes were saved successfully

[View Addresses and Phones](#)

[View E-mail Addresses](#)

[View Emergency Contacts](#)

[Change your PIN](#)

Need to update your PIN? Change it here.

[Change Security Question](#)

[Forgot your PIN?](#)

Reset your PIN using your security question

## Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

## Forgot Your PIN?

When you do not remember the PIN and you have a security question established, Click **Forgot your PIN?** to respond to the security question. **Submit Answer**, then you can reset your PIN to a new six digit number.

Contact the Tech Desk at X1595 to reset your PIN if you do not have a security question.

## Security Answer

User ID: Y00722302

Question: Your favorite team?

Answer:

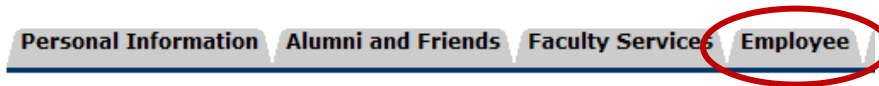
❗ Your PIN has to be reset. Please change it now.

New PIN:

Re-enter new PIN:

## Open Time Sheets or Leave Reports, Set Proxy

1. Click **Employee** from the Main Menu in Self-Service or click on the **Employee Tab** to access Time Sheets.
2. On the **Employee Tab**, click **Time Sheet** to view the **Time Reporting Selections**.



### Main Menu

Welcome, Rosalyn S. Donaldson, to the WWW Information System!

#### [Personal Information](#)

View addresses, phones and e-mail address; Change your PIN and/or your security quest

#### [Alumni and Friends](#)

Make a gift or view giving history.

#### [Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

#### [Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 form, W4 data.

### Employee

**The 2013 W2 form is now available!** Please use the Tax Forms required. If you do not know your PIN or need it reset, please con

**Notice to students:** Students cannot work more than 25 hours :

#### [Time Sheet](#)

To be used by Bi-Weekly Employees and Approvers Only!

#### [Leave Report](#)

To be used by Semi-Monthly Employees Only!

#### [Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, and Benefit Statement.

#### [Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

#### [Tax Forms](#)

W4 information or W2 Form.

#### [Jobs Summary](#)

#### [Leave Balances](#)



## Time Reporting Selection

Personal Information Alumni and Friends Student Financial Aid **Employee** Finance

### Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser

#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

### Selection Criteria Page

**Access my Time Sheet:** Allows you to complete a time sheet. See the Employee Web Time Entry document for details.

**Access my Leave Report:** Allows you to submit leaves that have been taken.

**Access my Leave Request:** Allows you to submit a Request for Leave time in advance of the pay period. (Option not in use)

Each of the options above are routed to an approver for review and approval.

**Approve or Acknowledge Time:** Allows you to view and acknowledge time for those who are routed to you or directed to you as a proxy. You may also see members of your ORG who are not your direct reports.

**Act as Proxy:** A pull-down list containing the names of each individual for whom the approver can act as a proxy. When a name is selected the values for that approver will be displayed in the Time Selection page. The word *Self* defaults, indicating a person is not acting as a proxy.

**Act as Superusers:** This status is reserved for Payroll. Allows access over departmental boundaries. When checked, the system will determine if Superuser status is granted prior to proceeding to the Approver Selection page.

## Proxy Set Up

Establish a proxy when you begin working with Web Time approvals or prior to your absence.

1. To establish a proxy on the Time Reporting Selection page, click **Proxy Set Up**.
2. Find your desired proxy in the alphabetized pull-down Name box.
3. Select the proxy by clicking their name displayed in the Name box.
4. Click the **Add** check box to add your proxy.
5. Click **Save**.

It is recommended that you select at least one proxy; however, you can establish multiple proxies if you desire.

If your proxy is in another ORG, please notify the Payroll department.

**Note:** Please inform your proxy of your decision to add them. Your employee timesheets and leave reports will be seen on their approval selections list. They will also receive notices when using Internet Native Banner of pending approvals if time sheet or leaves are waiting for approval.

