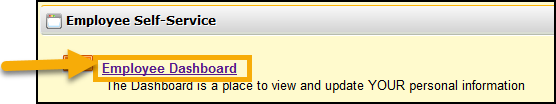
Approver for Leave Report Guide

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

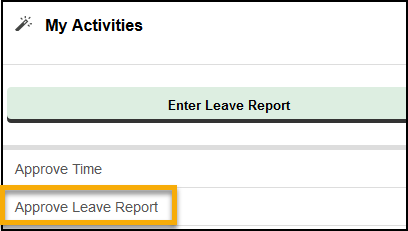
How to Approve Leave for Leave Report

To Approve Leave:

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



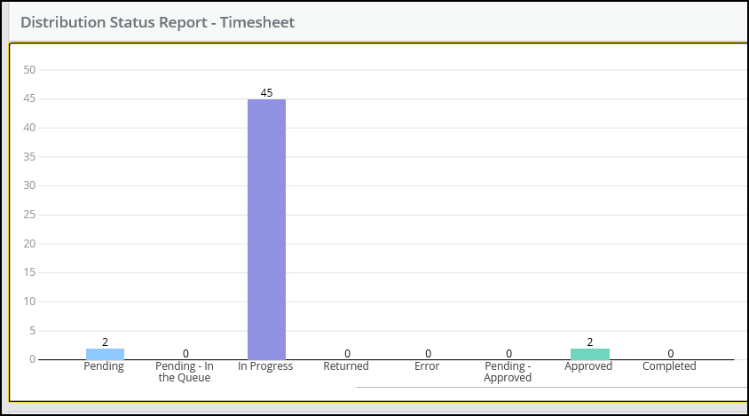
1. Click **Approve Leave Report** under My Activities on the Employee Dashboard



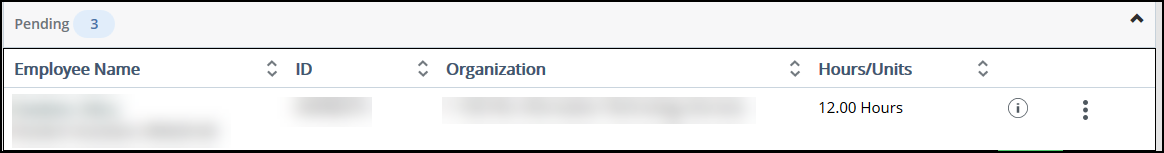
1. Under Approval:
   * **Select** Department, Pay Period, and Status
   * Click the **drop down** to view all employees in each category or leave status as “all except not started”



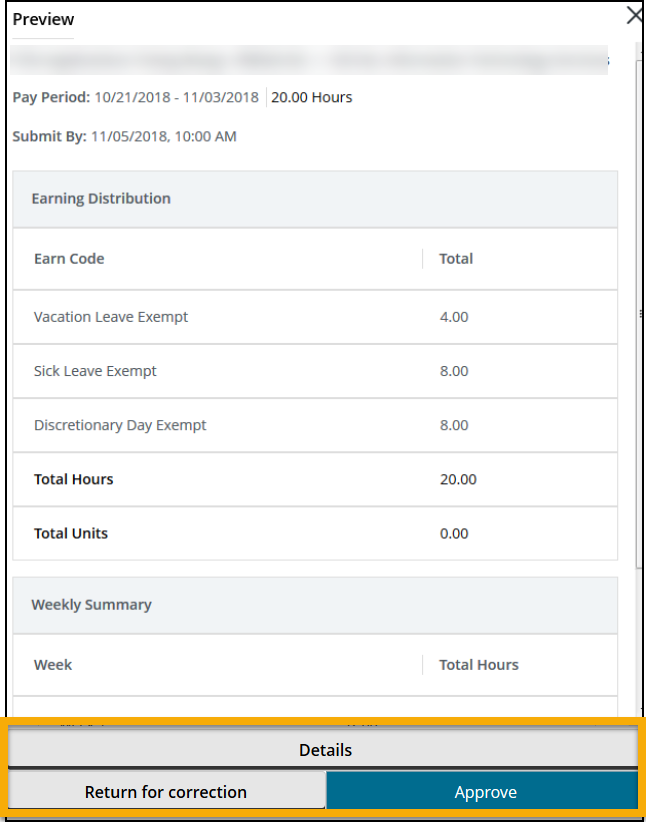
* + **View** the Distribution Status Report displaying all records and their status



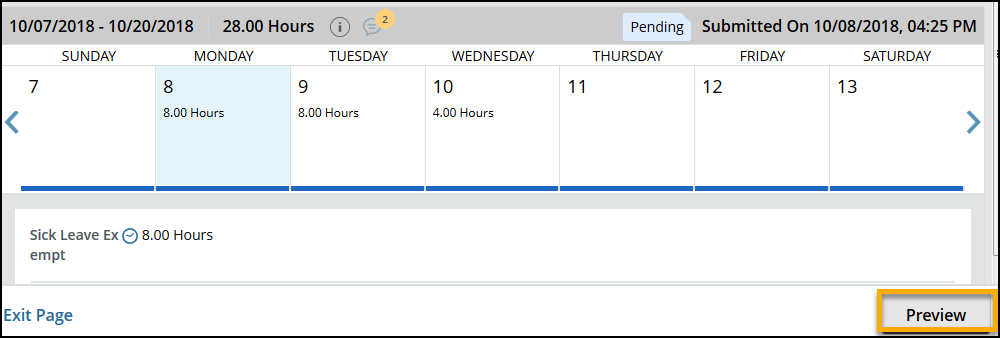
1. **Select** the employee to Preview the employees Leave Report



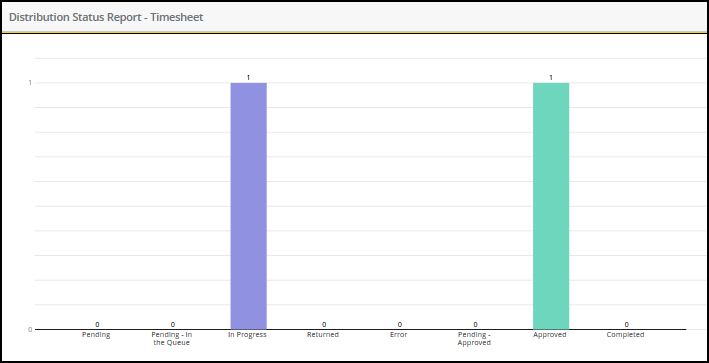
* + **Preview** the hours and codes the Employee entered for leave
  + You have the option to:
    - **Approve**, **Return for Correction**, or view **Details**



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](mailto: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](mailto:training@wichita.edu)
* Password Assistance: Technology Help Desk: (316) 978-HELP or [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu)