

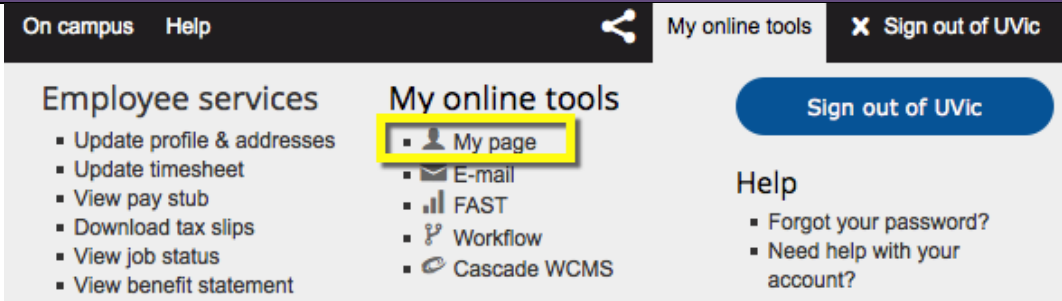
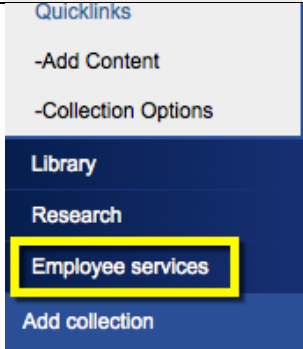
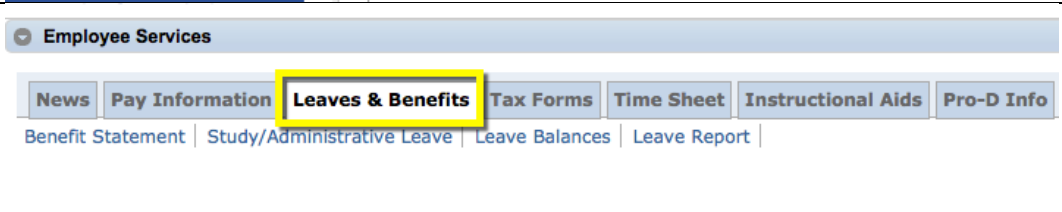


# Web leave approvals


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 15<sup>th</sup> and 25<sup>th</sup> of each month. Approvers are encouraged to approve reports as soon as possible in order to keep employee leave balances current.

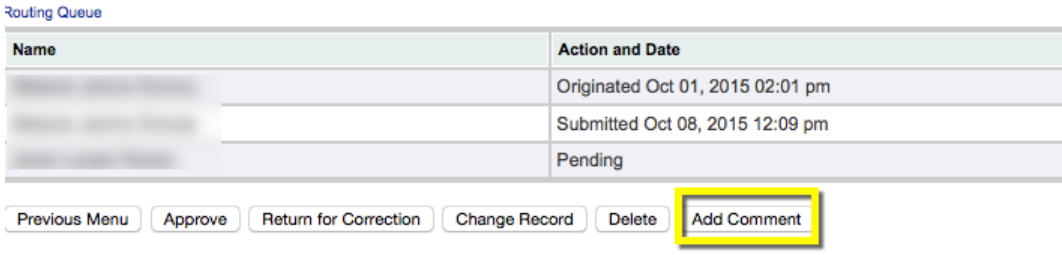
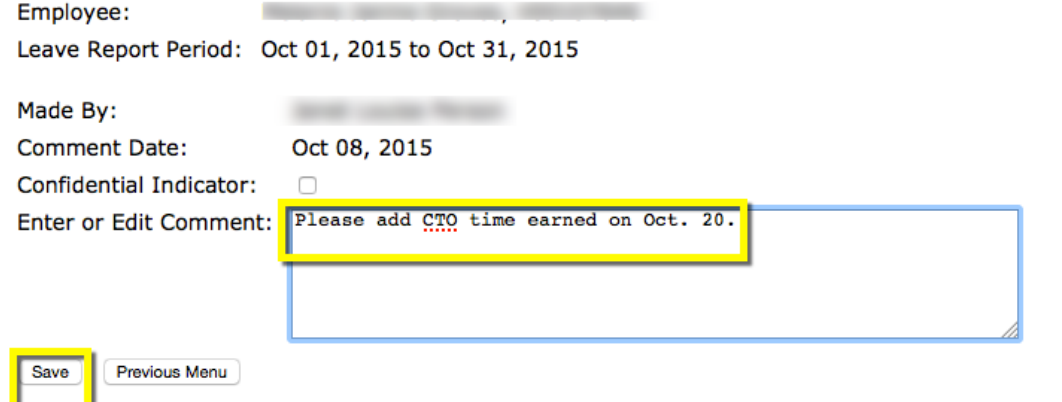
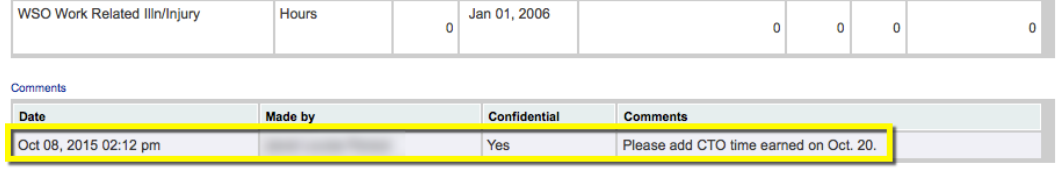
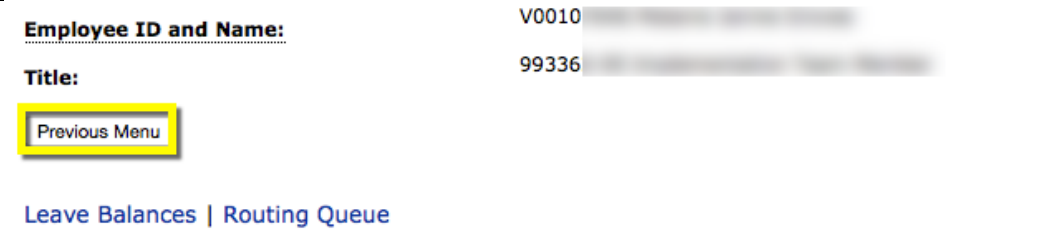
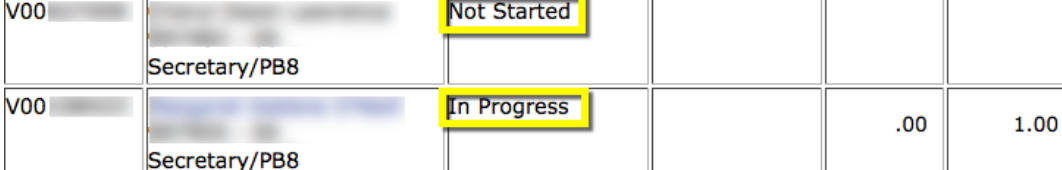
You can view your employees' leave reports for the previous 18 months. For more information about leave management at UVic, visit [www.uvic.ca/hr/services/home/compensation/leaves/leave-management/index.php](http://www.uvic.ca/hr/services/home/compensation/leaves/leave-management/index.php).




#	Instructions	Screenshot
1	Sign in to UVic using your NetLink ID and password. From the <b>My online tools</b> menu, choose <b>My page</b> .	 <p>The screenshot shows the top navigation bar with 'On campus' and 'Help' links. The 'My online tools' menu is open, and 'My page' is highlighted with a yellow box. Other options include 'E-mail', 'FAST', 'Workflow', and 'Cascade WCMS'. A 'Sign out of UVic' button is also visible.</p>
2	From the left menu bar, choose <b>Employee services</b> .	 <p>The screenshot shows the left-hand navigation menu. The 'Employee services' option is highlighted with a yellow box. Other options include 'Quicklinks', '-Add Content', '-Collection Options', 'Library', 'Research', and 'Add collection'.</p>
3	Choose the Leaves & Benefits tab.	 <p>The screenshot shows the 'Employee Services' section with several tabs: 'News', 'Pay Information', 'Leaves &amp; Benefits', 'Tax Forms', 'Time Sheet', 'Instructional Aids', and 'Pro-D Info'. The 'Leaves &amp; Benefits' tab is highlighted with a yellow box. Below the tabs, there are links for 'Benefit Statement', 'Study/Administrative Leave', 'Leave Balances', and 'Leave Report'.</p>

#	Instructions	Screenshot																								
4	Choose Leave Report.	<p><b>Leaves &amp; Benefits</b></p> <p>Leave Information (FAQs) and Tutorials</p> <p>Benefit Statement Study/Administrative Leave Leave Balances <b>Leave Report</b></p>																								
5	<p>In order to approve an employee's leave report, choose <b>Select</b>.</p> <p><b>TIP:</b> In order to access your own leave report, change the selection to <b>Access my Leave Report</b>.</p>	<p><b>Time Reporting Selection</b></p> <p><b>Selection Criteria</b></p> <p>My Choice</p> <p>Access my Time Sheet: <input type="radio"/></p> <p>Access my Leave Report: <input type="radio"/></p> <p>Access my Leave Request: <input type="radio"/></p> <p><b>Approve or Acknowledge Time:</b> <input checked="" type="radio"/></p> <p>Approve All Departments: <input type="checkbox"/></p> <p>Act as Proxy: Self <input type="button" value="v"/></p> <p>Act as Superuser: <input type="checkbox"/></p> <p><b>Select</b></p>																								
6	<p>Select the appropriate account (if you have more than one) and the applicable <b>Leave Period</b> from the dropdown list.</p> <p>Choose a method for sorting the employee records. Choose <b>Select</b>.</p> <p><b>TIP:</b> Many supervisors prefer sorting by name rather than status.</p>	<p><b>Leave Report</b></p> <p>Department and Description My Choice Leave Period</p> <p>1, 26000, Academic and Faculty Support <input type="radio"/> LV, Sep 01, 2015 to Sep 30, 2015 <input type="button" value="v"/></p> <p><b>1, 80012, Special Project</b> <input checked="" type="radio"/> LV, Oct 01, 2015 to Oct 31, 2015 <input type="button" value="v"/></p> <p><b>Sort Order</b></p> <p>My Choice</p> <p>Sort employees' records by Status then by Name: <input type="radio"/></p> <p><b>Sort employees' records by Name:</b> <input checked="" type="radio"/></p> <p><b>Select</b></p>																								
7	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.	<p><b>Department Summary</b></p> <p>Select the employee's name to access additional details.</p> <p>COA: 1, University Of Victoria</p> <p>Department: <b>80012, Special Project</b></p> <p>Leave Period: <b>Oct 01, 2015 to Oct 31, 2015</b></p> <p>Act as Proxy: Not Applicable</p> <p>Leave Period Leave Entry Status: Open until Nov 30, 2015, 05:00 PM</p> <p>Change Selection Select All, Approve or FYI Reset Save</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name, Position and Title</th> <th>Transaction Status</th> <th>Required Action</th> <th>Total Days</th> <th>Total Hours</th> <th>Total Units</th> <th>Queue Status</th> <th>Approve or FYI</th> <th>Return for Correction</th> <th>Cancel</th> <th>Other Information</th> </tr> </thead> <tbody> <tr> <td>V00107646</td> <td>Mel... 993362 - 00</td> <td>Pending</td> <td>Approve</td> <td>.00</td> <td>31.50</td> <td>.00</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Change Leave Record Leave Balance Warning</td> </tr> </tbody> </table>	ID	Name, Position and Title	Transaction Status	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	V00107646	Mel... 993362 - 00	Pending	Approve	.00	31.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance Warning
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8	<p><b>TIP:</b> If you have selected the wrong leave period, choose <b>Change Selection</b> to return to the previous screen and make a different selection.</p>	<p><b>Total:</b> 1</p> <p><b>Total Days:</b> .00</p> <p><b>Total Hours:</b> 31.50</p> <p><b>Total Units:</b> .00</p> <p><b>Change Selection</b>   Select All, Approve or FYI   Reset   Save</p>																																																																																																												
9	<p>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.</p>	<p>Leave Report</p> <table border="1"> <thead> <tr> <th>Earnings</th> <th>Total Hours</th> <th>R 01</th> <th>F 02</th> <th>S 03</th> <th>S 04</th> <th>M 05</th> <th>T 06</th> <th>W 07</th> <th>R 08</th> <th>F 09</th> <th>S 10</th> <th>S 11</th> <th>M 12</th> <th>T 13</th> <th>W 14</th> <th>R 15</th> <th>F 16</th> <th>S 17</th> <th>S 18</th> <th>M 19</th> <th>T 20</th> <th>W 21</th> <th>R 22</th> <th>F 23</th> <th>S 24</th> <th>S 25</th> </tr> </thead> <tbody> <tr> <td>Vacation