

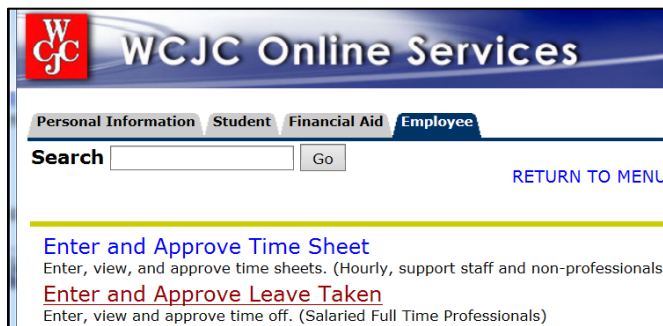
HOW TO APPROVE LEAVE IN ONLINE SERVICES

Step 1: [Log in to Online Services](#)

Click “Employees”

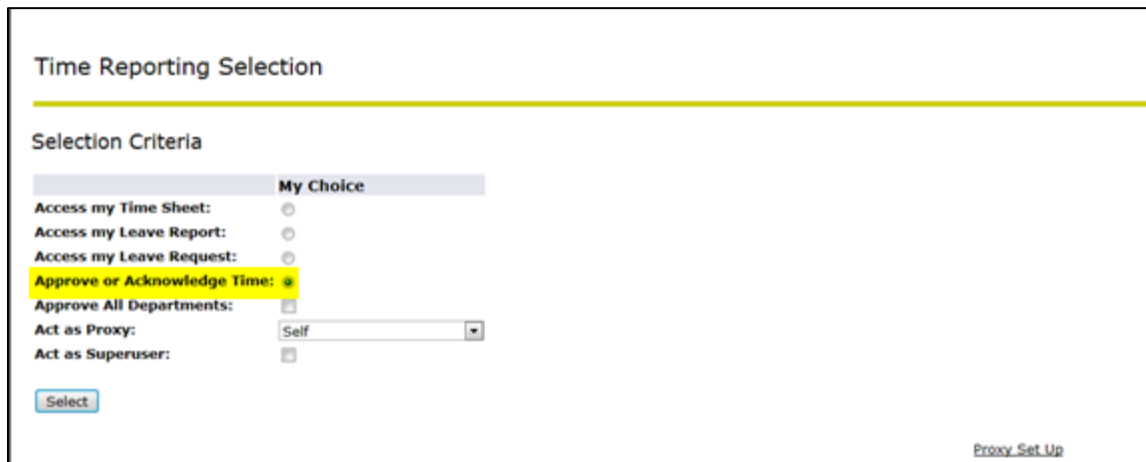
Employee Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
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Click “Enter and Approve Leave Taken”



The screenshot shows the WCJC Online Services interface. At the top, there is a navigation bar with tabs for Personal Information, Student, Financial Aid, and Employee. Below the tabs is a search box with a 'Go' button and a 'RETURN TO MENU' link. The main content area lists two options: 'Enter and Approve Time Sheet' (for hourly, support staff and non-professionals) and 'Enter and Approve Leave Taken' (for salaried full-time professionals).

Step 2: Click “Approve or Acknowledge Time:



The screenshot shows the 'Time Reporting Selection' form. It has a section for 'Selection Criteria' with several options: 'Access my Time Sheet', 'Access my Leave Report', 'Access my Leave Request', 'Approve or Acknowledge Time' (highlighted in yellow), 'Approve All Departments', 'Act as Proxy' (set to 'Self'), and 'Act as Superuser'. A 'Select' button is at the bottom left, and a 'Proxy_Set_Up' link is at the bottom right.

SET UP A PROXY

1. Click the “Proxy Set Up” link on the lower right

Time Reporting Selection

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Proxy Set Up

2. Click the down arrow to the right of the names to select your proxy and click the “Add” check box to the right of the down arrow.

Name **Add**

Gomer Pile, PILEG

Gomer Pyle, PYLEG

Daffy Duck, DUCKD

Elmer Fudd, FUDDE

3. Click “Save” (The name should now be listed as your proxy).

Step 3: Click the radio button to select type of approval for positions you supervise;

- Leave Report – to approve leave taken

Click **Select**

Leave Report

Department and Description: W, 13030, Information Systems Services

My Choice Leave Period: M1, Oct 01, 2012 to Oct 31, 2012

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

RELEASE: 8.5.0.5

Step 4: To see detail of leave request, click the name of the employee

Personal Information Student and Financial Aid Employee

Search

Department Summary

Select the employee's name to access additional details.

COA: W, Wharton County Junior College
 Department: 13030, Information Systems Services
 Pay Period: Oct 01, 2012 to Oct 31, 2012
 Act as Proxy: Not Applicable

Pending								
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction
@00315021	Scooby Doo FAC001 - 00 Financial Aid Counselor	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>

Not Started		
ID	Name, Position and Title	Other Information
@00315021	Scooby Doo FAC001 - 01 Financial Aid Counselor	
@00315021	Scooby Doo FAC001 - 02 Financial Aid Counselor	
@00254272	David B Johanson ITS003 - 00 Senior Systems Analyst	

Step 5: Click "Approve"; or see Step 6 for corrections

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: @00315021 Scooby Doo
 Title: FAC001-00 Financial Aid Counselor
 Department and Description:
 Transaction Status:

[Routing Queue](#)