Selection Criteria

Access my Time Sheet: **My Choice**

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Proxy Set Up

Banner Self-Service

Youngstown STATE UNIVERSITY

Personal Information | Alumni and Friends | Faculty Services | **Employee** | Finance

Proxy Set Up

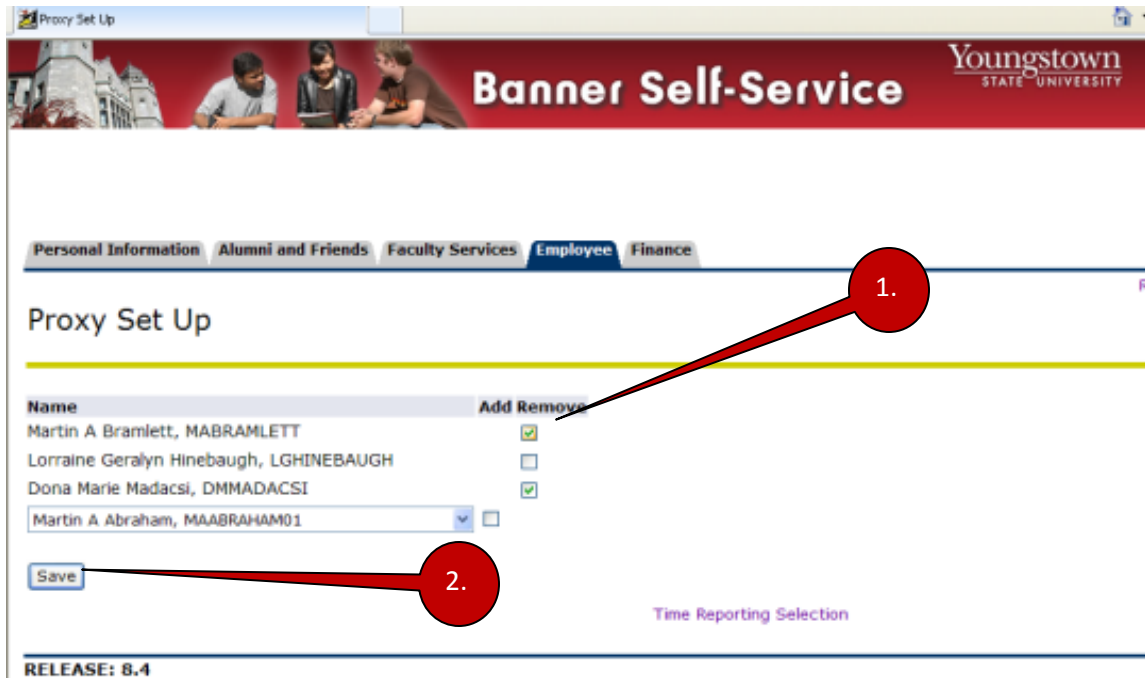
Name	Add Remove
Martin A Abraham, MAABRAHAM01	<input type="checkbox"/>
Martin A Abraham, MAABRAHAM01	<input checked="" type="checkbox"/>
Evaline Edith Abram-Diroll, EEABRAMDIROLL	<input type="checkbox"/>
Maureen D Adams, MDBRAJER	<input type="checkbox"/>
Stacey Lynn Adger, SLADGER	<input type="checkbox"/>
Linda J Adovasio, LJADOVASIO	<input type="checkbox"/>
Kathleen Akpom, KAKPOM	<input type="checkbox"/>
Salem Ayed Al Emaishat, SAALEMAISHAT	<input type="checkbox"/>
Javed Alam, JALAM	<input type="checkbox"/>
Robert William Albert, RWALBERT	<input type="checkbox"/>

Time Reporting Selection

## Remove Proxy

Approvers can remove a proxy as they desire.

1. Click the **Remove** checkbox beside the proxy to remove.
2. Click **Save**.



The screenshot shows the 'Banner Self-Service' interface for 'Youngstown STATE UNIVERSITY'. The 'Employee' tab is selected in the navigation bar. The 'Proxy Set Up' section contains a table with columns 'Name' and 'Add Remove'. The table lists three proxies: Martin A Bramlett, MABRAMLETT (checked), Lorraine Geralyn Hinebaugh, LGHINEBAUGH (unchecked), and Dona Marie Madacsi, DMMADACSI (checked). A dropdown menu shows 'Martin A Abraham, MAABRAHAM01' with an unchecked checkbox. A 'Save' button is located below the table. A red callout '1.' points to the 'Add Remove' checkboxes, and another red callout '2.' points to the 'Save' button. The footer indicates 'RELEASE: 8.4'.

Name	Add Remove
Martin A Bramlett, MABRAMLETT	<input checked="" type="checkbox"/>
Lorraine Geralyn Hinebaugh, LGHINEBAUGH	<input type="checkbox"/>
Dona Marie Madacsi, DMMADACSI	<input checked="" type="checkbox"/>
Martin A Abraham, MAABRAHAM01	<input type="checkbox"/>

## Time Reporting Selection Page

If you have time sheets to approve, you will see the **Time Reporting Selection** page.

### Approve or Acknowledge Time

1. Click the radio button for **Approve or Acknowledge Time**.
2. Click **Select** to continue to the Approver Selection page.

Personal Information Alumni and Friends Faculty Services **Employee** Finance

### Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	<b>My Choice</b>
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

Proxy Set Up

If you **do not** have time sheets to approve or your own time sheet to complete, you will see the following notification. This message may also indicate an unopened time reporting period or employees who have not opened time sheets during this pay period.

Personal Information Alumni and Friends Faculty Services **Employee** Finance

### Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

**Title and Department My Choice Pay Period and Status**

**You have no records available at this time. Please contact your Payroll Administrator if you have any questions.**

3.

If you are an Approver who uses Internet Native Banner (INB) you will receive notices in INB of time sheets pending approval. Please respond "NO" when asked if you want to approve using INB. Approve time in Self-Service only. Responding "Yes" may lock up your session of INB.

## Approver Selection Page

All time reports will be displayed on the **Approver Selection** page. The Approver Selection page is organized by department ORG and type, Time Sheets and Leave Reports.

1. Click the radio button for your ORG code and type selection. If you approve employees in more than one ORG it will be listed here.
2. Choose the Sort Order of your employee's, by Status and Name or by Name only. The default is "records by Status then by Name:" You may also choose to list items *by Name*.
3. Click **Select**.

The screenshot shows the 'Approver Selection' page with the following elements:

- Navigation:** Personal Information, Alumni and Friends, Volunteer, **Employee**, Finance
- Links:** SITE MAP, HELP, EXIT
- Title:** Approver Selection
- Section 1: Time Sheet**
  - Department and Description My Choice Pay Period:** Y, 120201, Human Resources (radio button selected) | BW, Mar 09, 2014 to Mar 22, 2014 (dropdown)
- Section 2: Leave Report**
  - Department and Description My Choice Leave Period:** Y, 120201, Human Resources (radio button selected) | SM, Mar 16, 2014 to Mar 31, 2014 (dropdown)
- Section 3: Sort Order**
  - My Choice:** Sort employees' records by Status then by Name: (radio button selected) | Sort employees' records by Name: (radio button)
- Action:** Select button

## Status Descriptions

<b>Not Started</b>	The employee has not viewed or entered hours/leave for this pay period.
<b>In Progress</b>	The employee has viewed or entered hours/leave but not submitted the hours/leave.
<b>Pending</b>	The employee has submitted hours/leave, awaiting approval from the approver.
<b>Approved</b>	Approver has approved the hours/leave.
<b>Return for Correction</b>	The approver found an error/incorrect hours entered on the time sheet. Employee needs to make changed and submit again for approval.
<b>Completed</b>	The hours/leave has been extracted into the payroll process.

# Department Summary Page

## View of Department Summary by Status and Name (Time Sheets)

[SITE MAP](#) [HELP](#)

### Department Summary

Select the employee's name to access additional details.

**COA:** Y, Youngstown State University  
**Department:** 120201, Human Resources  
**Pay Period:** Mar 25, 2012 to Apr 07, 2012  
**Act as Proxy:** Not Applicable  
**Pay Period Time Entry Status:** Open until Apr 11, 2012, 11:59 PM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
Y00401931	<a href="#">Stephen Lucivjansky</a> 999654 - 00 Administrative Assistant 4	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Leave Balance</a>
In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
Y00401999	<a href="#">Cynthia M Blevins</a> 998632 - 00 Analyst 1		.00	.00	<a href="#">Leave Balances</a>				
Y00604303	<a href="#">Linda Drabison Moore</a> 998906 - 00 Human Capital Mgmt Associate	16.00		.00	<a href="#">Leave Balances</a>				
Not Started									
ID	Name, Position and Title	Other Information							
Y00470828	<a href="#">Kimberly Ann Jenkins</a> 998631 - 00 Human Capital Management Assoc								
Y00402100	<a href="#">Susan D Jones</a> 998724 - 00 Benefits Management Rep.								
Y00632059	<a href="#">Samantha Jo Lemke</a> STUDENT - 13 Student Wages								
Y00401686	<a href="#">Carol Ann O'Brian</a> 999968 - 00 Administrative Assistant 1								

#### Pay Event Transactions

**Action required by all approvers:** 2  
**Time or Leave Transactions Approved or FYI:** 0  
**Time or Leave Transactions Awaiting Approval or FYI:** 1  
**Total:** 3  
**Total Hours:** 96.00  
**Total Units:** .00

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

## View of Department Summary by Name (Leave Report)

**COA:** Y, Youngstown State University  
**Department:** 120201, Human Resources  
**Leave Period:** Mar 16, 2014 to Mar 31, 2014  
**Act as Proxy:** Not Applicable  
**Leave Period Leave Entry Status:** Open until Apr 04, 2014, 11:59 PM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

