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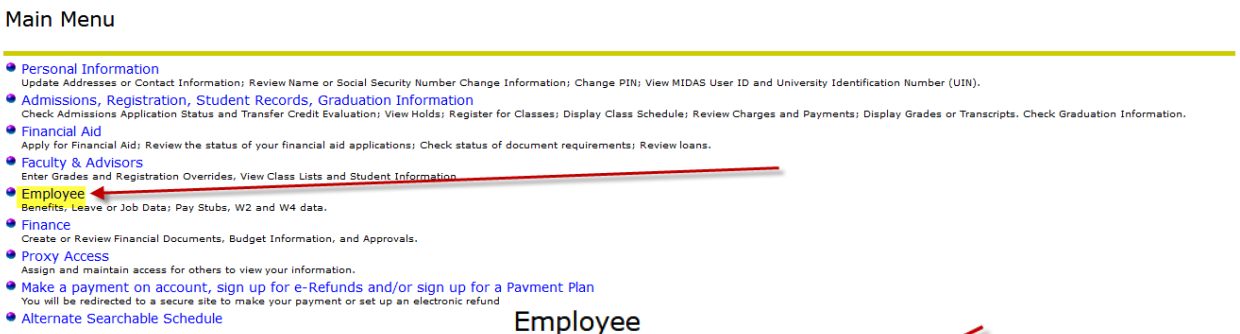
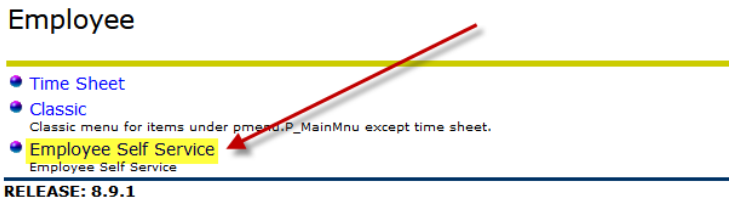
Quick Reference for Employee Self Service Time Entry:

APPROVERS & PROXIES

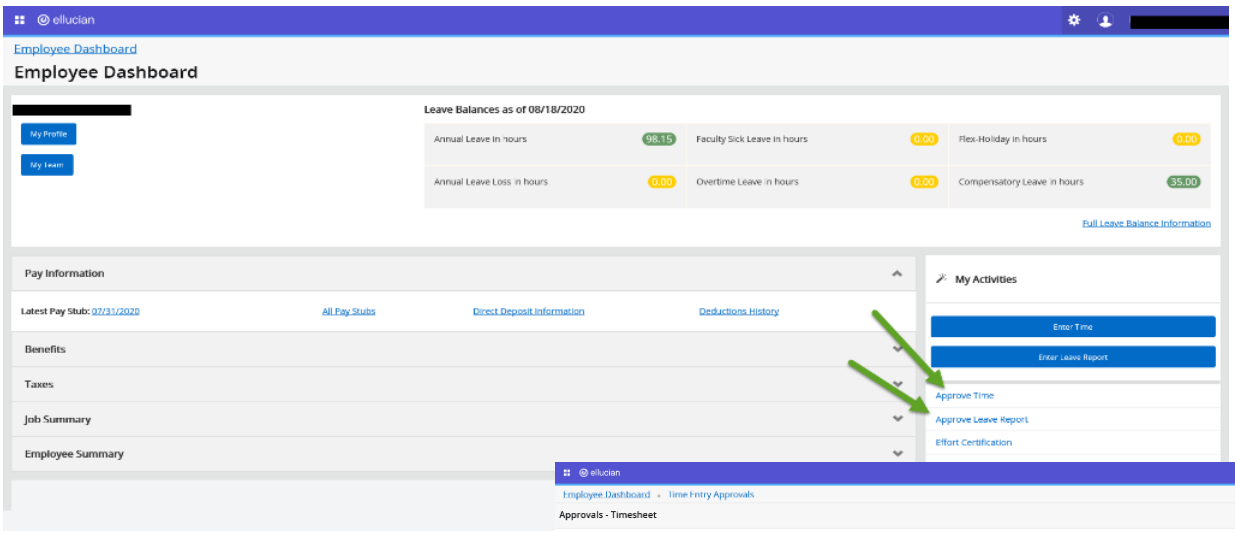
1. Access LeoOnline at: http://www.leoonline.odu.edu
2. Upon entering into the system, select ***the Enter LeoOnline News and Secure Area*** link at the top of the page list, then scroll to the bottom of the page and click ***Enter Secure Area***.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (*see below*), click ***Employee***,



Then ***Employee Self Service*** to open the Employee Dashboard:

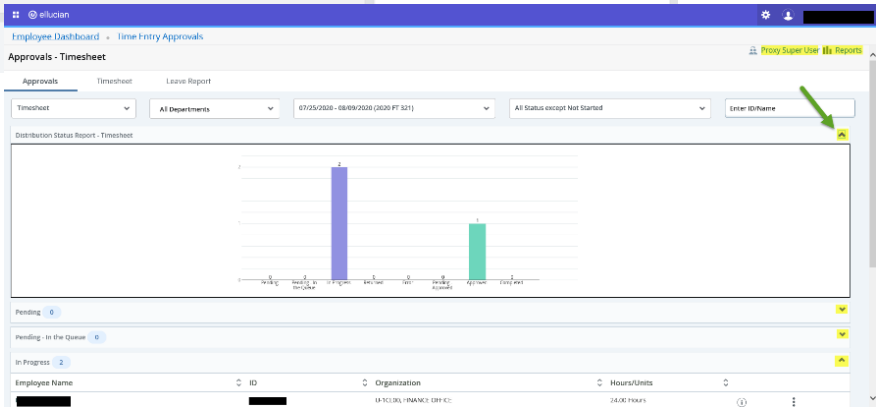


5. Once in the Employee Dashboard, select ***Approve Time*** or ***Approve Leave Report*** (*as highlighted below*).



The ***Time Entry Approval Screen*** shows a graph of the status of each timesheet or leave report you as an approver are responsible for approving. You may close the graph by clicking the arrow highlighted below.

