



## PROCEDURE FOR

# APPROVING COMPENSATED ABSENCE REPORTS

Go to UC Home page by typing [www.utica.edu](http://www.utica.edu) in the browser box

Click on "Banner Web" in the browser bar and click Enter Secure Area. Log in using your User Name and Password.

Click on "Employee"

Click on "Leave Report"

You are now on the "Time Reporting Selection" page. Select "Approve or Acknowledge Time" and click on the select button.

You should now see the "Approver Selection" page. Select the type, year, month and department for which you need to approve time. Choose a "Sort Order" that you desire. Click on "Select" button.

This page is titled "Department Summary". All employees that you supervise should show on this page. The "status" of the submitted information should be "pending" (see glossary) or you will not be able to approve it. Click on the highlighted name of the desired employee to view submitted information.

Now "Employee Details" page is open. Review the submission for accuracy. You can use the scroll bar at the bottom of the screen to display additional days in the pay cycle. After reviewing the time submitted you may:

**Approve:** Approves the submitted information

**Return for Correction:** Returns the submission to the employee for correction. At this time you must communicate to the employee your concerns. They will make corrections and re-submit the report for your approval.

**Change Record:** If necessary, you as the approver can change the time that has been entered by the employee, before approving. You must notify the employee if you do this. We prefer that you use the Return for Correction option.

**Delete:** Pressing this button will irretrievably delete the timesheet. If you accidentally press this button, a box will pop up asking you to confirm that you want to delete this transaction.

**Add Comment:** The approver can add a comment to the record. This comment can be viewed by you and the employee. It will not be viewed by Human Resources/Payroll.

Before exiting, be sure to verify that the status of the employee you approved has been changed from Pending to Approved.

Note: While in the “Employee Details” page you may notice some “cautions” on the right hand side of the screen. They may say “insufficient leave balance” or “insufficient sick time balance”. These cautions appear because there is no “bank” of hours for professional staff for leave or sick time. However if you receive a “caution” for vacation time please contact the Payroll Specialist immediately at [cbsummers@utica.edu](mailto:cbsummers@utica.edu) .

**Glossary:**

***Not Started*** Employee has not entered data on the leave balance report

***In Progress*** Employee has entered data, but not submitted the report for approval

***Pending*** Employee has submitted leave report for approval and it can be approved at this time

***Approved*** Leave reports have already been approved.

Note: **Pending** reports are the only reports that can be approved.