

Leave Request on Employee Self Service – Supervisor Approval

General Guidelines for Leave Requests:

- Self Service is currently available for non-hourly Faculty and Staff to report Vacation, Sick Time, and FMLA time.
- Leave should be entered in quarter hour increments.
- Leave requests can be submitted for approval up to 9 months in advance.
- Utilizing the Self-Service leave request is optional depending on department policy. Utilizing the Self-Service leave report is mandatory.
- A proxy can be designated to approve in your absence. Please see additional instructions for setting up a proxy.
- Leave requests are routed to each Supervisor for approval. **You will still need to approve the leave report**, as the employee may have made corrections or changes to the actual time taken before submitting.
- Add comments or make changes before approving, returning for correction, or deleting. You will not have the opportunity to add or edit comments once you complete any of these actions.
- Please refer to additional instructions for guidelines on entering FMLA and Bereavement time.

Step One: Log into myUT with UTAD credentials.

The University of Toledo

Sign in with your organizational account

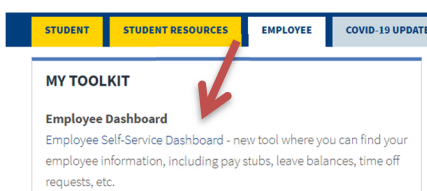
Sign in

Step Two: Click on the **Employee tab**.



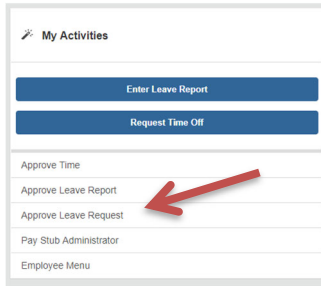
Step Three: Open Employee Self-Service Dashboard

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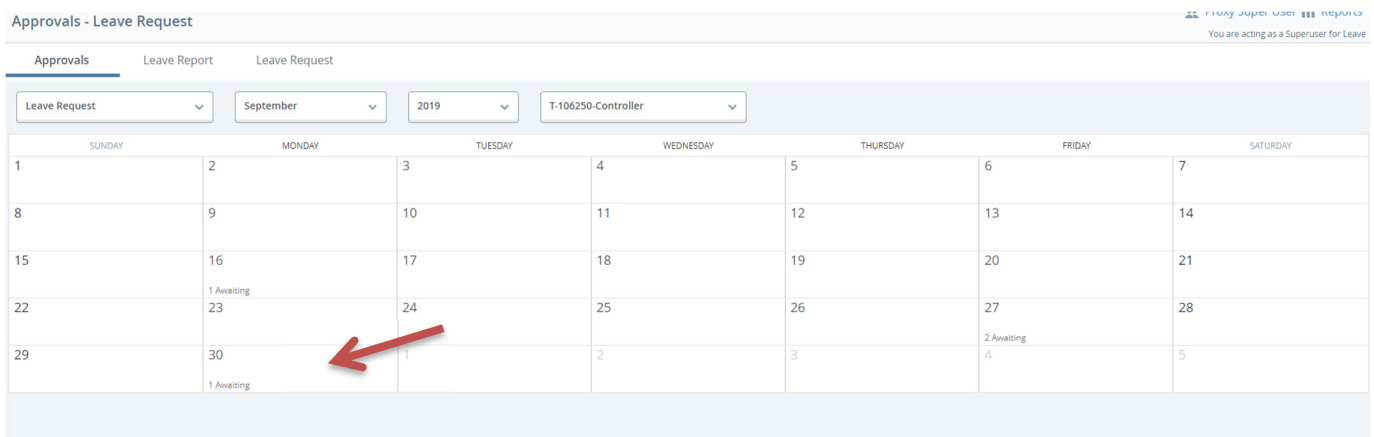
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Step Four: On the Employee Dashboard, under My Activities, select Approve Leave Request.