Please Note: *If acting as a* ***PROXY****, you can click* ***Proxy Super User*** *to access proxy accesses. To view reports of approvals required as a proxy, select* ***Reports****.*



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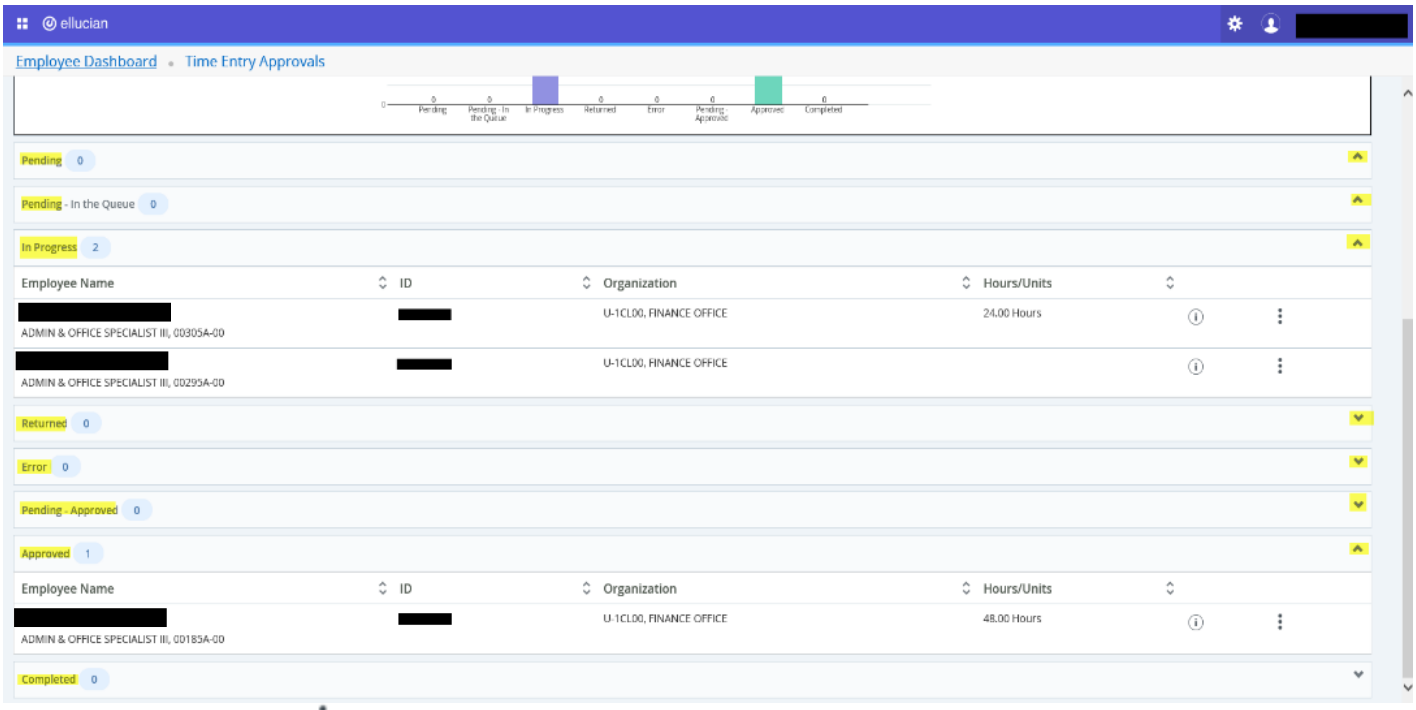
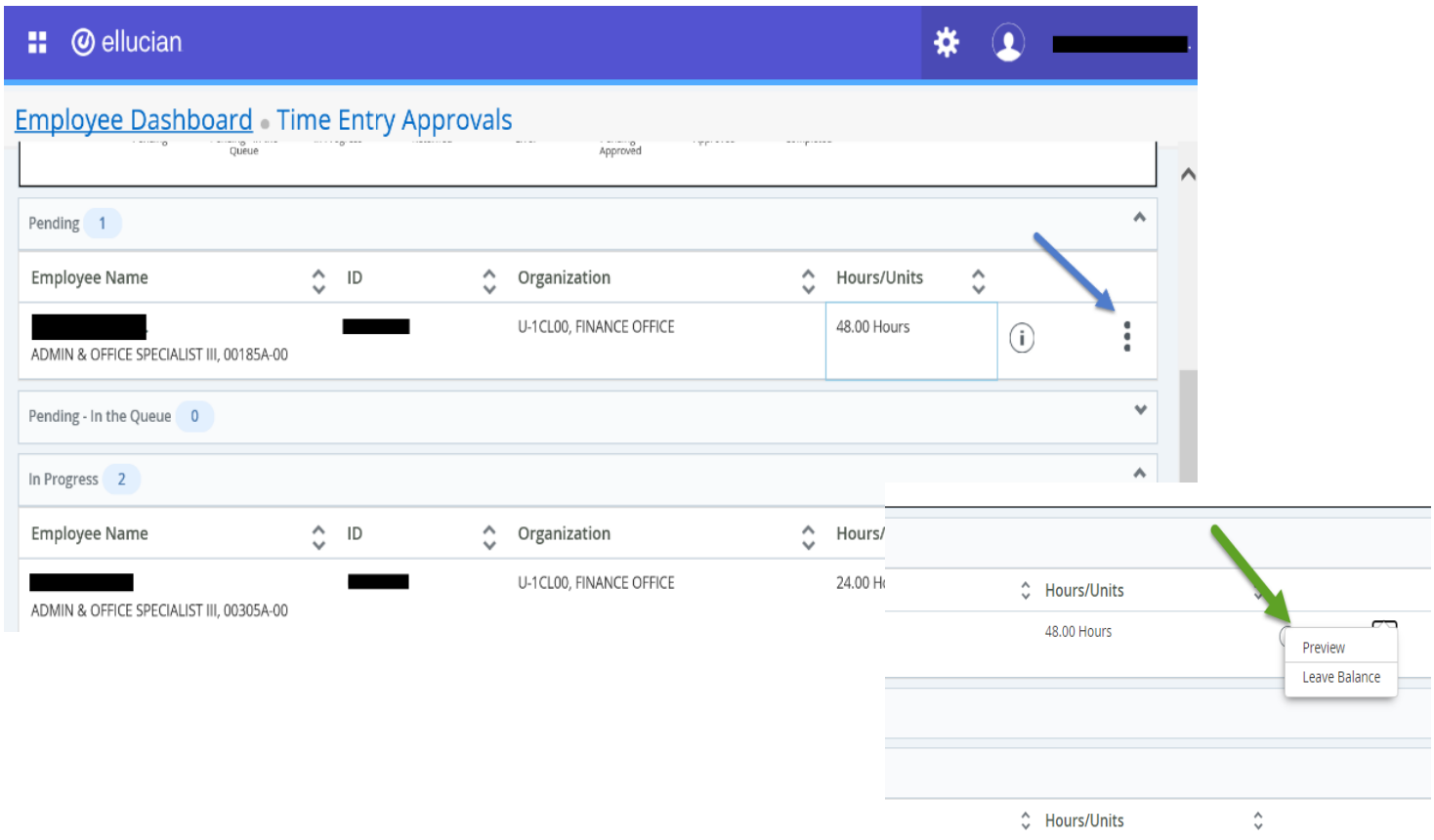
The ***Time Entry Approval Screen*** also allows users to view each status and employee in each status (*see below*). Users can minimize each status be selecting the arrows highlighted in the screenshot below.



