

Approving Leave in Banner

To approve time used or approve with no time used:

- Go to Banner from MUW Homepage
- Enter Your User ID (Your 9501 number) and PIN
- Select Employee Information
- Select Leave Report
- Select Approve or Acknowledge Time
- Then click Select button
- NOTE: If you are an approver for more than one org, you must complete this process for both orgs.
- Select the appropriate Leave Report (org) by clicking the circle under My Choice.
- Select the appropriate Leave Period from the drop-down box
- Select the Sort Order that you prefer
- Click "Select" button
- To approve Melanie H Freeman's leave, click on her name
- NOTE: As an approver, you are responsible for ensuring that all leave taken is in accordance with state law and university policy. Approvers will be held accountable for these actions.

IF NO ERRORS

- Use the Scroll Bar at the bottom of the screen to view all days of the month.
- Once you are sure that all leave has been recorded correctly, click "Approve."

ERRORS FOUND

- If there are errors made by the employee, select Add Comment, enter a comment about why you are returning the form.
- Then select "Return for Correction."