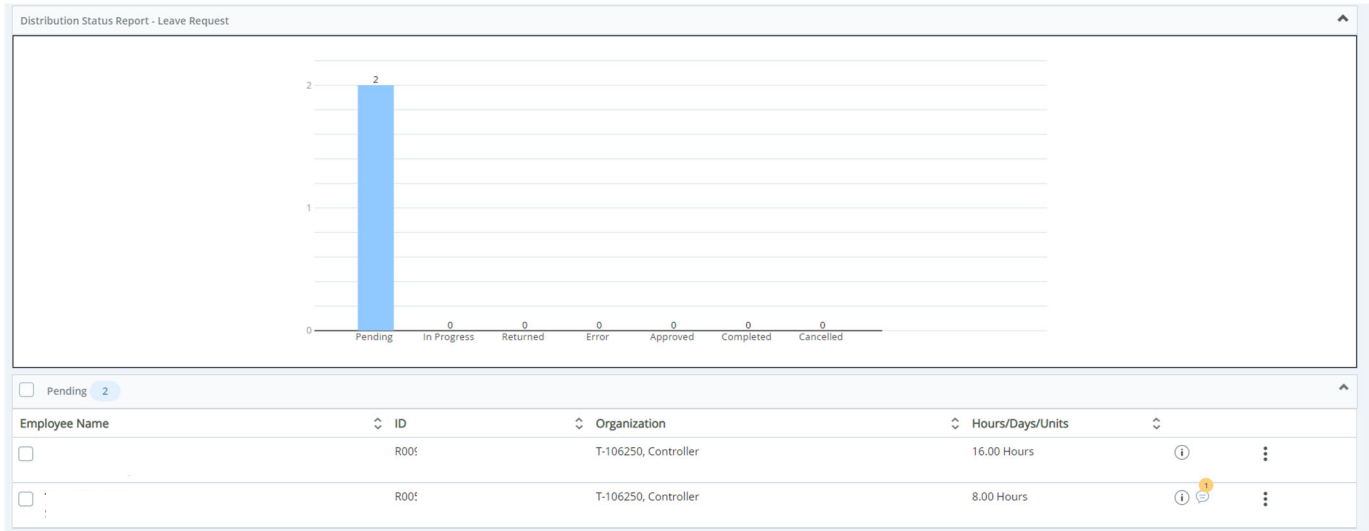


Step Five: Choose the appropriate items from the dropdown menus. If acting as a proxy, choose the *Proxy Super User* link. Use the drop-down arrow to select the person for whom you are approving time. Then choose *Navigate to Time & Leave Approvals application*.

Step Six: On the Calendar, click any day with requests awaiting action. Clicking the date will open an overview of any requests and their status.



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Employee reports will appear in several sections based on their current status.

Pending – Awaiting supervisor approval.

Returned for Correction – Leave Request/Report was returned to employee for further adjustments.

Approved – Approved by supervisor.

In Progress – Employee has opened Leave Request/Report but has not submitted for approval.

Not Started – Leave Request/Report has not been opened.

Step Seven: Review the submitted request. Click on the employee name to open the preview of the Leave Request. Click on Details to see specific dates requested. Use the arrows to toggle between weeks. Click Preview to return to Approval actions.

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Preview ✕

RC

Sr 106250, Controller

Pay Period: 09/14/2019 - 09/27/2019 | 16.00 Hours

Submitted On: 04/15/2019, 12:53 PM

Earning Distribution	
Earn Code	Total
Vacation	16.00
Total Hours	16.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	

Delete
Details

Return for correction
Approve

Review requested days and types of request. Vacation, Sick Time, Bereavement, and FMLA time will all be available for request. Unpaid time other than FMLA should still be routed through Human Resources for entry.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance listed under Other Information on Department Summary menu.

R00 106250, Controller Cancel Request Leave Balances

09/14/2019 - 09/27/2019 | 16.00 Hours Pending Submitted On 04/15/2019, 12:53 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25	26 8.00 Hours	27 8.00 Hours	28

Add Earn Code

Earn Code

Select Earn Code ⊕

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Employee Leave Balance ✕

R00'	
Vacation Leave	
Beginning Balance	160.10
Earned	6.78
Taken	0.00
Vacation Leave in hours	166.88
Vacation Holding Account	
Beginning Balance	0.00
Earned	0.00
Taken	0.00
Vacation Holding Account in hours	0.00
Sick Leave	
Beginning Balance	137.00
Earned	4.60
Taken	0.00
Sick Leave in hours	141.60

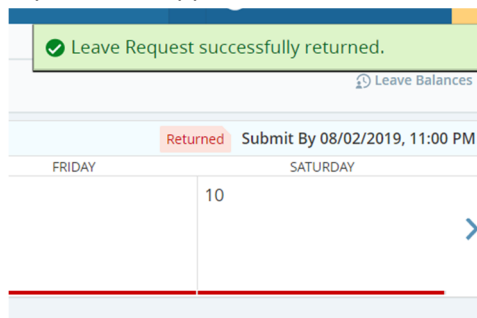
If Returning for Correction, you will be required to add a comment at the bottom of the preview first indicating what needs to be corrected.

Approve – Approves the request.

Return for Correction – Returns the request to the employee for update and resubmittal.

Delete – Deletes the entire request. Not recommended. It is preferable to return the request to the employee for correction, with comment on what should be updated.

If you select Approve or Return for Correction, a message will pop up when successfully approved or returned.



Please note that not taking any action will still allow the requested time to transfer to the employee’s leave report. The employee will still be required to update and submit the leave report for approval, and you will be required to approve the leave report at that point.