6. Click on the ***3 dots*** ⋮ known as the ***Action Menu***, as shown below, to preview the timesheet or leave report, and to view leave balances of employees in each status before approving.



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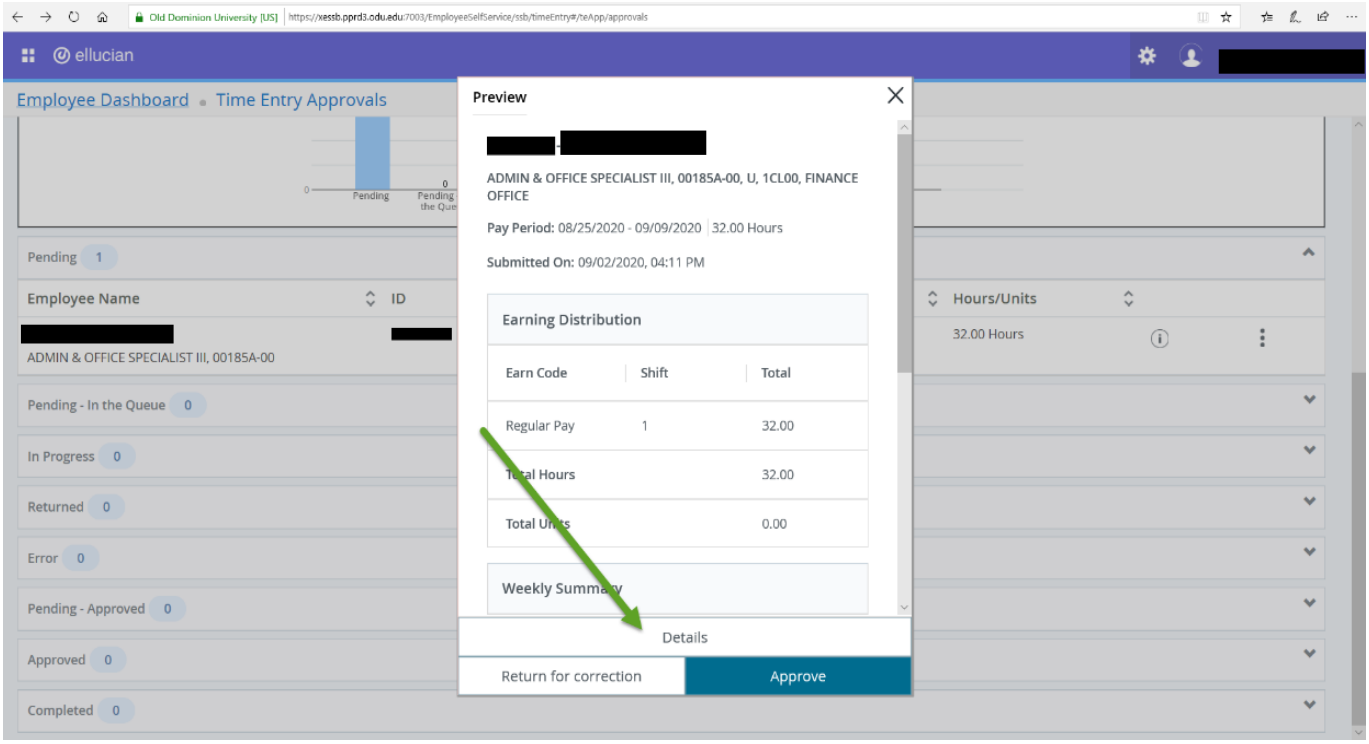
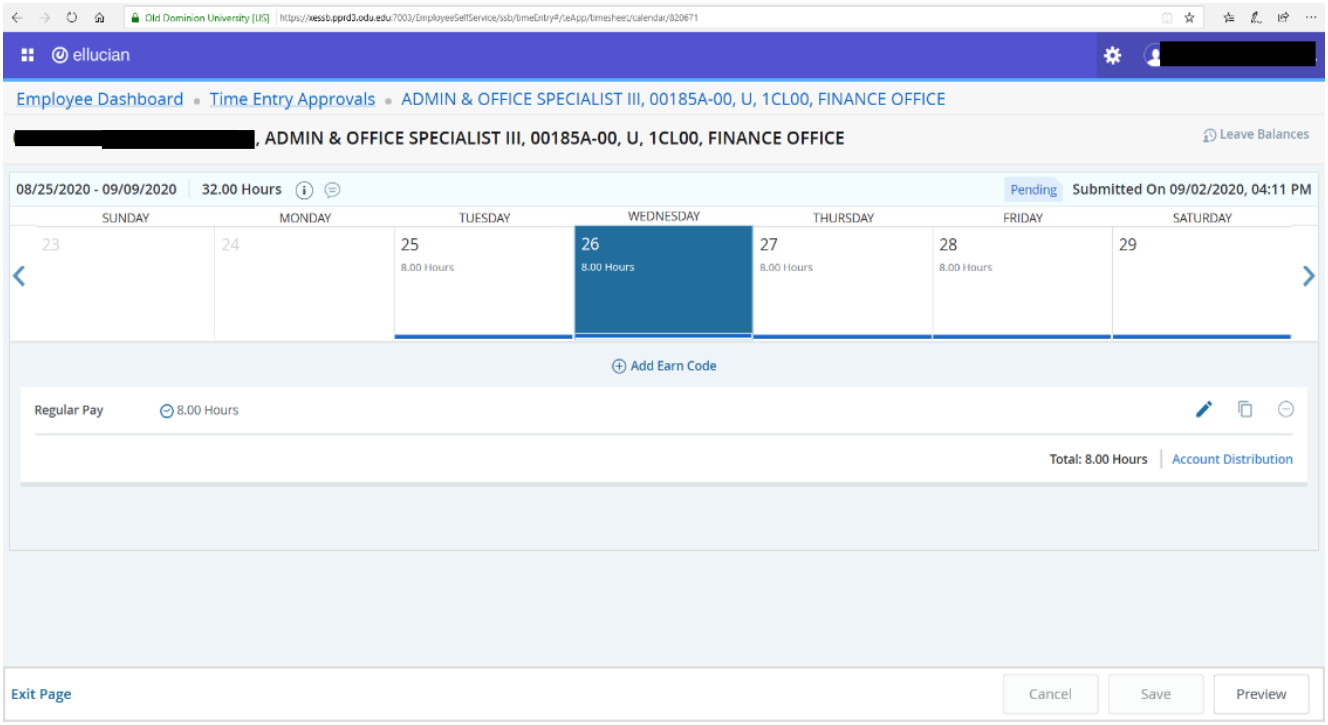
7. Select ***Details*** to view the details of the timesheet.