Hours</td> <td>28</td> <td></td><td></td><td></td><td></td><td></td><td>7</td><td>7</td><td></td><td></td><td></td><td></td><td></td><td>7</td><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Sick Hours</td> <td>3.5</td> <td>3.5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Total Hours:</b></td> <td><b>31.5</b></td> <td><b>3.5</b></td><td></td><td></td><td></td><td></td><td><b>7</b></td><td><b>7</b></td><td></td><td></td><td></td><td></td><td></td><td><b>7</b></td><td><b>7</b></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	Earnings	Total Hours	R 01	F 02	S 03	S 04	M 05	T 06	W 07	R 08	F 09	S 10	S 11	M 12	T 13	W 14	R 15	F 16	S 17	S 18	M 19	T 20	W 21	R 22	F 23	S 24	S 25	Vacation Hours	28						7	7						7	7												Sick Hours	3.5	3.5																									<b>Total Hours:</b>	<b>31.5</b>	<b>3.5</b>					<b>7</b>	<b>7</b>						<b>7</b>	<b>7</b>											
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10	<p>Below the report, you may view the employee's leave balances.</p> <p><b>TIP:</b> 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.</p>	<p>Leave Balances as of Oct 01, 2015</p> <table border="1"> <thead> <tr> <th>Type of Leave</th> <th>Hours or Days</th> <th>Banked</th> <th>Date Available</th> <th>Available Beginning Balance</th> <th>Earned</th> <th>Taken</th> <th>Available Balance</th> </tr> </thead> <tbody> <tr> <td>Compassionate Leave</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PEA Compensatory Time Earned</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PEA Compensatory Time Bank</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PEA Compensatory Time Taken</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Emergency Leave</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance	Compassionate Leave	Hours	0	Jan 01, 2006	0	0	0	0	PEA Compensatory Time Earned	Hours	0	Jan 01, 2006	0	0	0	0	PEA Compensatory Time Bank	Hours	0	Jan 01, 2006	0	0	0	0	PEA Compensatory Time Taken	Hours	0	Jan 01, 2006	0	0	0	0	Emergency Leave	Hours	0	Jan 01, 2006	0	0	0	0																																																												
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11	<p>Leave allocations for the current year appear on the right, including leave earned this year, leave taken this year and remaining balances.</p>	<p>Leave Balances as of Oct 01, 2015</p> <table border="1"> <thead> <tr> <th>Type of Leave</th> <th>Hours or Days</th> <th>Banked</th> <th>Date Available</th> <th>Available Beginning Balance</th> <th>Earned</th> <th>Taken</th> <th>Available Balance</th> </tr> </thead> <tbody> <tr> <td>Compassionate Leave</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PEA Compensatory Time Earned</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Long Service Special Vacation</td> <td>Hours</td> <td>0</td> <td>Aug 30, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Personal Leave Without Pay</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sick Leave</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>38.5</td> <td>-38.5</td> </tr> <tr> <td>Vacation</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>70</td> <td>161</td> <td>182</td> <td>49</td> </tr> </tbody> </table>	Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance	Compassionate Leave	Hours	0	Jan 01, 2006	0	0	0	0	PEA Compensatory Time Earned	Hours	0	Jan 01, 2006	0	0	0	0	Long Service Special Vacation	Hours	0	Aug 30, 2006	0	0	0	0	Personal Leave Without Pay	Hours	0	Jan 01, 2006	0	0	0	0	Sick Leave	Hours	0	Jan 01, 2006	0	0	38.5	-38.5	Vacation	Hours	0	Jan 01, 2006	70	161	182	49																																																				
