

How to Approve Leave Reports in Banner Services

1

Navigate to Employee Profile via Banner Services

Employee Dashboard

Employee Dashboard



Noel, Tevin D.

[My Profile](#)

Leave Balances as of 08/18/2025

Annual Leave in hours	75.00	Sick Leave in hours	37.50	Inclement Weather in hours	0.00
Bereavement Leave in hours	0.00	Military Leave in hours	0.00	Jury Duty in hours	0.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 02/28/2025

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

 [My Activities](#)

[Enter Leave Report](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

2 Click "Approve Leave Report"

Employee Dashboard



Noel, Tevin D.

[My Profile](#)

Leave Balances as of 08/18/2025

Annual Leave in hours 75.00

Sick Leave in hours 37.50

Inclement Weather in hours 0.00

Bereavement Leave in hours 0.00

Military Leave in hours 0.00

Jury Duty in hours 0.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 02/28/2025

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

[My Activities](#)

[Enter Leave Report](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Salary Planner](#)

3 Click "Approvals"



Noel, Tevin D.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

[Proxy Super User](#) [Reports](#)

[Approvals](#)

[Leave Report](#)

[Leave Request](#)

Leave Report

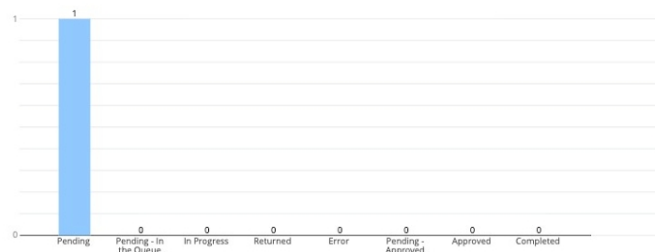
All Departments

08/16/2025 - 09/15/2025 (2025 MW 10)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Leave Report



☐ Pending 1

Employee Name

ID

Organization

Hours/Days/Units

☐ Test John D.

T00774706

S.W.A.N.O.N. WTE Information Technology

7.50 Hours

4 Click "Leave Report"

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Proxy Super User Reports

Approvals Leave Report Leave Request

Leave Report Timesheet Leave Report Leave Request

All Departments 08/16/2025 - 09/15/2025 (2025 MW 10) All Status except Not Started Enter ID/Name

Leave Report

1

Pending 1 Pending - In the Queue 0 In Progress 0 Returned 0 Error 0 Pending - Approved 0 Approved 0 Completed 0

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Test John D.	T00774706	S-W40100, WTE Information Technology	7.50 Hours

5 Click the "All Departments" field.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Proxy Super User Reports

Approvals Leave Report Leave Request

Leave Report All Departments 08/16/2025 - 09/15/2025 (2025 MW 10) All Status except Not Started Enter ID/Name

Distribution Status Report - Le

S-W40100, WTE Information Technology

1

Pending 1 Pending - In the Queue 0 In Progress 0 Returned 0 Error 0 Pending - Approved 0 Approved 0 Completed 0

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Test John D.	T00774706	S-W40100, WTE Information Technology	7.50 Hours

6 Select the desired Department.

TENNESSEE STATE UNIVERSITY Settings Profile Noel, Tevin D.

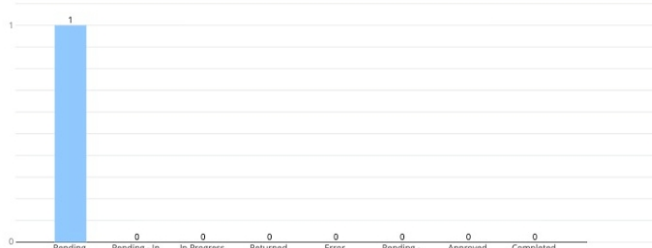
Employee Dashboard • Time Entry Approvals

Approvals - Leave Report Proxy Super User Reports

Approvals | Leave Report | Leave Request

Leave Report ▾ All Departments ▾ 08/16/2025 - 09/15/2025 (2025 MW 10) ▾ All Status except Not Started ▾ Enter ID/Name

Distribution Status Report - Leave Report



☐ Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Test John D.	T00774706	S-W40100, WTE Information Technology	7.50 Hours

7 Select the desired Time Period for approval

TENNESSEE STATE UNIVERSITY Settings Profile Noel, Tevin D.

