# Web leave approvals

This quick guide describes how to review and approve your employees’ monthly web leave entry reports, and view leave balances for each employee. You must approve leave reports for all of your employees each month, even if they have not recorded any leave.

You can approve monthly leave reports for the previous month beginning on the first day of each month. You will receive a reminder to approve your reports on the 15th and 25th of each month. Approvers are encouraged to approve reports as soon as possible in order to keep employee leave balances current.

You can view your employees’ leave reports for the previous 18 months. For more information about leave management at UVic, visit [www.uvic.ca/hr/services/home/compensation/leaves/leave-management/index.php](http://www.uvic.ca/hr/services/home/compensation/leaves/leave-management/index.php).

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<thead>
<tr>
<th>#</th>
<th>Instructions</th>
<th>Screenshot</th>
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<tbody>
<tr>
<td>1</td>
<td>Sign in to UVic using your NetLink ID and password. From the <strong>My online tools</strong> menu, choose <strong>My page</strong>.</td>
<td><img src="Image1" alt="My online tools menu" /></td>
</tr>
<tr>
<td>2</td>
<td>From the left menu bar, choose <strong>Employee services</strong>.</td>
<td><img src="Image2" alt="My online tools menu" /></td>
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<tr>
<td>3</td>
<td>Choose the <strong>Leaves &amp; Benefits</strong> tab.</td>
<td><img src="Image3" alt="My online tools menu" /></td>
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<tr>
<td>4</td>
<td>Choose Leave Report.</td>
<td><img src="image1" alt="Screenshot" /></td>
</tr>
<tr>
<td>5</td>
<td>In order to approve an employee’s leave report, choose Select. <strong>TIP:</strong> In order to access your own leave report, change the selection to Access my Leave Report.</td>
<td><img src="image2" alt="Screenshot" /></td>
</tr>
<tr>
<td>6</td>
<td>Select the appropriate account (if you have more than one) and the applicable Leave Period from the dropdown list. Choose Select. <strong>TIP:</strong> Many supervisors prefer sorting by name rather than status.</td>
<td><img src="image3" alt="Screenshot" /></td>
</tr>
<tr>
<td>7</td>
<td>Your employees will appear in a list. Choose the name of the employee whose leave report you wish to view. Click on the hyperlink to view his or her report.</td>
<td><img src="image4" alt="Screenshot" /></td>
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</table>
8. **TIP:** If you have selected the wrong leave period, choose **Change Selection** to return to the previous screen and make a different selection.

9. Review the employee’s leave report, which appears at the top of the screen. A summary of total hours taken in the month appears on the left.

10. Below the report, you may view the employee’s leave balances.

    **TIP:** CUPE and Exempt Support Staff must enter sick, vacation, dependent sickness, special leave and long service leave in 3.5 or 7.0-hour blocks. All other leaves should be entered as taken.

11. Leave allocations for the current year appear on the right, including leave earned this year, leave taken this year and remaining balances.

12. You may see an advisory regarding **Possible Insufficient Leave Balance.** Check your employee’s leave balances for accrued leave (e.g. **Possible Insufficient Leave Balance.**)

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**Possible Insufficient Leave Balance.**
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<td>13</td>
<td>If an employee has overdrawn their vacation, sick leave, or requested personal leave without pay days, submit a <strong>Salary Deduction form</strong> to the payroll office with a copy to the Benefits office. Note: <strong>Leave reports are not connected to pay and require the appropriate documentation.</strong></td>
<td></td>
</tr>
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</table>

| 14 | If the leave report is correct and you wish to approve it immediately, choose the **Approve** button at the bottom of the screen. |

| 15 | If the report does not agree with your records, you can send it back to the employee for correction. Choose **Return for Correction**. You will need to email the employee to notify him or her that you have returned the |
### Instructions

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<td>16</td>
<td><strong>TIP:</strong> If an employee makes an error on a report, he or she can request that you return the report for correction at any point during the month before it is approved. It is helpful to add a comment explaining the reason you are returning a leave report for correction. Choose <strong>Add Comment</strong>.</td>
</tr>
<tr>
<td>17</td>
<td>Enter your comment and choose <strong>Save</strong>, then <strong>Previous Menu</strong>.</td>
</tr>
<tr>
<td>18</td>
<td>The comment will appear below the Leave Balances table. The employee will also be able to view the comment when they view the same leave report.</td>
</tr>
<tr>
<td>19</td>
<td>To view another employee’s leave report, choose <strong>Previous Menu</strong> to return to the employee list.</td>
</tr>
<tr>
<td>20</td>
<td>From the Department Summary screen, you may view the status of each employee’s leave report. <strong>Not Started</strong></td>
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Created October 2015
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<td>means the employee has not yet opened the report. <strong>In Progress</strong> means the report has been opened but not yet submitted for approval.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td><strong>Returned for Correction</strong> means the employee needs to correct and resubmit the report. <strong>Approved</strong> means you have already accepted the report.</td>
<td><img src="image.png" alt="Screenshot" /></td>
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