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12	<p>You may see an advisory regarding <b>Possible Insufficient Leave Balance</b>. Check your employee's leave balances for accrued leave (e.g.</p>	<p> <b>Possible Insufficient Leave Balance.</b></p>																																																																																																												

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	<p>vacation, CUPE/Exempt Support Staff sick time) to ensure he or she has sufficient time available.</p> <p><b>TIP:</b> Many types of leave display a negative figure (e.g. -7.0) when leave is taken. Only leaves with accrued balances (e.g. vacation, sick leave) display a positive balance.</p>																																														
13	<p>If an employee has overdrawn their vacation, sick leave, or requested personal leave without pay days, submit a <a href="#">Salary Deduction form</a> to the payroll office with a copy to the Benefits office. Note: <b>Leave reports are not connected to pay and require the appropriate documentation.</b></p>	<table border="1"> <thead> <tr> <th></th> <th>Hours</th> <th></th> <th>Jan 01, 2006</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Personal Leave Without Pay</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Sick Leave</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>38.5</td> <td></td> <td>-38.5</td> </tr> <tr> <td>Vacation</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>70</td> <td>161</td> <td>182</td> <td></td> <td>49</td> </tr> <tr> <td>WSO Work Related Illn/Injury</td> <td>Hours</td> <td>0</td> <td>Jan 01, 2006</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td>0</td> </tr> </tbody> </table>		Hours		Jan 01, 2006						Personal Leave Without Pay	Hours	0	Jan 01, 2006	0	0	0		0	Sick Leave	Hours	0	Jan 01, 2006	0	0	38.5		-38.5	Vacation	Hours	0	Jan 01, 2006	70	161	182		49	WSO Work Related Illn/Injury	Hours	0	Jan 01, 2006	0	0	0		0
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14	<p>If the leave report is correct and you wish to approve it immediately, choose the <b>Approve</b> button at the bottom of the screen.</p>	<p>Routing Queue</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Action and Date</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Originated Oct 01, 2015 02:01 pm</td> </tr> <tr> <td>[Redacted]</td> <td>Submitted Oct 01, 2015 02:07 pm</td> </tr> <tr> <td>[Redacted]</td> <td>Pending</td> </tr> </tbody> </table> <p> <input type="button" value="Previous Menu"/> <input type="button" value="Approve"/> <input type="button" value="Return for Correction"/> <input type="button" value="Change Record"/> <input type="button" value="Delete"/> <input type="button" value="Add Comment"/> </p>	Name	Action and Date	[Redacted]	Originated Oct 01, 2015 02:01 pm	[Redacted]	Submitted Oct 01, 2015 02:07 pm	[Redacted]	Pending																																					
