How to Approve Leave Requests (Time Off Request)

1   Navigate to Employee Dashboard via Banner Services

oyee Dashboard

ployee Dashboard

Noel, Tevin D.

My Profile

Leave Balances as of 08/15/2025

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

y Information

st Pay Stub: 02/28/2025   All Pay Stubs   Direct Deposit Information   Deductions History

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o 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 Request"

e Dashboard

Noel, Tevin D.

My Profile

Leave Balances as of 08/15/2025

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

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Stub: 02/28/2025   All Pay Stubs   Direct Deposit Information   Deductions History ⌃

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e Summary ⌃

My Activities

Enter Leave Report

Request Time Off

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Salary Planner

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3 Naviagte to Approvals

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Employee Dashboard • Time Entry Approvals

Approvals - Leave Request   👥 Proxy Super User

Approvals   Leave Report   Leave Request

Leave Request ⌄   September ⌄   2025 ⌄   All Departments ⌄

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATUR
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 1 Awaiting	19 1 Awaiting	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

4 Click "Leave Request" on the dropdown

5 Click "x Awaiting"

6   Click "Action Menu" to preview the request or Check Leave Balance

Status Report - Leave Request

Name	ID	Organization	Hours/Days/Units		
...ing 1					
...ohn D.	T00774706	S-W40100, WTE Information Technology	15.00 Hours	ⓘ	⋮
...VP of Business and Finance, 010240-00				Preview	
...the Queue 0				Leave Balance	⌄
0					⌄
0					⌄
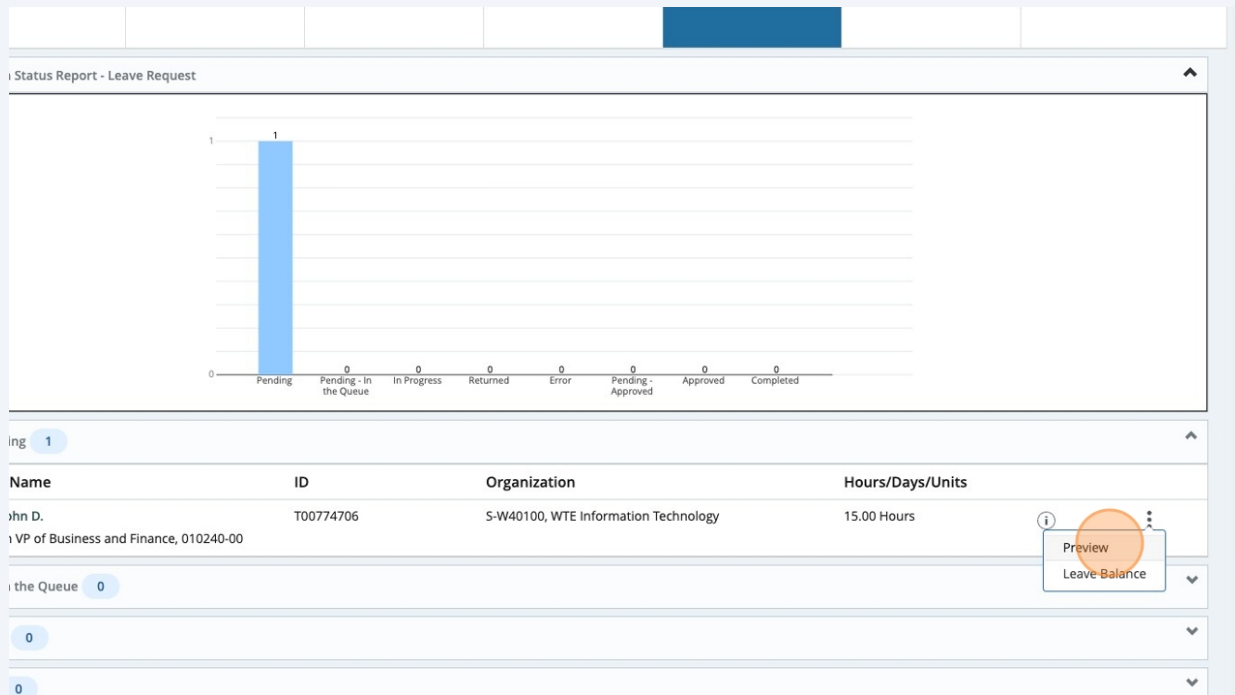
7   Review: Preview

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Employee Dashboard • Time Entry Approvals • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology • Preview

Leave Request Detail Summary

T00774706, Test, John D.

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

Pay Period: 15.00 Hours   Pending   Submitted On 08/15/2025, 12:36 PM

Time Entry Detail

Date	Earn Code	Shift	Total
09/18/2025	170, Annual Leave	1	7.50 Hours
09/19/2025	180, Sick Leave	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1	7.50					7.50 Hours
180, Sick Leave	1	7.50					7.50 Hours
Total Hours		15.00					

Routing and Status

Name	Action
	Originated On 08/15/2025, 12:35 PM by Test, John D.
	Submitted On 08/15/2025, 12:36 PM by Test, John D.
	Approve by 09/15/2025, 11:59 PM

4

8   Review: Employee Leave Balance(s)

9   Click "Action Menu"

10 Click "Approve/Acknowledge"

Status Report - Leave Request

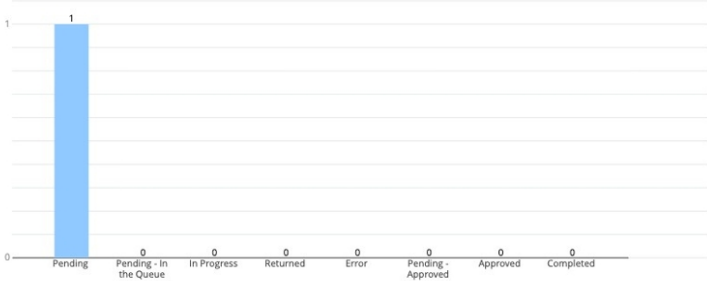ing **1**   Approve/Acknowledge

Name	ID	Organization	Hours/Days/Units		
ohn D. VP of Business and Finance, 010240-00	T00774706	S-W40100, WTE Information Technology	15.00 Hours	ⓘ	⋮

the Queue **0**

0

0

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11 Notification: "Leave Request(s) successfully processed. Leave Request(s) approved" when Successful

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UNIVERSITY   ⚙ 👤 Noel, Tevin D   **1**

ashboard • Time Entry Approvals   ✅ Leave Request(s) successfully processed. 1
                                           Leave Request(s) approved.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY		
	15	16	17	18 ❶ Approved	19 ① Approved	20

Status Report - Leave Request   ⌄

0   ⌄

the Queue **0**   ⌄

0   ⌄

0   ⌄

                                                                                            ⌄

pproved **0**   ⌄

1   ⌃

Name	ID	Organization	Hours/Days/Units		
.	T00774706	S-W40100, WTE Information Technology	15.00 Hours	ⓘ	⋮

12   Review "Approved" Time-Off Request

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15	16	17	18 ❶ Approved	19 1 Approved	20

Distribution Status Report - Leave Request				
Pending 0				
Pending - In the Queue 0				
In Progress 0				
Returned 0				
Error 0				
Pending - Approved 0				
Approved 1				
Employee Name	**ID**	**Organization**	**Hours/Days/Units**	
Test, John D. Interim VP of Business and Finance, 010240-00	T00774706	S-W40100, WTE Information Technology	15.00 Hours	ⓘ ⋮
Completed 0				