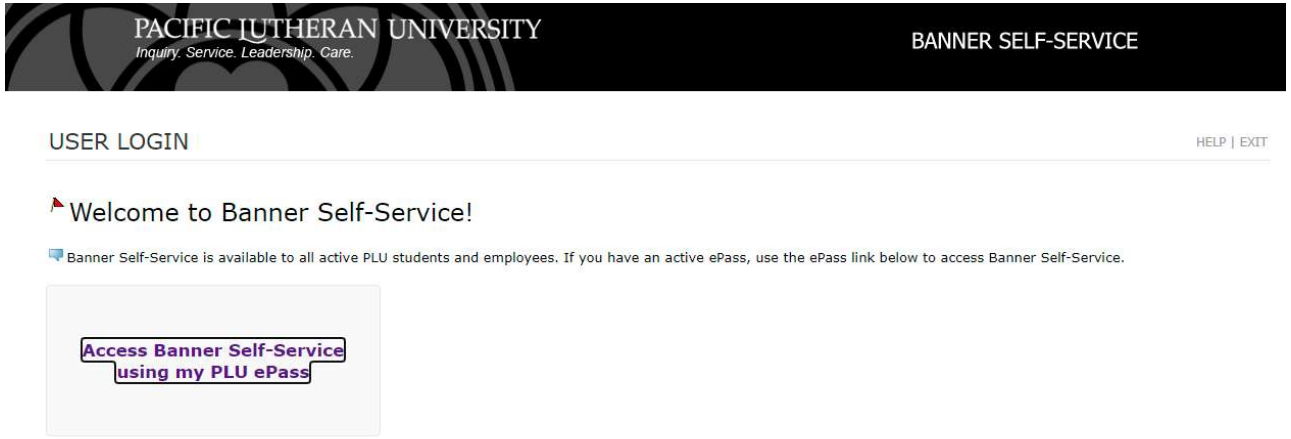
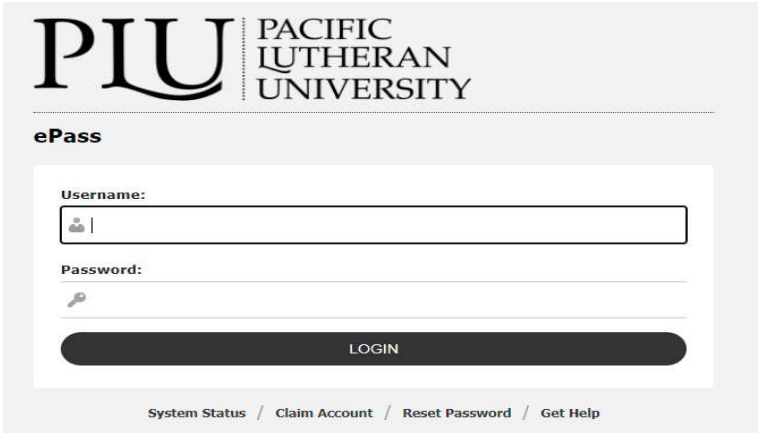
How to Approve Leave Reports

