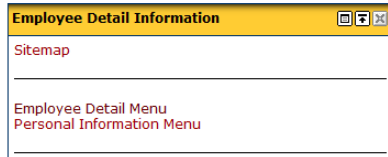


Access employees for time/leave approval

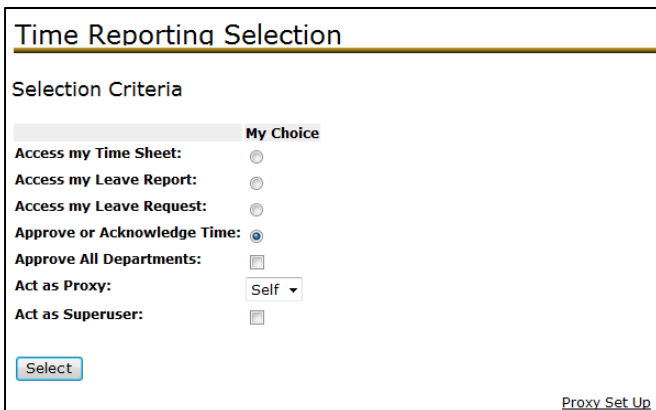
Note: links to approve time or leave for individuals only show in the Time Approval channel once they are in the "Pending Approval" status. Follow these instructions to access them at any other time.

On the Employee tab of WingSpan, select the "Employee Detail Menu" link in the Employee Detail Information channel.



At the Employee Detail menu, select either the "Time Sheet" or "Leave Report" link.

At the Time Reporting Selection menu, select "Approve or Acknowledge Time:" then click the Select button.

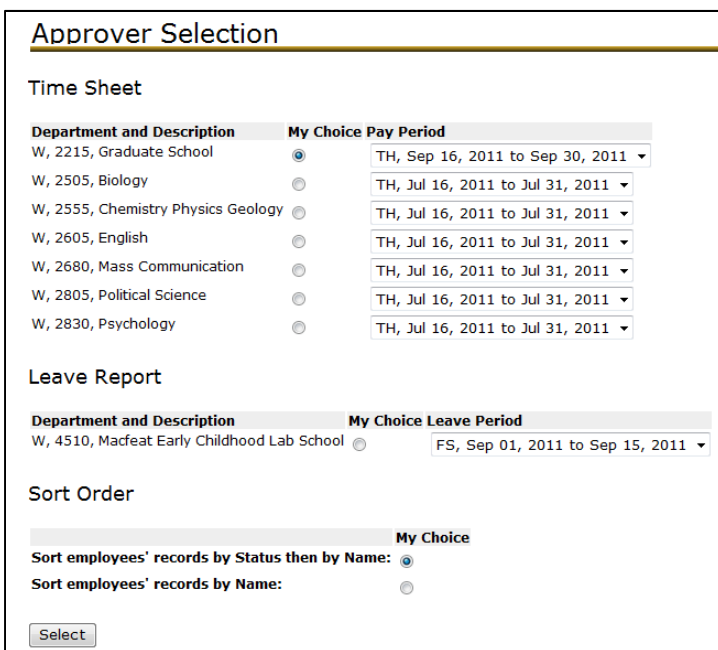
A screenshot of a web form titled "Time Reporting Selection". The form has a yellow header bar. Below the header, there is a "Selection Criteria" section. It contains several options with radio buttons and checkboxes:

- Access my Time Sheet:**
- Access my Leave Report:**
- Access my Leave Request:**
- Approve or Acknowledge Time:** (This option is selected)
- Approve All Departments:**
- Act as Proxy:** Self (dropdown menu)
- Act as Superuser:**

At the bottom left, there is a "Select" button. At the bottom right, there is a link labeled "Proxy Set Up".

The Approver Selection menu, (this may appear differently based on your level of responsibility).

The top of the screen shows the "Time Sheet" approval list and the bottom shows the "Leave Report" approval list.

A screenshot of a web form titled "Approver Selection". The form has a yellow header bar. Below the header, there are two main sections:

- Time Sheet:** A table with two columns: "Department and Description" and "My Choice Pay Period".

Department and Description	My Choice Pay Period
W, 2215, Graduate School	<input checked="" type="radio"/> TH, Sep 16, 2011 to Sep 30, 2011
W, 2505, Biology	<input type="radio"/> TH, Jul 16, 2011 to Jul 31, 2011
W, 2555, Chemistry Physics Geology	<input type="radio"/> TH, Jul 16, 2011 to Jul 31, 2011
W, 2605, English	<input type="radio"/> TH, Jul 16, 2011 to Jul 31, 2011
W, 2680, Mass Communication	<input type="radio"/> TH, Jul 16, 2011 to Jul 31, 2011
W, 2805, Political Science	<input type="radio"/> TH, Jul 16, 2011 to Jul 31, 2011
W, 2830, Psychology	<input type="radio"/> TH, Jul 16, 2011 to Jul 31, 2011
- Leave Report:** A table with two columns: "Department and Description" and "My Choice Leave Period".

Department and Description	My Choice Leave Period
W, 4510, Macfeat Early Childhood Lab School	<input type="radio"/> FS, Sep 01, 2011 to Sep 15, 2011

Below these sections, there is a "Sort Order" section with radio buttons:

- Sort employees' records by Status then by Name:** (This option is selected)
- Sort employees' records by Name:**

At the bottom left, there is a "Select" button.

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
W, 2215, Graduate School	<input checked="" type="radio"/>	TH, Sep 16, 2011 to Sep 30, 2011 ▾
W, 2505, Biology	<input type="radio"/>	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2555, Chemistry Physics Geology	<input type="radio"/>	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2605, English	<input type="radio"/>	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2680, Mass Communication	<input type="radio"/>	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2805, Political Science	<input type="radio"/>	TH, Jul 16, 2011 to Jul 31, 2011 ▾
W, 2830, Psychology	<input type="radio"/>	TH, Jul 16, 2011 to Jul 31, 2011 ▾

Leave Report

Department and Description	My Choice	Leave Period
W, 4510, Macfeat Early Childhood Lab School	<input type="radio"/>	FS, Sep 01, 2011 to Sep 15, 2011 ▾

Sort Order

My Choice
Sort employees' records by Status then by Name:
Sort employees' records by Name:

Select

You will need to select the radio button for the Department then choose the pay type and period from the drop-box...i.e. SD for students, TH for temporary or hourly staff, FS for faculty/staff.

You also have the option to sort the list by either name or status of the time sheet.