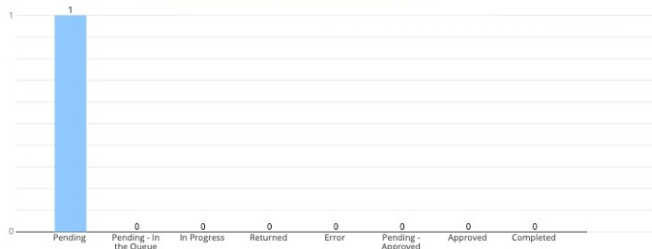
Employee Dashboard • Time Entry Approvals

Approvals - Leave Report Proxy Super User Reports

Approvals | Leave Report | Leave Request

Leave Report ▾ S-W40100, WTE Information Technology ▾ 08/16/2025 - 09/15/2025 (2025 MW 10) ▾ All Status except Not Started ▾ Enter ID/Name

Distribution Status Report - Leave Report

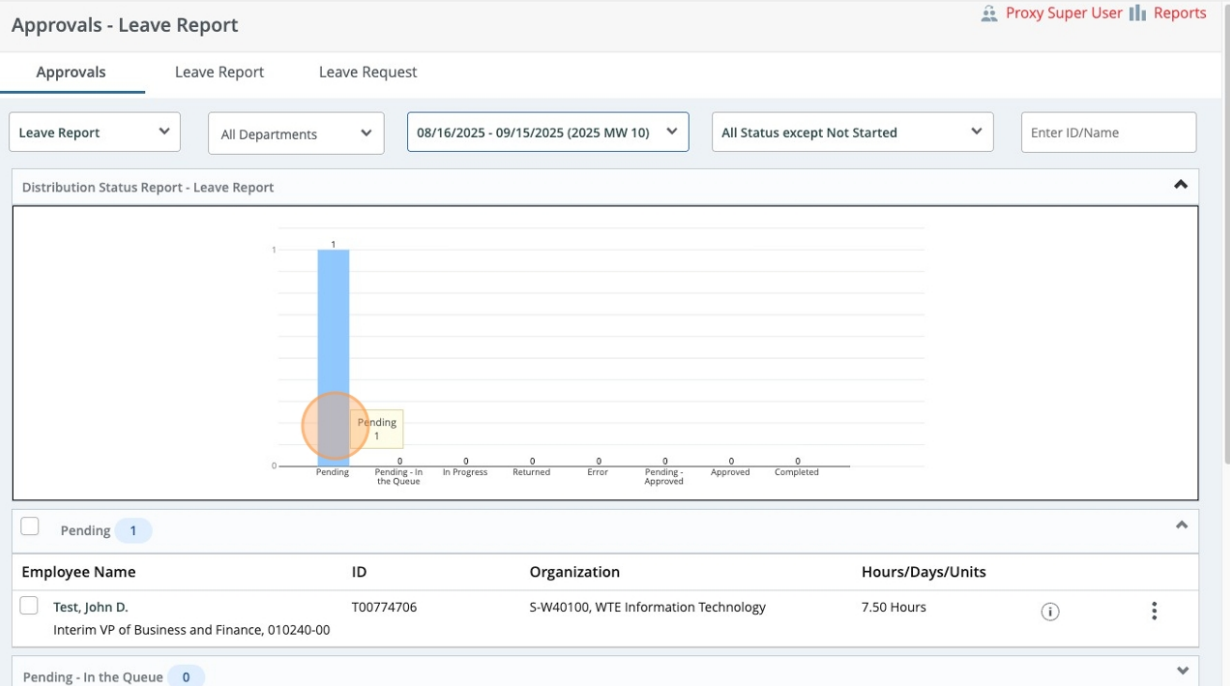


☐ Pending 1

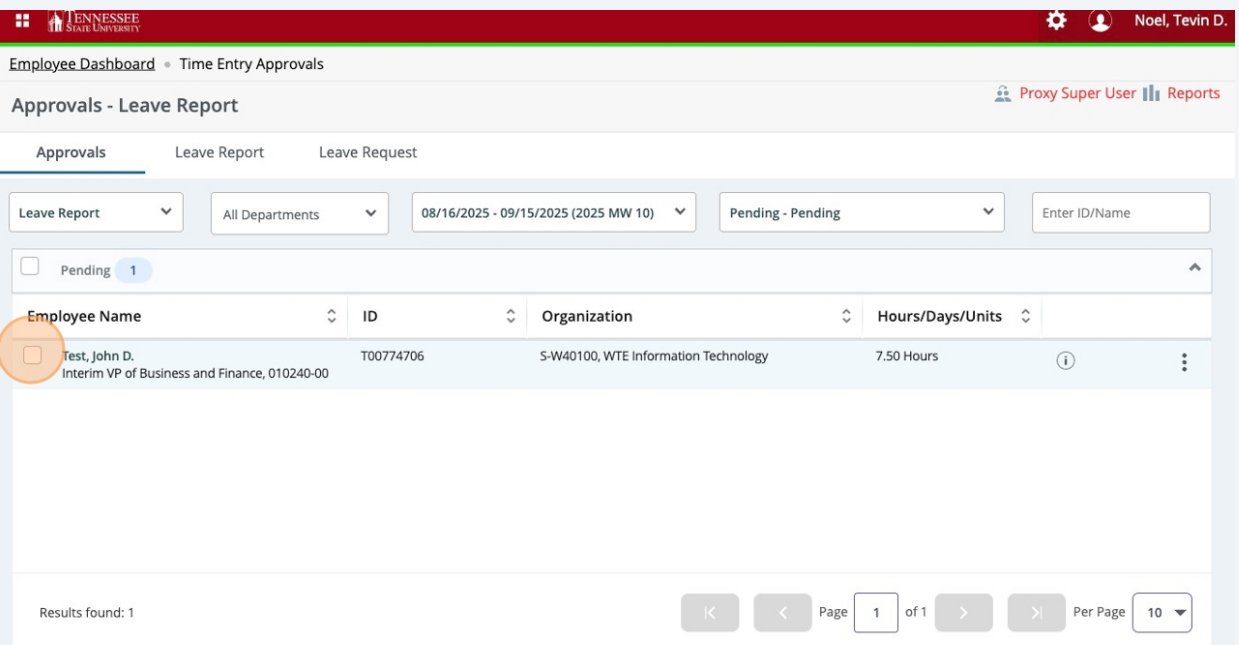
Employee Name	ID	Organization	Hours/Days/Units
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8

Click either Pending on the chart OR in the list below the chart (Step 9)



9



10 Selecting the desired Employee(s)

Employee Dashboard » Time Entry Approvals

Approvals - Leave Report Proxy Super User Reports

Approvals Leave Report Leave Request

Leave Report ▾ All Departments ▾ 08/16/2025 - 09/15/2025 (2025 MW 10) ▾ Pending - Pending ▾ Enter ID/Name

☐ Pending 1 Approve/Acknowledge

Employee Name	ID	Organization	Hours/Days/Units
<input checked="" type="checkbox"/> Test, John D. Interim VP of Business and Finance, 010240-00	T00774706	S-W40100, WTE Information Technology	7.50 Hours

Results found: 1

Page 1 of 1 Per Page 10

