

Leave Report Approval

Access Leave reports in one of two ways from the Employee tab on Wingspan:

- Select the link in the Time Approval section, or
- Select the Employee Detail Menu link in the Employee Detail Information section, then select the Leave Report link on the Employee Detail window, then click the SELECT button on the Time Reporting Selection window, then select the appropriate department radio button and corresponding pay period from the drop-box.

The recommended way to approve a time sheet or leave report is from the *Employee Details* screen. Review the details of all entries, then if it is acceptable, click on the APPROVE button. When you approve with this method you will receive a message that the time/leave has been approved as well as being able to see the change in the Routing Queue section showing the approved by name, date, and time. *If the employee needs to make changes, click the RETURN FOR CORRECTION button, and notify the employee that the sheet has been returned.*

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: W10278028 Jackie Kent Brockington
Title: 120011-00 Asst Registrar/Registration
Department and Description: W 2125 Records And Registration
Transaction Status: Pending

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	Thursday , Oct 13, 2011	Friday , Oct 14, 2011	Saturday , Oct 15, 2011
Annual Leave	11.5							4	7.5								
Total Hours:	11.5							4	7.5								
Total Units:		0															

Leave Balances as of Dec 07, 2011

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Annual Leave	Hours	0	Jul 01, 2011	116	46.9	75	87.9
Comp Time Holiday	Hours	0	Jul 01, 2011	0	0	0	0
Jury Duty/Funeral Leave/Other	Hours	0	Jul 01, 2011	0	0	0	0
Sick Leave	Hours	0	Jul 01, 2011	365.5	46.9	32.5	379.9

Routing Queue

Name	Action and Date
Jackie Kent Brockington	Originated Oct 11, 2011 12:19 pm
Patrea Colleen Lathan	Submitted Dec 07, 2011 09:57 am
Gina G Jones (Mandatory)	Pending

Another option for approving time/leave is from the Department Summary screen. To approve a record (1) click the checkbox in the Approve or FYI column for each entry you would like to approve, then (2) click the SAVE button at the top of the screen to submit the changes. If you do not click the SAVE button, the approval will not be completed.

Department Summary

Select the employee's name to access additional details.

COA: W, Winthrop University
Department: All
Leave Frequency: FS, Faculty/Staff - Exempt
Leave Period: Oct 01, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Closed as of Oct 31, 2011, 11:59 PM

Pending ID	Name, Position, Title and Department	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
W10278028	Jackie Kent Brockington 120011 - 00 Asst Registrar/Registration 2125, Records And Registration	Override	.00	11.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Leave Balance
W10199761	Meredith Susanne Carter 160002 - 00 Donor Relations Coordinator 8630, Development Office	Override	.00	7.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Comments Leave Balance
W10179606	Deborah A Garrick 260002 - 00 Assoc VP of Univ Dev & AR 8720, Alumni Relations	Override	.00	15.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Leave Balance
W10911462	Rosemary Gray 212001 - 00 TRIO Grant Program Director 5620, University College	Override	.00	10.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Leave Balance