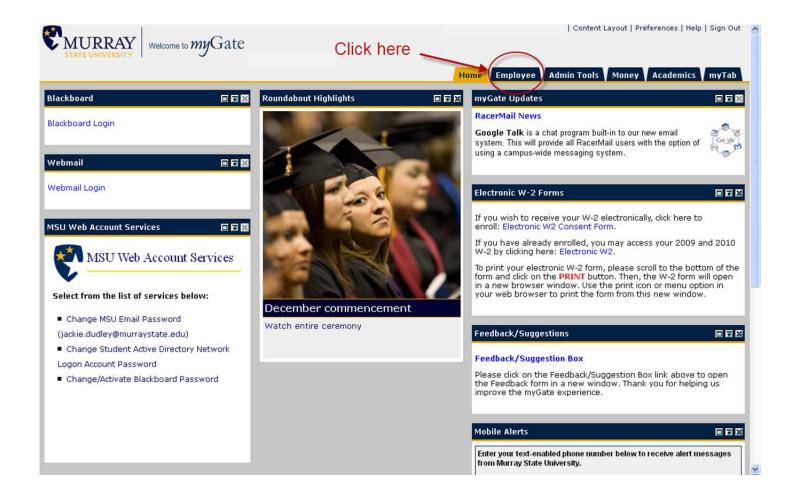
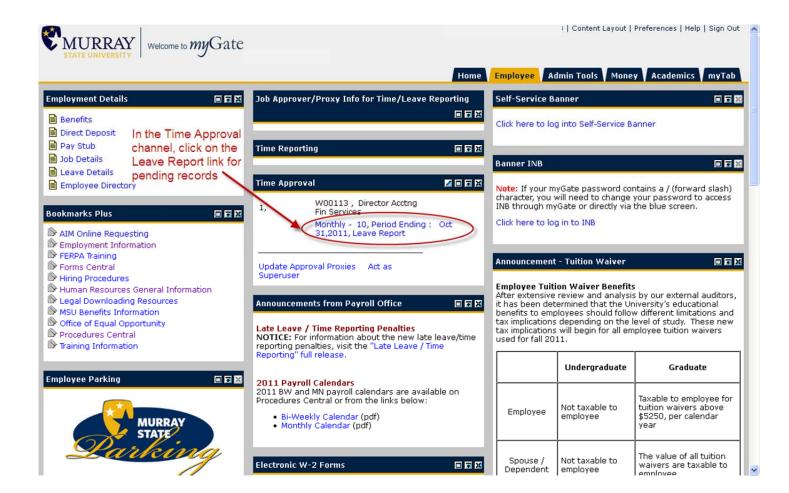
## **Instructions for Approving a Leave Report**





 $\ensuremath{\,\overline{\vee}\,}$  Select the employee's name to access additional details.

 COA:
 1, Murray State University

 Department:
 Approver #, Approver's Title

 Leave Period:
 Oct 01,2011 to Oct 31,2011

 Act as Proxy:
 Not Applicable

Leave Period Leave Entry Status: Open until Nov 07,2011, 03:00 PM

Change Selection Select All, Approve or FYI Reset Save

In the Pending section, select the employee's name

-	In the Pending section, select the employee's name									
Pending										
ID	Name, Position and Title	Required Action	Total Days	10 m m m m m	Service Control	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
MXXXXXXX	Name Position Number Position Title	Approve	.00	15.00	.00					Change Leave Record Leave Balance

Not Started						
ID	Name, Position and Title	Other Information				
MXXXXXXX	Name Position Number Position Title					
MXXXXXXXX	Name Position Number Position Title					
MXXXXXXXX	Name Position Number Position Title					
MXXXXXXXX	Name Position Number Position Title					

Select N	Next or F	revious to aco	ess another emplo	oyee.									
Employee ID and Name: Title:  Previous Menu   Approve   F			MXXXXXXX E Employee's Posit	tion Number & Title	Transaction St	Department and Description: Transaction Status:  Delete   Add Comment			Approver's Number & Title Pending				
					Balances   Routing Qu		or each le	ave cat	tegory				
		Inits , Oct	y Sunday Monda , , , Oct Oct 02,2011 03,20	, Oct Oct 05,2	nesday, Thursday Fi , O	riday , Saturda ct , ,2011 Oct	y Sunday M	londay ,	Tuesday Wednesda Oct Oct 12,2011	ay, Thurso , Oct 13,201			
Sick Pay	7.5			7.5			<b>.</b>						
Vacation Pay	7.5				7.5								
Total Hours:	15	7.5		7.5									
Total Units:		0											
Leave Bala Type of L	eave	s of Oct 10,2 Hours or Da	ays Banked	Date Available Jan 02,2007	Available Beginn	ing Balance	Earned	Taken	Available Baland	ce			
Jury Duty	iiic	Hours Hours	<u>0</u>	Jan 02,2007	0		0	0	0				
Military Lea	ive	Hours	0	Jan 02,2007	0			0	0				
No Time Tak		Hours	0	Jan 02,2007	12		0	0	12				
										-			

Select Next or Previous to access another employee. Employee ID and Name: MXXXXXXXX Employee's Name Department and Description: Approver's Number & Title Title: Employee's Position Number & Title Transaction Status: Pending Previous Menu Return for Correction Delete Add Comment Approve Change Record Leave Balances | Routing Queue If the leave report is correct, select the "Approve" button. If the leave report is not correct, you have the option to "Return for Correction" which will allow the employee to make changes and resubmit, or to "Change Record" which will allow you Leave Report as the approver to make changes. Earnings Total Total Saturday Sunday Monday Tuesday Wednesday, Thursday Friday, Saturday Sunday Monday Tuesday Wednesday, Thursday Total row. Hours Units , Oct Oct Oct oct oct oct oct oct 07,2011 Oct oct Oct 12,2011 05,2011 01,2011 02,2011 03,2011 04,2011 06,2011 08,2011 09,2011 10,2011 11,2011 13,201 Sick Pay 7.5 7.5 Vacation Pay 7.5 7.5 Total 15 7.5 7.5 Hours: Total 0 Units: Leave Balances as of Oct 10,2011 Type of Leave Hours or Days Banked Date Available Available Beginning Balance Earned Taken Available Balance Bereavement Hours 0 Jan 02,2007 0 0 0 0 Jan 02,2007 Jury Duty Hours 0 0 0 0 0 Military Leave 0 Jan 02,2007 0 0 0 Hours 0 No Time Taken Jan 02,2007 Hours 0 12 0 12 0



7.5

7.5

7.5

7.5

15

0

Vacation Pay

Total

Hours: Total

Units:

7.5

7.5