8. After selecting ***Details***, you may scroll through the calendar to view your employee's time entered per day.



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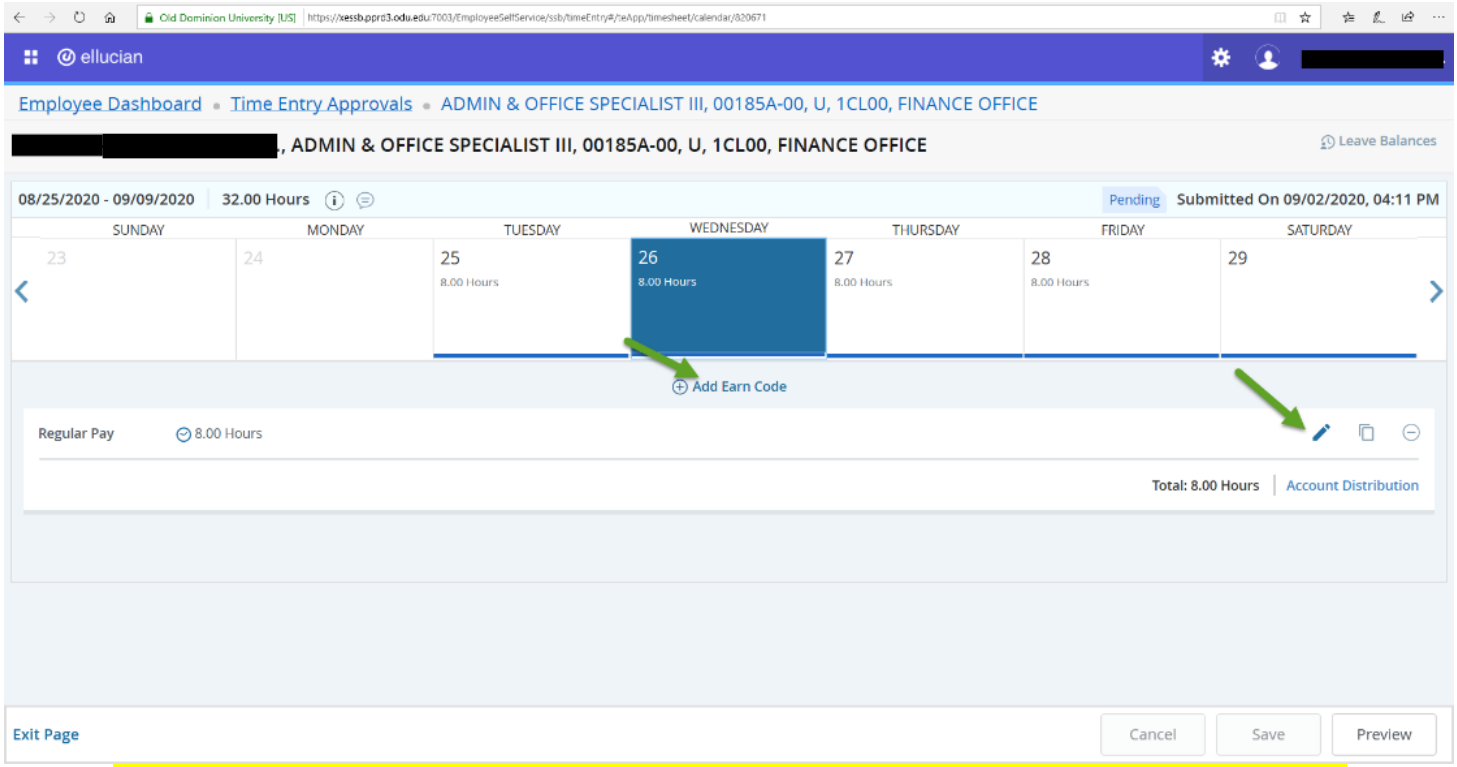
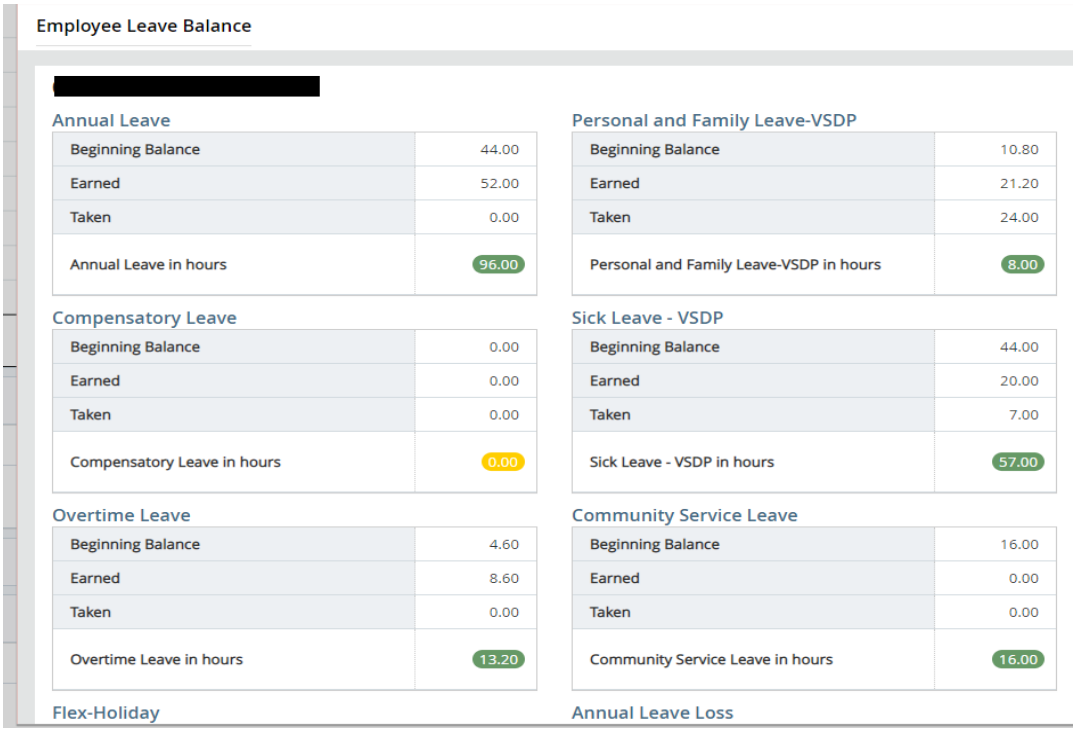
9. If an employee's time needs to be changed prior to approval, select ***Add Earn Code***, or the ***Edit*** button to make the change and ***Save***.