ID	Name, Position and Title	Transaction Status	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
Y00722302	<a href="#">Rosalyn Sherrill Donaldson</a> 998560 - 00 Technology and Training Coord	Pending	Approve	.00	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Leave Record</a> <a href="#">Leave Balance</a> <a href="#">Errors</a>
Y00729167	<a href="#">Debra Anne LaRocco</a> 999045 - 00 Manager Employee Benefits	Not Started									
Y00483209	<a href="#">Jennifer Jill Lewis</a> 998393 - 00 Manager - EPC and Employee Rec	In Progress		.00	8.00	.00					<a href="#">Leave Balance</a>
Y00672623	<a href="#">Kevin William Reynolds</a> 999074 - 00 Chief Human Resources Officer	Not Started									
Y00407604	<a href="#">Alisha A Yannielo</a> 999644 - 00 Manager, HRIS	In Progress		.00	5.00	.00					<a href="#">Leave Balance</a>

## Description of Items on Department Summary

### A. Summary:

1. COA – Company
2. Department – Organization code and name
3. Pay Period – Period selected by the employee when completing time sheet
4. Act as Proxy - Displays *Not Applicable* when you are the approver in the routing queue for the employee. Displays the name of the Approver when you are serving as a proxy.
5. Pay Period Time Entry Status (Time entry): Cutoff date and time displayed. **NOTE: Please review and approve all time sheets before the time shown elapses. Failure to do so may result in a delay in pay for your employee(s).** Leave Period Leave Entry Status (Leave report): Cutoff date and time for approving leave reports. **NOTE: Please review and approve all leave reports before the time elapses.**

### B. Action Buttons:

1. Change Selection – Returns to the Approver Selection page to select another org code or type of approval.
2. Select All, Approve or FYI – Approves all time listed without review. **WARNING: Always review time sheets.**
3. Reset – Returns the status of the time records to their original
4. Save - Saves changes including approval status for time sheets.

### C. Other Information:

1. Change Time Record - Allows the approver to update the timesheet.  
**Note:** We have chosen to not allow approvers to make changes to the time sheet. Approvers should return a time sheet to the employee using the **Return for Correction** option.
2. Comments – Add or view comments when necessary. Comments are identified by showing “with Comments” as a message after the approvers name.
3. Leave Balance – View the employee’s leave balance. Leave balances are shown based on the accrual occurring after the last pay period. It is the employee’s responsibility to manage their available time. The approver may verify that they have time available to take.

## Example Department Summary Page

1. See the Status descriptions (p. 11) to become familiar with each group displayed in the summary.
2. Name, Position and Title – Click the employee’s name to review the time sheet as submitted. Review web time sheet and employee comments for accuracy. If the time sheet has been opened you can view the entries but no action is allowed on “**In Progress**” status time sheets.
3. Required Action – Your response to time sheets or leave request or reports.

Department Summary

Select the employee's name to access additional details.

COA: Y, Youngstown State University  
Department: 60200, Computer Services  
Pay Period: Nov 20, 2011 to Dec 03, 2011  
Act as Proxy: Not Applicable  
Pay Period Time Entry Status: Open until Dec 06, 2011, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending							
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction
Y0040785	<a href="#">James Joseph Kleeh</a> 999802 - 00 Progr Analyst 4 Compt Svcs	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Info	
Y00475854	<a href="#">Lorraine Geralyn Hinebaugh</a> 999674 - 00 Systems Analyst 2		.00	.00	Leave Bal	

Example: Time sheet grouped by status.

## Reviewing Web Time Sheets and Leave Reports

Review electronic time sheets or leave reports in the same manner as you would paper time sheets or leave report. Whenever time is not the standard work day, the student Time In/Out is not reported according to your record, or leaves are reported, please review the comment section of the electronic form. Employees should clarify any time which would have been presented on the Request for Leave Form: (ex. Sick, Bereavement, FMLA, Other Leaves).

It is not necessary for employees to comment on Vacation or Personal Leave Accrual (Personal Time).

If employees are reporting bereavement, sick (self or others) or FMLA, Leave with pay and benefits, Leave without pay With Benefits, or Leave without Pay and without Benefits the comments should be written in the comments section of the time sheet.

**Return for Correction** whenever the appropriate comments are not given or the time or leave reported is incorrect.

## Review Comments

All comments should include: **Date(s) Taken, Earn Code, Number of Hours and an explanation where necessary.**

**Example: 4/17 Sick Leave, 3 hours, Daughter**



## Return for Correction

**Return for Correction** sends the timesheet or leave report back to the employee to correct any time entries or to record comments about time taken. Please remind the employee of the critical **Submit by Date**.