Leave Request

Earnings	Total Hours	Total Units	Monday, Oct 01, 2012	Tuesday, Oct 02, 2012	Wednesday, Oct 03, 2012	Thursday, Oct 04, 2012	Friday, Oct 05, 2012	Saturday, Oct 06, 2012	Sunday, Oct 07, 2012	Monday, Oct 08, 2012	Tuesday, Oct 09, 2012	Wednesday, Oct 10, 2012	Thursday, Oct 11, 2012	Friday, Oct 12, 2012	Saturday, Oct 13, 2012	Sunday, Oct 14, 2012
Vacation Pay	8					8										
Personal Leave Pay	8						8									
Total Hours:	16					8	8									
Total Units:		0														

Routing Queue

Name	Action and Date
Scooby Doo	Originated Aug 09, 2012 02:23 pm
Scooby Doo	Submitted Aug 09, 2012 02:32 pm
Anna Kay Gardner	Pending

Step 6: To make corrections

1. Click "Change Record"

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: @00315021 Scooby Doo
Title: FAC001-00 Financial Aid Counselor
Department and Description:
Transaction Status:

[Routing Queue](#)

Leave Request

Earnings	Total Hours	Total Units	Monday, Oct 01, 2012	Tuesday, Oct 02, 2012	Wednesday, Oct 03, 2012	Thursday, Oct 04, 2012	Friday, Oct 05, 2012	Saturday, Oct 06, 2012	Sunday, Oct 07, 2012	Monday, Oct 08, 2012	Tuesday, Oct 09, 2012	Wednesday, Oct 10, 2012	Thursday, Oct 11, 2012	Friday, Oct 12, 2012	Saturday, Oct 13, 2012	Sunday, Oct 14, 2012
Vacation Pay	8					8										
Personal Leave Pay	8						8									
Total Hours:	16					8	8									
Total Units:		0														

2. Click on the **day** (Step 1) that is associated with the leave type needing to be corrected. Enter the corrected hours in the **hours field** (Step 2) to make appropriate changes and Save (Step 3)

WCJC Online Services

Personal Information Student and Financial Aid Employees

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Leave Request
Name: Scooby Doo
Title and Number: Financial Aid Counselor -- FAC001-00
Department and Number: Information Systems Services -- 13030
Leave Request Period: Oct 01, 2012 to Oct 31, 2012
Submitted By ID: Sep 26, 2012 by 05:00 PM

Ending Date: Oct 05, 2012
Hours: **Vacation Pay**

Earning	Default Hours or Units	Total Hours	Total Units	Monday, Oct 01, 2012	Tuesday, Oct 02, 2012	Wednesday, Oct 03, 2012	Thursday, Oct 04, 2012	Friday, Oct 05, 2012	Saturday, Oct 06, 2012	Sunday, Oct 07, 2012
Sick Pay		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay		0	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
Personal Leave Pay		0	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Encumbrance		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			16						8	8
Total Units:			0						0	0

Submitted for Approval By: Scooby Doo on Aug 09, 2012

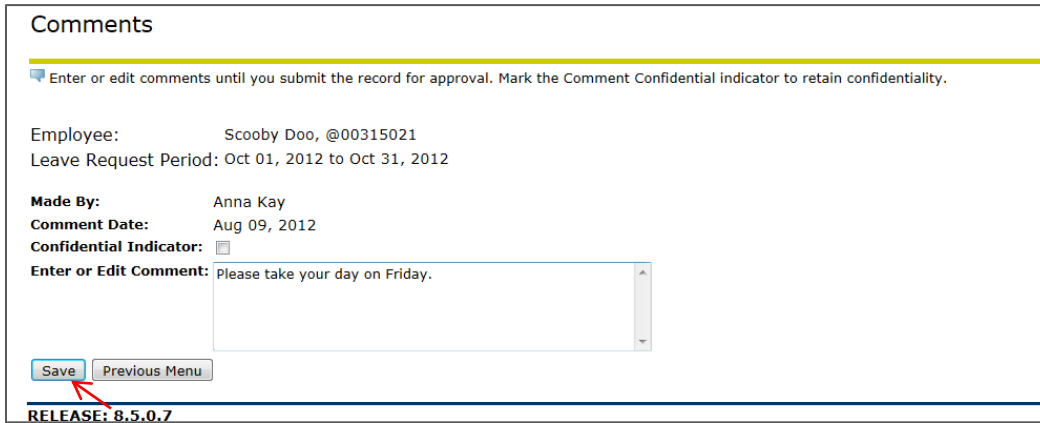
Add “Comments” when not approving leave.

Step 1: Click “Comments”



A screenshot of a web interface showing a navigation menu. At the top left, it says "Total Units:" followed by the number "0" on the right. Below this is a row of five buttons: "Previous Menu", "Preview", "Comments", "Approve", and "Next". The "Comments" button is highlighted with a blue border, and a red arrow points to it from the right. Below the buttons, the text "Submitted for Approval By:" is visible.

Step 2: Enter comments and click “Save”



A screenshot of a web form titled "Comments". At the top, there is a yellow horizontal line and a small icon followed by the text: "Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality." Below this, the form displays the following information: "Employee: Scooby Doo, @00315021", "Leave Request Period: Oct 01, 2012 to Oct 31, 2012", "Made By: Anna Kay", "Comment Date: Aug 09, 2012", and "Confidential Indicator: ". The "Enter or Edit Comment:" field contains the text "Please take your day on Friday." and has a vertical scrollbar on the right. At the bottom left of the form, there are two buttons: "Save" and "Previous Menu". The "Save" button is highlighted with a blue border, and a red arrow points to it from the bottom left. At the very bottom of the screenshot, the text "RELEASE: 8.5.0.7" is visible.