

# Instructions for Approving a Leave Report

The screenshot shows the myGate portal interface. At the top left is the Murray State University logo and the text "Welcome to myGate". At the top right are links for "Content Layout", "Preferences", "Help", and "Sign Out". A navigation bar contains "Home", "Employee", "Admin Tools", "Money", "Academics", and "myTab". A red arrow labeled "Click here" points to the "Employee" menu item, which is circled in red. Below the navigation bar are several content blocks: "Blackboard" with a "Blackboard Login" link; "Webmail" with a "Webmail Login" link; "MSU Web Account Services" with a list of services including "Change MSU Email Password", "Change Student Active Directory Network Logon Account Password", and "Change/Activate Blackboard Password"; "Roundabout Highlights" featuring a photo of graduates and a "December commencement" link; "myGate Updates" with "RacerMail News" and "Electronic W-2 Forms" sections; "Feedback/Suggestions" with a "Feedback/Suggestion Box" link; and "Mobile Alerts" with a text input field for phone numbers.

MURRAY STATE UNIVERSITY | Welcome to myGate

Content Layout | Preferences | Help | Sign Out

Click here

Home Employee Admin Tools Money Academics myTab

Blackboard  
Blackboard Login

Webmail  
Webmail Login

MSU Web Account Services

MSU Web Account Services

Select from the list of services below:

- Change MSU Email Password (jackie.dudley@murraystate.edu)
- Change Student Active Directory Network Logon Account Password
- Change/Activate Blackboard Password

Roundabout Highlights

December commencement  
Watch entire ceremony

myGate Updates

RacerMail News

Google Talk is a chat program built-in to our new email system. This will provide all RacerMail users with the option of using a campus-wide messaging system.

Electronic W-2 Forms

If you wish to receive your W-2 electronically, click here to enroll: [Electronic W2 Consent Form](#).

If you have already enrolled, you may access your 2009 and 2010 W-2 by clicking here: [Electronic W2](#).

To print your electronic W-2 form, please scroll to the bottom of the form and click on the **PRINT** button. Then, the W-2 form will open in a new browser window. Use the print icon or menu option in your web browser to print the form from this new window.

Feedback/Suggestions

Feedback/Suggestion Box

Please click on the Feedback/Suggestion Box link above to open the Feedback form in a new window. Thank you for helping us improve the myGate experience.

Mobile Alerts

Enter your text-enabled phone number below to receive alert messages from Murray State University.

**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**



**Job Approver/Proxy Info for Time/Leave Reporting**

**Time Reporting**

**Time Approval**

1, W00113 , Director Actng 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		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Leave Record</a> <a href="#">Leave Balance</a>

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

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: MXXXXXXXXX Employee's Name Department and Description: Approver's Number & Title  
 Title: Employee's Position Number & Title Transaction Status: Pending

[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**

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 13,2011
Sick Pay	7.5				7.5										
Vacation Pay	7.5							7.5							
<b>Total Hours:</b>	15				7.5			7.5							
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**Leave Balances as of Oct 10,2011**

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