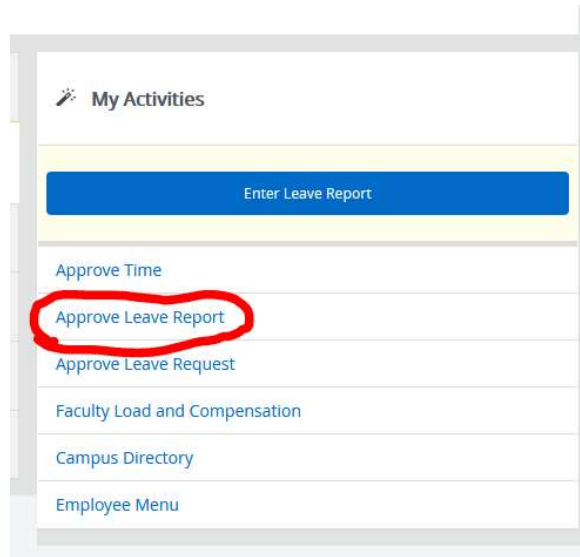
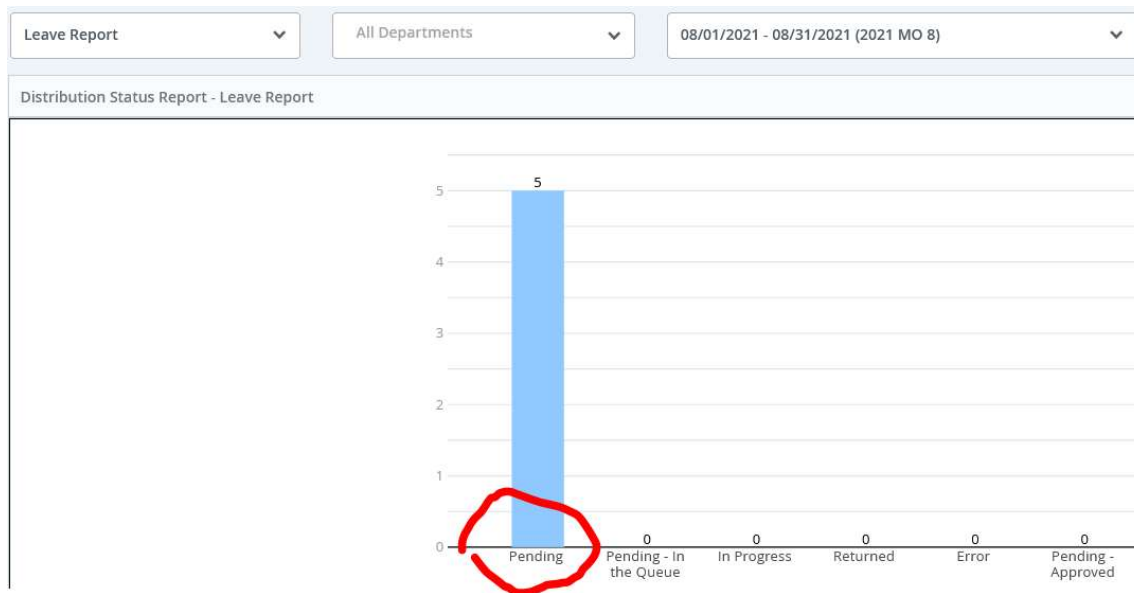


Let's learn how to approve leave for your employees. First go here: <https://www.muw.edu/banner-home>

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



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



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:

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

[View More](#)

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

The screenshot shows a 'Preview' window for an employee named Mordecai, Charlie R. The window displays the following information:

- Programmer/Analyst, 000714-00, U, 502301, Title III Enhancing Student Success
- Pay Period: 08/01/2021 - 08/31/2021
- Submitted On: 09/02/2021, 09:03 AM

The 'Earning Distribution' section contains the following table:

Earn Code	Total
Personal Leave Pay	1
Medical Leave	1
Total Hours	2
Total Units	1

The 'Weekly Summary' section contains the following table:

Week	Total Hours
Week 1	2

At the bottom of the window, there are four buttons: 'Delete', 'Return for correction', 'Details', and 'Approve'. A red arrow points to the 'Details' button, and a red circle highlights the 'Approve' button.

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:

The screenshot shows a confirmation notification in the top right-hand corner of the application. The notification is a green box with a white checkmark icon and the text: "Leave Report successfully approved." The notification is displayed over a dark blue header bar that contains a gear icon, a user profile icon, the name "Brooks, Aaron", and a yellow badge with the number "1".

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

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

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!