PLEASE NOTE*: You must include justification in the system and notify the employee before changing any employee's timesheet!*

10. You may view an employee's leave balance before approving their timesheet by selecting the ***Employee Leave Balance*** button.



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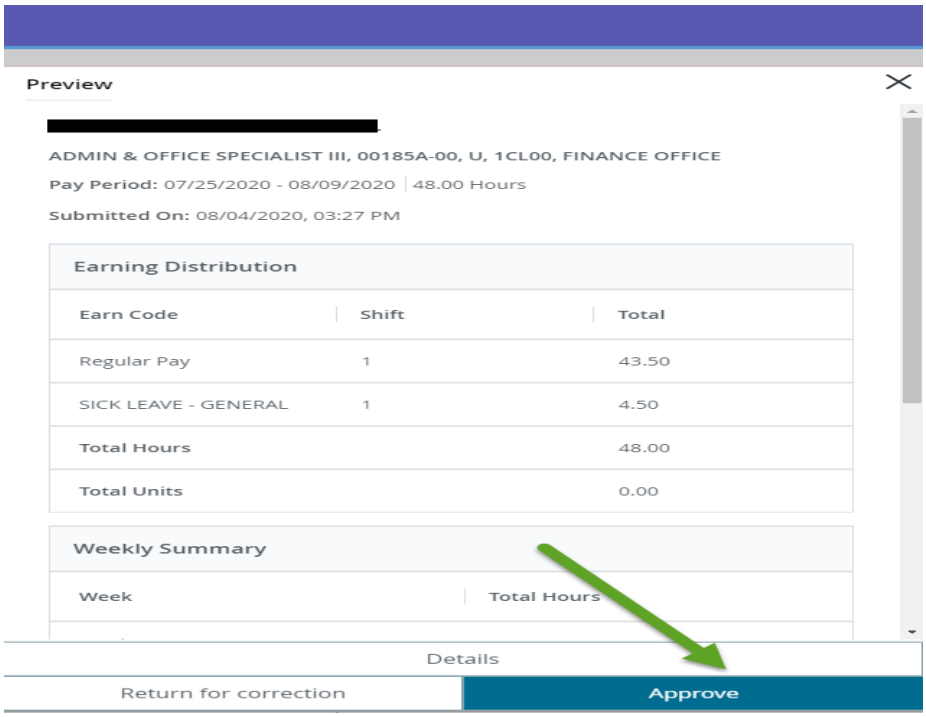
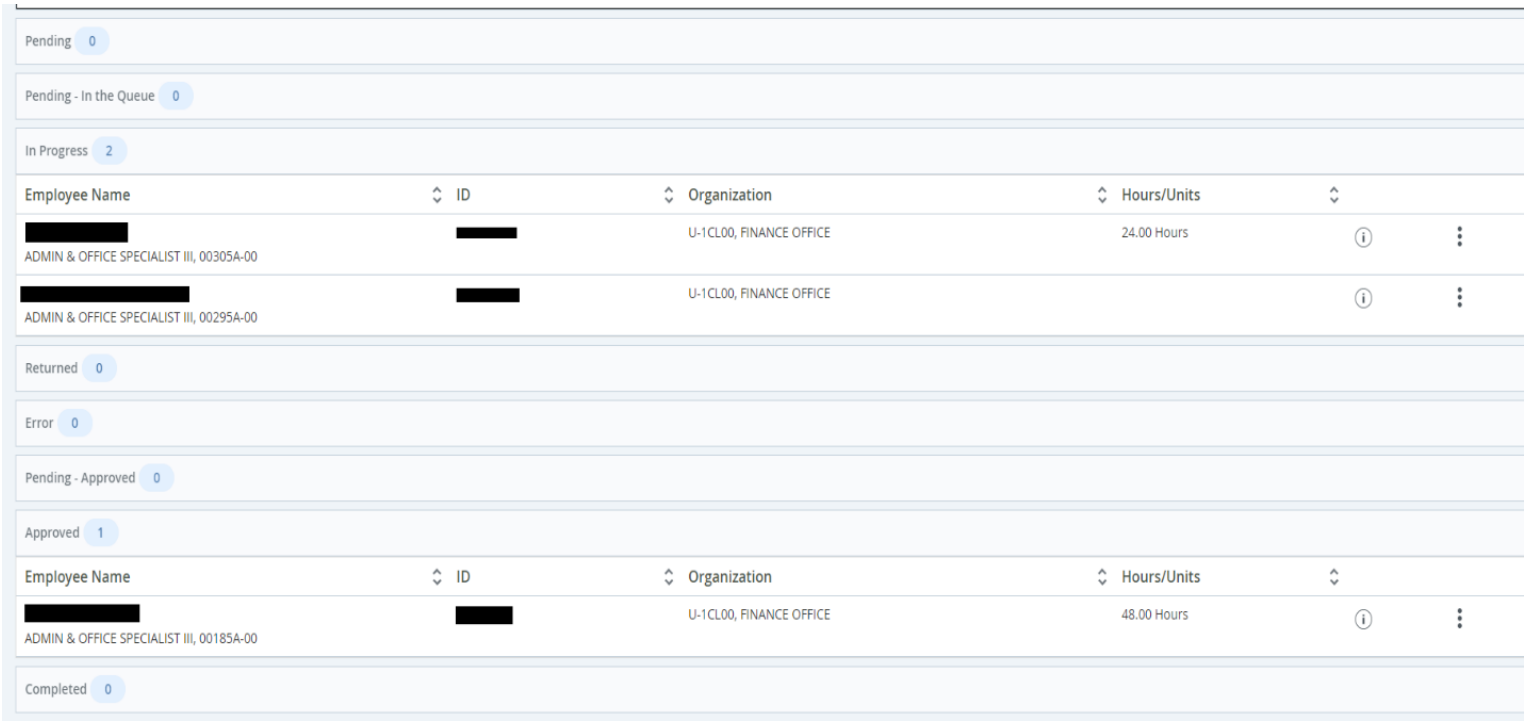
11. After selecting ***Preview***, you are able to select any of the following options depending on the circumstance: ***Approve the Timesheet or Leave Report***; ***Return for Correction***.



