Instructions for Approving a Leave Report

MURRAY STATE UNIVERSITY | Welcome to *my*Gate

Home | **Employee** | Admin Tools | Money | Academics | myTab

Employment Details

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- Employee Directory

In the Time Approval channel, click on the Leave Report link for pending records

Bookmarks Plus

- AIM Online Requesting
- Employment Information
- FERPA Training
- Forms Central
- Hiring Procedures
- Human Resources General Information
- Legal Downloading Resources
- MSU Benefits Information
- Office of Equal Opportunity
- Procedures Central
- Training Information

Employee Parking

MURRAY STATE *Parking*

Job Approver/Proxy Info for Time/Leave Reporting

Time Reporting

Time Approval

1,
    W00113 , Director Acctng Fin Services

    Monthly - 10, Period Ending : Oct 31,2011, Leave Report

Update Approval Proxies   Act as Superuser

Announcements from Payroll Office

Late Leave / Time Reporting Penalties
NOTICE: For information about the new late leave/time reporting penalties, visit the "Late Leave / Time Reporting" full release.

2011 Payroll Calendars
2011 BW and MN payroll calendars are available on Procedures Central or from the links below:

- Bi-Weekly Calendar (pdf)
- Monthly Calendar (pdf)

Electronic W-2 Forms

Self-Service Banner

Click here to log into Self-Service Banner

Banner INB

Note: If your myGate password contains a / (forward slash) character, you will need to change your password to access INB through myGate or directly via the blue screen.

Click here to log in to INB

Announcement - Tuition Waiver

Employee Tuition Waiver Benefits
After extensive review and analysis by our external auditors, it has been determined that the University's educational benefits to employees should follow different limitations and tax implications depending on the level of study. These new tax implications will begin for all employee tuition waivers used for fall 2011.

	Undergraduate	Graduate
Employee	Not taxable to employee	Taxable to employee for tuition waivers above $5250, per calendar year
Spouse / Dependent	Not taxable to employee	The value of all tuition waivers are taxable to employee

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

Pending

ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
MXXXXXXXX	Name Position Number Position Title	Approve	.00	15.00	.00		☐	☐		Change Leave Record Leave Balance

Not Started

ID	Name, Position and Title	Other Information
MXXXXXXXX	Name Position Number Position Title	
MXXXXXXXX	Name Position Number Position Title	
MXXXXXXXX	Name Position Number Position Title	
MXXXXXXXX	Name Position Number Position Title	

💬 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] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment]

Leave Balances | Routing Queue

Review all time entered for each leave category

Leave Report

Earnings	Total Hours	Total Units	Saturday, Oct 01,2011	Sunday, Oct 02,2011	Monday, Oct 03,2011	Tuesday, Oct 04,2011	Wednesday, Oct 05,2011	Thursday, Oct 06,2011	Friday, Oct 07,2011	Saturday, Oct 08,2011	Sunday, Oct 09,2011	Monday, Oct 10,2011	Tuesday, Oct 11,2011	Wednesday, Oct 12,2011	Thursday, Oct 13,201
Sick Pay	7.5					7.5									
Vacation Pay	7.5							7.5							
Total Hours:	15					7.5		7.5							
Total Units:		0													

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
Jury Duty	Hours	0	Jan 02,2007	0	0	0	0
Military Leave	Hours	0	Jan 02,2007	0	0	0	0
No Time Taken	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] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment]

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 as the approver to make changes.

Leave Report

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Vacation Pay	7.5							7.5							
Total Hours:	15					7.5		7.5							
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Jury Duty	Hours	0	Jan 02,2007	0	0	0	0
Military Leave	Hours	0	Jan 02,2007	0	0	0	0
No Time Taken	Hours	0	Jan 02,2007	12	0	0	12

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💬 Select Next or Previous to access another employee.

⚠ **Time transaction successfully approved.**

This confirmation will be displayed after the leave report has been successfully approved.

Employee ID and Name: MXXXXXXXX Employee's Name
Title: Employee's Position Number & Title

Department and Description: Approver's Number & Title
Transaction Status: Pending

[Previous Menu]

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Saturday , Oct 01,2011	Sunday , Oct 02,2011	Monday , Oct 03,2011	Tuesday , Oct 04,2011	Wednesday, Oct 05,2011	Thursday , Oct 06,2011	Friday , Oct 07,2011	Saturday Oct 08,2011	Sunday , Oct 09,2011	Monday , Oct 10,2011	Tuesday , Oct 11,2011	Wednesday, Oct 12,2011	Thursd Oct 13,201
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