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15	<p>If the report does not agree with your records, you can send it back to the employee for correction. Choose <b>Return for Correction</b>. You will need to email the employee to notify him or her that you have returned the</p>	<p>Routing Queue</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Action and Date</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Originated Oct 01, 2015 02:01 pm</td> </tr> <tr> <td>[Redacted]</td> <td>Submitted Oct 01, 2015 02:07 pm</td> </tr> <tr> <td>[Redacted]</td> <td>Pending</td> </tr> </tbody> </table> <p> <input type="button" value="Previous Menu"/> <input type="button" value="Approve"/> <input type="button" value="Return for Correction"/> <input type="button" value="Change Record"/> <input type="button" value="Delete"/> <input type="button" value="Add Comment"/> </p>	Name	Action and Date	[Redacted]	Originated Oct 01, 2015 02:01 pm	[Redacted]	Submitted Oct 01, 2015 02:07 pm	[Redacted]	Pending																																					
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	<p>report.</p> <p><b>TIP:</b> 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.</p>	
16	<p>It is helpful to add a comment explaining the reason you are returning a leave report for correction. Choose <b>Add Comment</b>.</p>	
17	<p>Enter your comment and choose <b>Save</b>, then Previous Menu.</p>	
18	<p>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.</p>	
19	<p>To view another employee's leave report, choose <b>Previous Menu</b> to return to the employee list.</p>	
20	<p>From the Department Summary screen, you may view the status of each employee's leave report. <b>Not Started</b></p>	

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	<p>means the employee has not yet opened the report. <b>In Progress</b> means the report has been opened but not yet submitted for approval.</p>													
21	<p><b>Returned for Correction</b> means the employee needs to correct and resubmit the report. <b>Approved</b> means you have already accepted the report.</p>	<table border="1"> <thead> <tr> <th data-bbox="472 453 609 516">ID</th> <th data-bbox="609 453 902 516">Name, Position and Title</th> <th data-bbox="902 453 1130 516">Transaction Status</th> <th data-bbox="1130 453 1292 516">Required Action</th> <th data-bbox="1292 453 1403 516">Total Days</th> <th data-bbox="1403 453 1513 516">Total Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 516 609 636">V0010</td> <td data-bbox="609 516 902 636">             Implementation Team Member         </td> <td data-bbox="902 516 1130 636">Returned for Correction</td> <td data-bbox="1130 516 1292 636"></td> <td data-bbox="1292 516 1403 636">.00</td> <td data-bbox="1403 516 1513 636">31.50</td> </tr> </tbody> </table>	ID	Name, Position and Title	Transaction Status	Required Action	Total Days	Total Hours	V0010	 Implementation Team Member	Returned for Correction		.00	31.50
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