12. After Approving the Timesheet or Leave Report, the employee's profile moves down to the ***Approved Status*** field.



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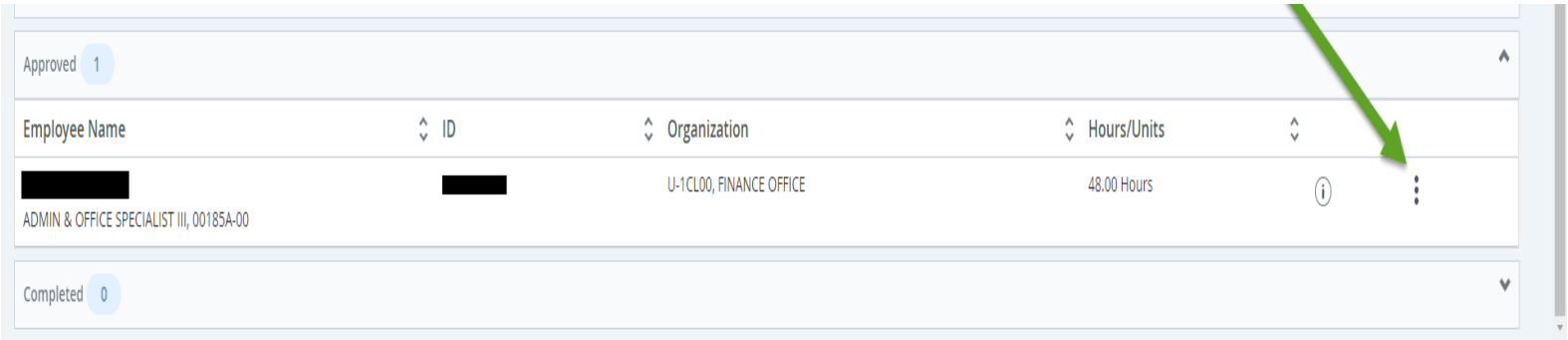
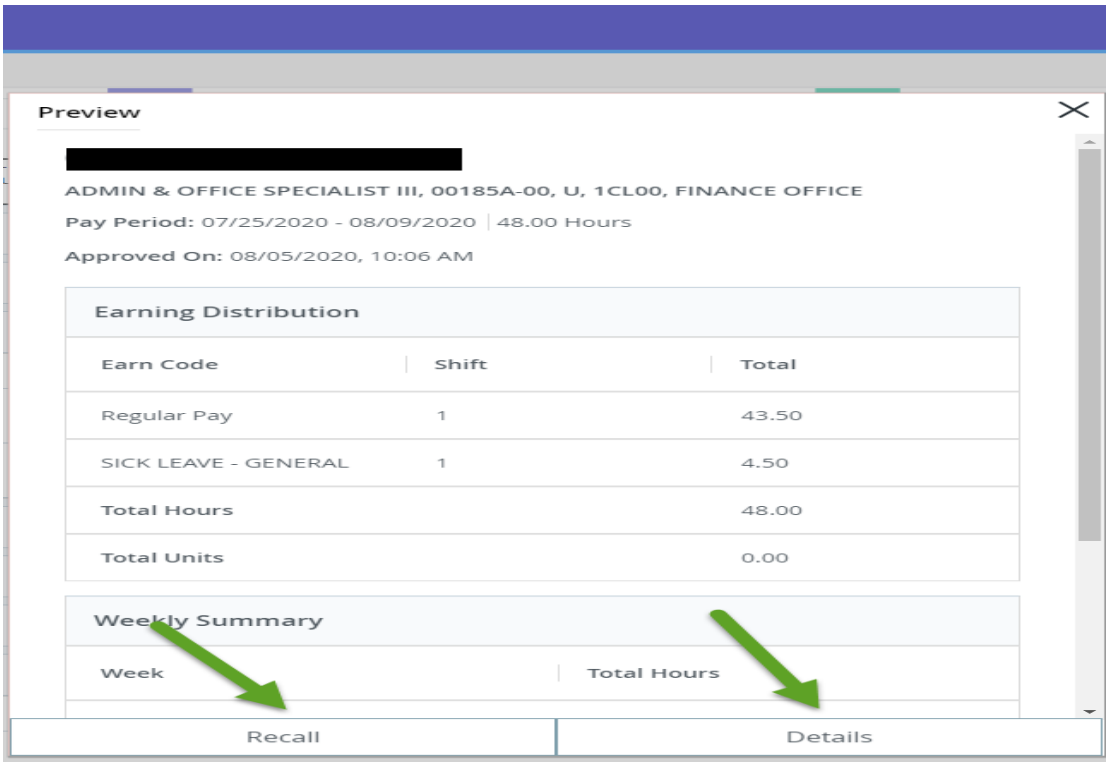
13. Repeat steps 5–11 to review/approve each employee's timesheet/leave report listed in your ***Pending Status*** column mentioned above.
    PLEASE NOTE*: Even after approving timesheets, Approvers/Proxies in the system may still Preview or View Leave Balances by selecting the* ***Action Menu*** *button.*