11 Click "Action Menu" to Preview the Leave Report or view Employee Leave Balances

Employee Dashboard » Time Entry Approvals

Approvals - Leave Report Proxy Super User Reports

Approvals Leave Report Leave Request

Leave Report ▾ All Departments ▾ 08/16/2025 - 09/15/2025 (2025 MW 10) ▾ Pending - Pending ▾ Enter ID/Name

☐ Pending 1 Approve/Acknowledge

Employee Name	ID	Organization	Hours/Days/Units
<input checked="" type="checkbox"/> Test, John D. Interim VP of Business and Finance, 010240-00	T00774706	S-W40100, WTE Information Technology	7.50 Hours

Results found: 1

Page 1 of 1 Per Page 10

12 Click "Approve" OR "Return for correction"

T00774706, Test, John D.

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Pay Period: 7.50 Hours Pending Submitted On 08/18/2025, 01:52 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/18/2025	170, Annual Leave	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1	7.50					7.50 Hours
Total Hours		7.50					

Routing and Status

Name	Action
	Originated On 08/18/2025, 01:51 PM by Test, John D.
	Submitted On 08/18/2025, 01:52 PM by Test, John D.
	Approve by 09/21/2025, 11:59 PM
Noel, Tevin D.	Pending Approval

Comment (Optional):

T00774706, Test, John D.