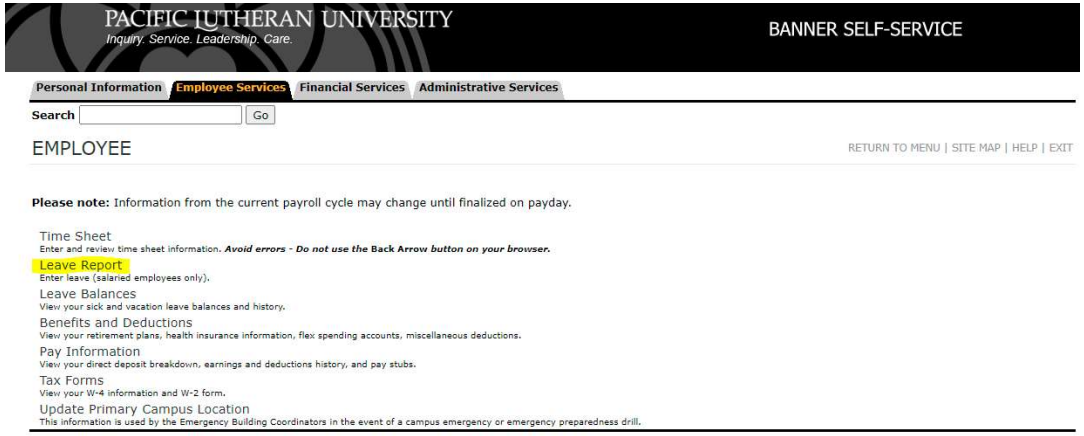
1. Log in to Banner Self Service



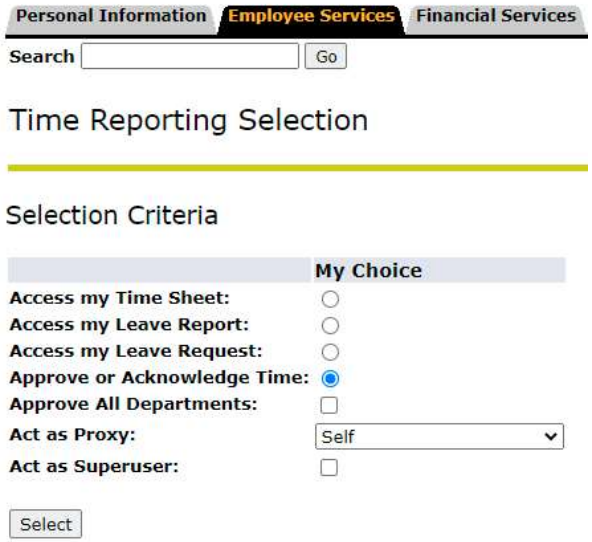
2. Click on **Access Banner Self-Service using my PLU ePass**
3. Enter your username and password



4. Once you are logged in, click on **Employee Services** then **Leave Report**

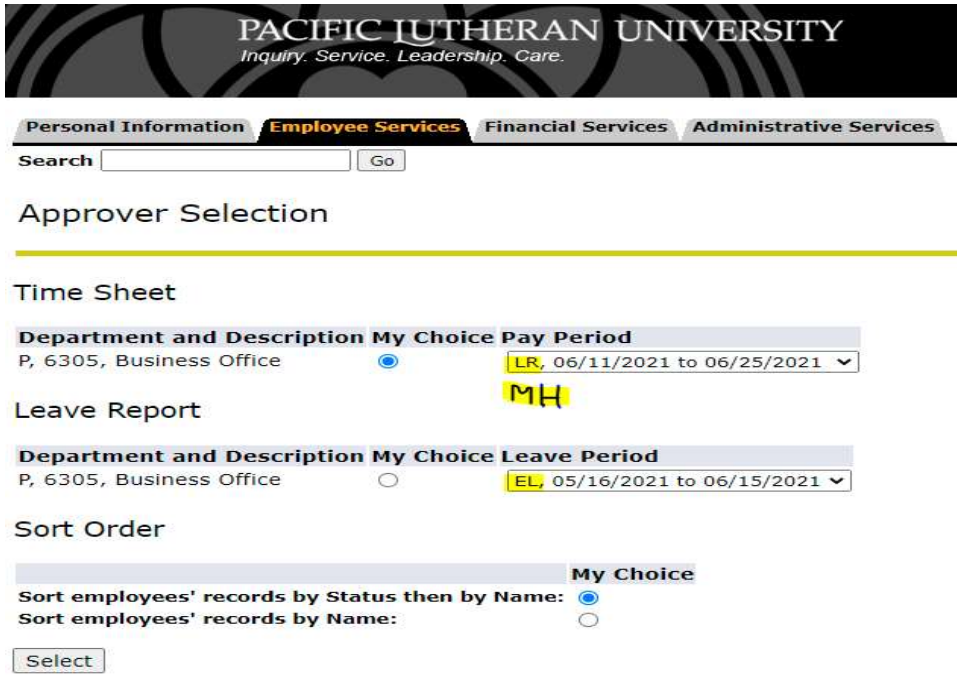


5. On the next screen **Time Reporting Selection**, you will want to make sure the radial is filled next to **Approve or Acknowledge Time**, then click on **Select**