1. Click the **Return for Correction** check box to send time sheet back to the employee to revise.
2. Click the **Save** button.

### WARNING:

**The employee will not receive any electronic notification that you have returned their timesheet or leave report for corrections.**

You must communicate with your employee as soon as possible when you have returned their timesheet or leave report for corrections.

## Approve or FYI

After reviewing the employee's time sheet or leave report, if no corrections are needed:

1. Click the **Approve or FYI** check box to approve.
2. Click the **Save** button.

## Returning Timesheets to Employees after Approval

An approved timesheet can be *returned for correction* as long as the Submit by Date and Time have not past. To do this you must first click **Return Time** (button found in an approved time sheet), then click **Return for Correction**. Please remind the employee of the critical **Submit by Date**.

1. From inside the employee's approved time sheet, click **Return Time** to return the time from *Approved* status to *Pending* status.
2. Click the **Return for Correction** button to send time sheet back to the employee to revise. The timesheet status becomes *Return for Correction*.

## Returning Leave Reports to Employees

Only **unapproved** Leave Reports can be returned to employees for correction. Please verify the leave report is accurate before approving. Leave reports are submitted after the period has passed. Your approval will update the Banner system immediately. If you must correct a leave report after it has been approved, please contact Human Resources at extension 3148.

# View Employee Time Sheet

## Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:  
Title:

999654-00 Administrative Assistant 4

Department and Description:  
Transaction Status:

Y 120201 Human Resources  
Pending

[Routing Queue](#) | [Account Distribution](#)

### Time Sheet

Earnings	Shift Special Rate	Total Hours	Total Units	Sunday , Mar 25, 2012	Monday , Mar 26, 2012	Tuesday , Mar 27, 2012	Wednesday , Mar 28, 2012	Thursday , Mar 29, 2012	Friday , Mar 30, 2012	Saturday , Mar 31, 2012	Sunday , Apr 01, 2012	Monday , Apr 02, 2012	Tuesday , Apr 03, 2012	Wednesday , Apr 04, 2012	Thursday , Apr 05, 2012	Friday , Apr 06, 2012	Saturday , Apr 07, 2012
Regular Hour Input	1	72			8	8	8	8	8			8	8	8	8		
Vacation Pay	1	8															8
<b>Total Hours:</b>		80			8	8	8	8	8	8		8	8	8	8	8	8
<b>Total Units:</b>			0														

### Routing Queue

Name	Action and Date
Kevin William Reynolds	Originated Mar 30, 2012 03:47 pm Submitted Apr 06, 2012 12:01 pm Pending

### Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Mar 25, 2012	100.00		111000	120201	603300	63				

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# View Employee Leave Report

## Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:  
Title:

Department and Description:  
Transaction Status:

Y 120201 Human Resources  
In Progress

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### Leave Report

Earnings	Total Hours	Total Units	Sunday , Mar 16, 2014	Monday , Mar 17, 2014	Tuesday , Mar 18, 2014	Wednesday, Mar 19, 2014	Thursday , Mar 20, 2014	Friday , Mar 21, 2014	Saturday , Mar 22, 2014	Sunday , Mar 23, 2014	Monday , Mar 24, 2014	Tuesday , Mar 25, 2014	Wednesday, Mar 26, 2014	Thursday , Mar 27, 2014	Friday , Mar 28, 2014	Saturday , Mar 29, 2014	Sunday , Mar 30, 2014	Monday , Mar 31, 2014
Vacation Pay	8														8			
<b>Total Hours:</b>	8														8			
<b>Total Units:</b>		0																

### Leave Balances as of Mar 28, 2014

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Vacation Leave	Hours	0	Aug 19, 2012	105.83	131.94	112.5	125.27
Sick Leave	Hours	0	May 21, 2012	1035.75	90	100.5	1025.25
Personal Leave	Hours	0	May 21, 2012	0	0	0	0
Bereavement Leave	Hours	0	May 21, 2012	-8	0	0	-8
Excessive Leave Reporting	Hours	0	May 21, 2012	0	0	0	0
Military Leave	Hours	0	May 21, 2012	0	0	0	0
Personal From Sick	Hours	0	May 21, 2012	0	0	32	-32
Military Differential hours	Hours	0	May 21, 2012	0	0	0	0

### Routing Queue

Name	Action and Date
.	Originated Mar 27, 2014 10:41 am
	In the Queue

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