14. If the approval deadline has not yet passed but you have already approved, Approvers/Proxies may ***Recall a Timesheet*** **ONLY** in order to make any necessary corrections or view timesheet details.
    PLEASE NOTE*: YOU MAY* ***NOT*** *RECALL A LEAVE REPORT.*



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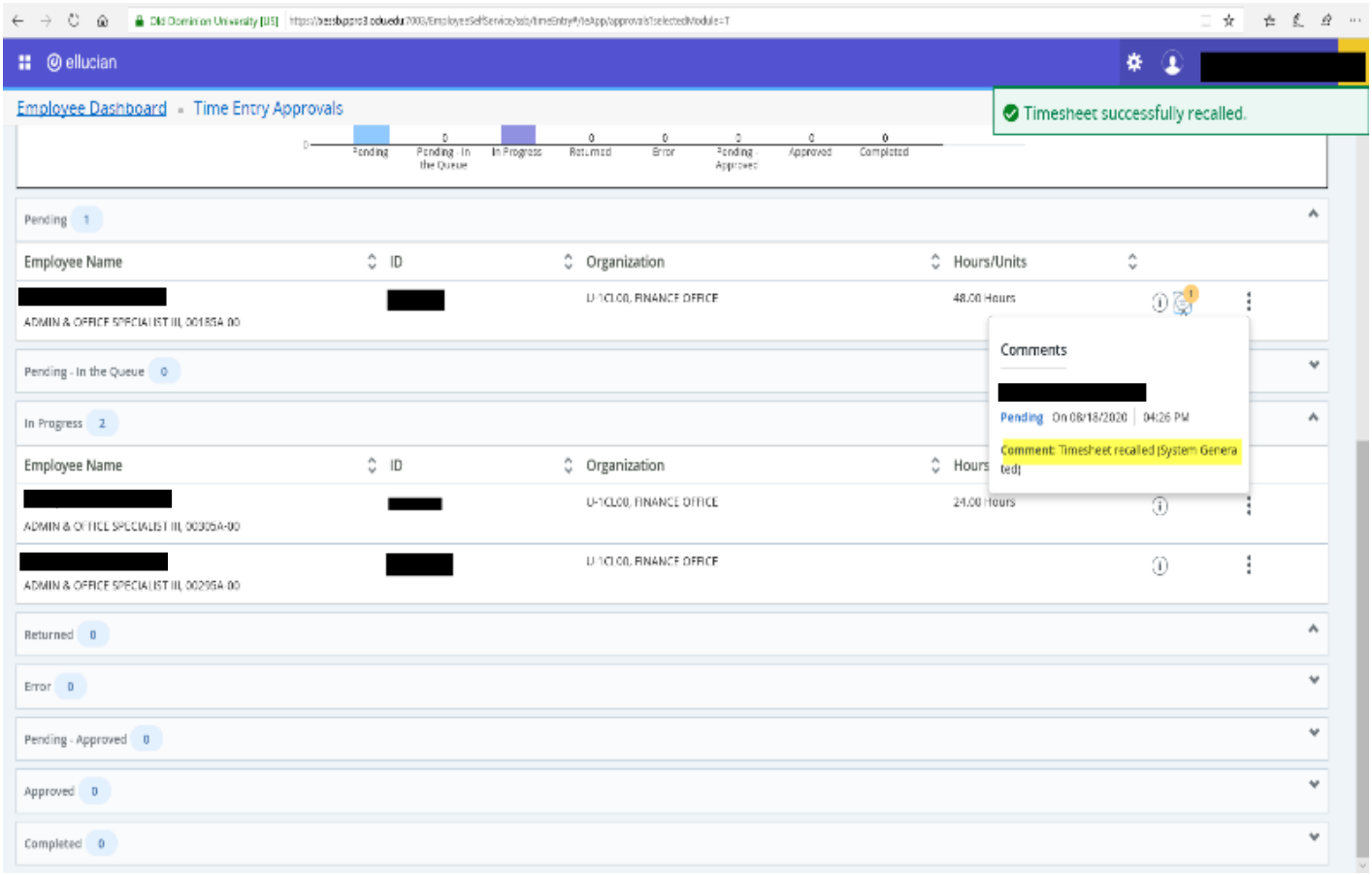
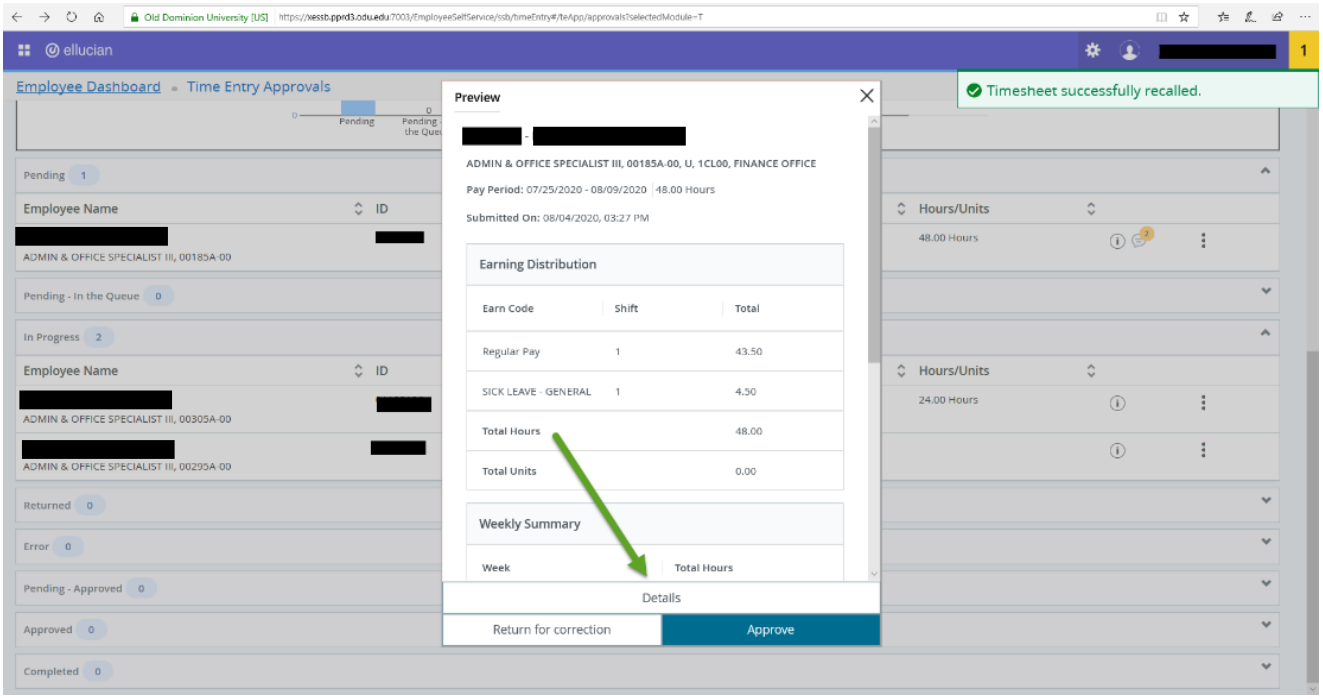
After recalling a timesheet, the selected file is moved back to your Pending Queue. Comments/justification is now viewable in this field.