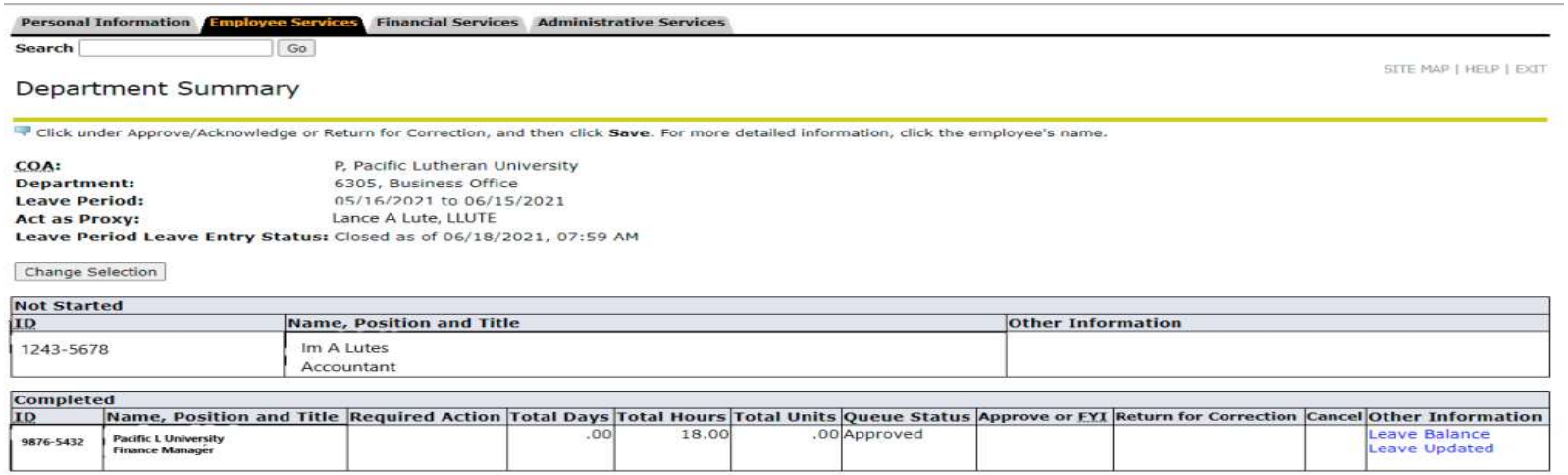


6. On the next screen you may see different Departments that you have the ability to approve for. If you are approving for an hourly employee such as a Student Worker or a Staff Employee, make sure the radial is completed next to that selection. **LR** is for Students **MH** is for Hourly Staff. Next to each of them is the current period. **Click on the drop down to view previous periods.** (You will have to scroll through the LR dates to get to the MH hourly dates. They are stacked on top of each other.)

7. If you are approving for a salaried employee they are usually located in the area below the Students and Hourly Staff shown in the picture below with an **EL**, period description. You will also notice that they show up under **Leave Report** vs **Time Sheet**. Make sure the radial is selected, then click Select.



8. Next you will see a list of people who report to you
    a. **Pending** means that they have submitted their timesheet for approval
    b. **Completed** means that they submitted their timesheet and you have approved it
    c. **Not Started** means that they have not opened their timesheet for this period



9. To go into a leave report/timesheet click on their ID number. Once you are in their leave report/timesheet you will see the full period and all of the days listed and their hours worked. If everything looks good, go ahead and click approve (as long as it is toward the end of a period). If changes need to be made and it is before the deadline when timesheets are due (12pm), you can **Return the Timesheet** to the employee for correction. If it is after the 12pm deadline, you can click on **Change Record** to alter their time. Please make sure to leave a comment when making any changes.
10. If they took leave, you will want to make sure they have that much leave in their balance. Click on **Leave Balance** to see their available leave. It is located on the main page as shown above on the far right.
11. Once the Leave Reports are approved you are good to go for this period.

****Please note that for Leave Reports we are only tracking days off. Regular worked shifts do not need to be included****

If you have any questions, please email payr@plu.edu and a member of the Payroll team will reach out to you as soon as possible. If you receive an error, please screenshot the error when emailing to help with researching the issue.