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Pay Period: 7.50 Hours Pending Submitted On 08/18/2025, 01:52 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/18/2025	170, Annual Leave	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1	7.50					7.50 Hours
Total Hours		7.50					

Routing and Status

Name	Action
	Originated On 08/18/2025, 01:51 PM by Test, John D.
	Submitted On 08/18/2025, 01:52 PM by Test, John D.
	Approve by 09/21/2025, 11:59 PM
Noel, Tevin D.	Pending Approval

Comment (Optional):

13 Click "Return" to return back back to Pending Approvals

T00774706, Test, John D.

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Pay Period: 7.50 Hours Pending Submitted On 08/18/2025, 01:52 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/18/2025	170, Annual Leave	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1	7.50					7.50 Hours
Total Hours		7.50					

Routing and Status

Name	Action
	Originated On 08/18/2025, 01:51 PM by Test, John D.
	Submitted On 08/18/2025, 01:52 PM by Test, John D.
	Approve by 09/21/2025, 11:59 PM
Noel, Tevin D.	Pending Approval

Comment (Optional):

[Return](#)[Details](#)[Return for correction](#)[Approve](#)

14 Click the desired Employee

TENNESSEE STATE UNIVERSITY

Noel, Tevin D.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Proxy Super User Reports

Approvals

Leave Report

Leave Request

Leave Report

All Departments

08/16/2025 - 09/15/2025 (2025 MW 10)

Pending - Pending

Enter ID/Name

☐ Pending 1

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> Test, John D. Interim VP of Business and Finance, 010240-00	T00774706	S-W40100, WTE Information Technology	7.50 Hours

Results found: 1

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Page 1 of 1

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Per Page 10

15 Click "Approve/Acknowledge"


The screenshot shows the 'Approvals - Leave Report' page. At the top, there's a red header with the Tennessee State University logo and the user 'Noel, Tevin D.'. Below the header, the breadcrumb 'Employee Dashboard » Time Entry Approvals' is visible. The main title 'Approvals - Leave Report' is on the right, with a 'Proxy Super User' icon and a 'Reports' link. The page has three tabs: 'Approvals', 'Leave Report', and 'Leave Request'. Under the 'Approvals' tab, there are filters: 'Leave Report' (dropdown), 'All Departments' (dropdown), '08/16/2025 - 09/15/2025 (2025 MW 10)' (dropdown), 'Pending - Pending' (dropdown), and an 'Enter ID/Name' input field. A 'Pending' filter shows 1 item. A table lists the leave report for 'Test, John D.' (Interim VP of Business and Finance, 010240-00) with ID 'T00774706' and '7.50 Hours'. A blue button labeled 'Approve/Acknowledge' is circled in orange. At the bottom, it says 'Results found: 1' and shows pagination controls for page 1 of 1, with 10 items per page.

16 The notification will display:

"Leave Report(s) successfully processed. x Leave Report(s) approved."



The screenshot shows the same 'Approvals - Leave Report' page, but with a green success notification box in the top right corner. The notification text is 'Leave Report(s) successfully processed. 1 Leave Report(s) approved.' and is circled in orange. The rest of the page, including the filters and the table, remains the same as in the previous screenshot.

17 Optional—Change Status to review employee Leave Report statuses



Employee Dashboard

Time Entry Approvals

 Noel, Tevin D. 1

Leave Report(s) successfully processed. 1 Leave Report(s) approved.

Approvals - Leave Report

Approvals

Leave Report

Leave Request

Leave Report

All Departments

08/16/2025 - 09/15/2025 (2025 MW 10)

Pending - Pending

All Status except Not Started

Pending - Pending

Pending - In the Queue

In Progress

Returned

Enter ID/Name

18 View "Completed" Leave Reports

Report(s) approved.

0

0

0

0

0

0

0

0

1

Pending

Pending - In the Queue

In Progress

Returned

Error

Pending - Approved

Approved

Completed

Employee Name	ID	Organization	Hours/Days/Units		
Test, John D. Interim VP of Business and Finance, 010240-00	T00774706	S-W40100, WTE Information Technology	7.50 Hours	