Let's learn how to approve leave for your employees. First go here: https://www.muw.edu/banner-home

Once there, click on "Employee Dashboard".   Next, locate "Approve Leave Report" in the right hand and give it a click…

My Activities

Enter Leave Report

Approve Time

Approve Leave Report

Approve Leave Request

Faculty Load and Compensation

Campus Directory

Employee Menu

Once you are in the Approval module, you should have a bar chart that shows the pending employee leave reports ready to approve:

| Leave Report | All Departments | 08/01/2021 - 08/31/2021 (2021 MO 8) |

Distribution Status Report - Leave Report

As you scroll down, you should be able to click the drop-down arrow on the Pending line to the right in order to see the list of employees needing approved:

Pending 5		⌄
Pending - In the Queue 0		⌄
In Progress 0		⌄
Returned 0		⌄

This will open the Pending list, allowing you to select an employee:

Pending 5				⌃

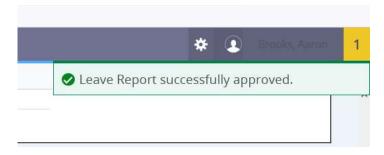| Employee Name ⇕	ID ⇕	Organization ⇕	Hours/Days/Units ⇕	⇕
Mordecai, Charlie R. Programmer/Analyst, 000714-00	▬▬	U-502301, Title III Enhancing Student Success	▬▬	ⓘ ⋮
Garner, Andrew M. Programmer Analyst, 000284-00	▬▬	U-609000, Information Systems	▬▬	ⓘ ⋮
Cole, Terry L. Comp Oper/User Support Spclst, 000281-00	▬▬	U-609000, Information Systems	▬▬	ⓘ ⋮
Burton, Laura A. Administrative Assistant, 000282-00	▬▬	U-609000, Information Systems	▬▬	ⓘ 💬¹ ⚠ ⋮

View More

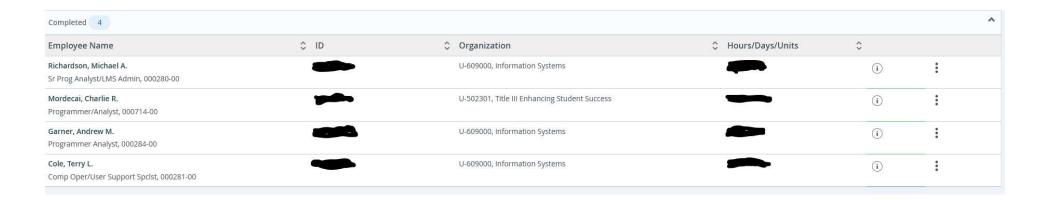Next you will double-click an employee in the list:

If everything looks ok, click "Approve" and move on to the next employee. If you see an error or questionable information, you can click "Return for Correction" to give the employee opportunity to explain and also correct if necessary. If the employee needs to start the process over, click "Delete".

After clicking "Approve", you should receive a confirmation notification in the top right-hand corner:

Finally, your completed approvals should show in the "Completed" section of the page:

Completed 4						
Employee Name ⇕	**ID** ⇕	**Organization** ⇕	**Hours/Days/Units** ⇕			
Richardson, Michael A. Sr Prog Analyst/LMS Admin, 000280-00	▬▬	U-609000, Information Systems	▬▬	ⓘ	⋮	
Mordecai, Charlie R. Programmer/Analyst, 000714-00	▬▬	U-502301, Title III Enhancing Student Success	▬▬	ⓘ	⋮	
Garner, Andrew M. Programmer Analyst, 000284-00	▬▬	U-609000, Information Systems	▬▬	ⓘ	⋮	
Cole, Terry L. Comp Oper/User Support Spclst, 000281-00	▬▬	U-609000, Information Systems	▬▬	ⓘ	⋮	

Just like that, we're at the end yet again. I hope this has been helpful. If not, you can reach us at ext. 7282. Good day!