15. If a change is required, select the appropriate employee's name, then the ***Details*** button.



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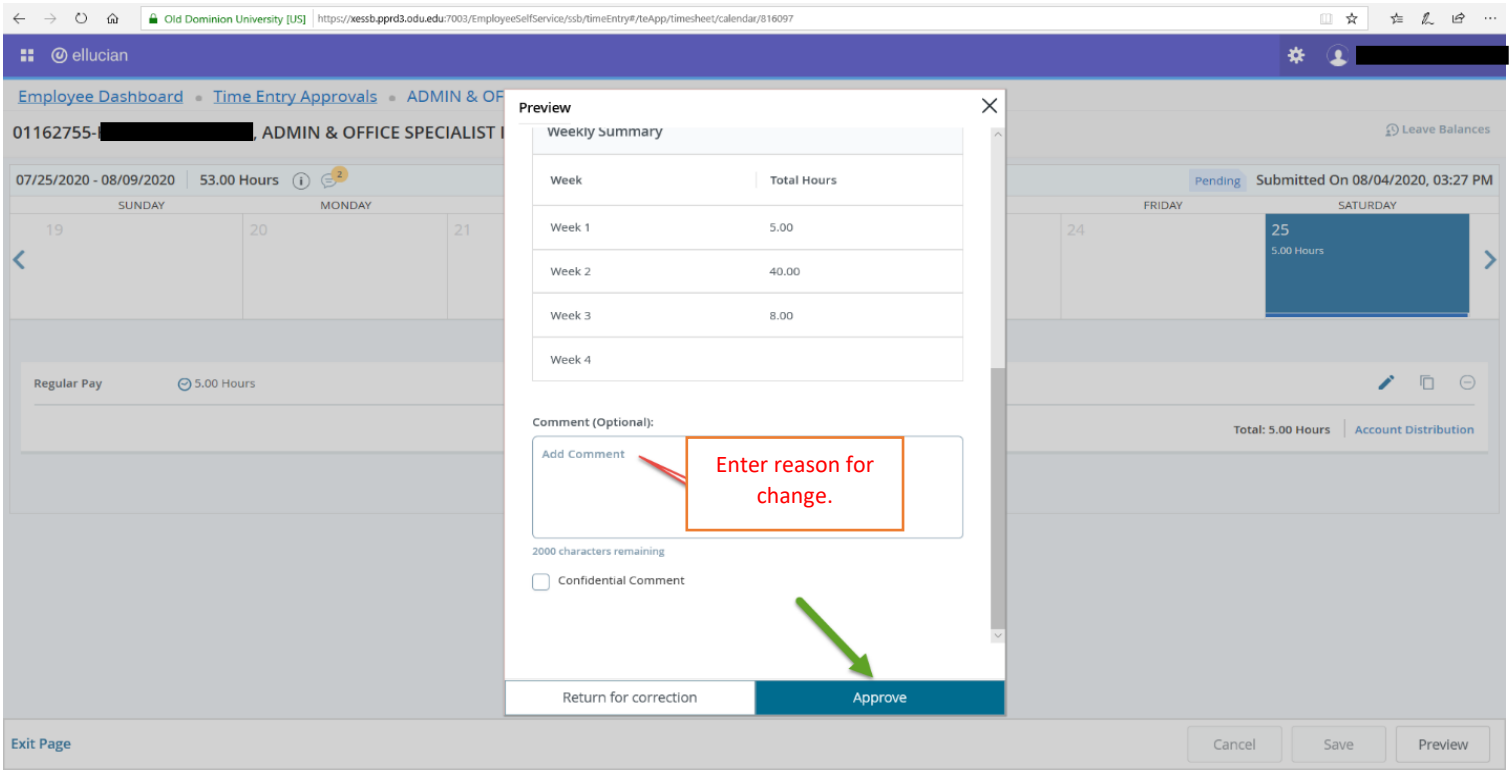
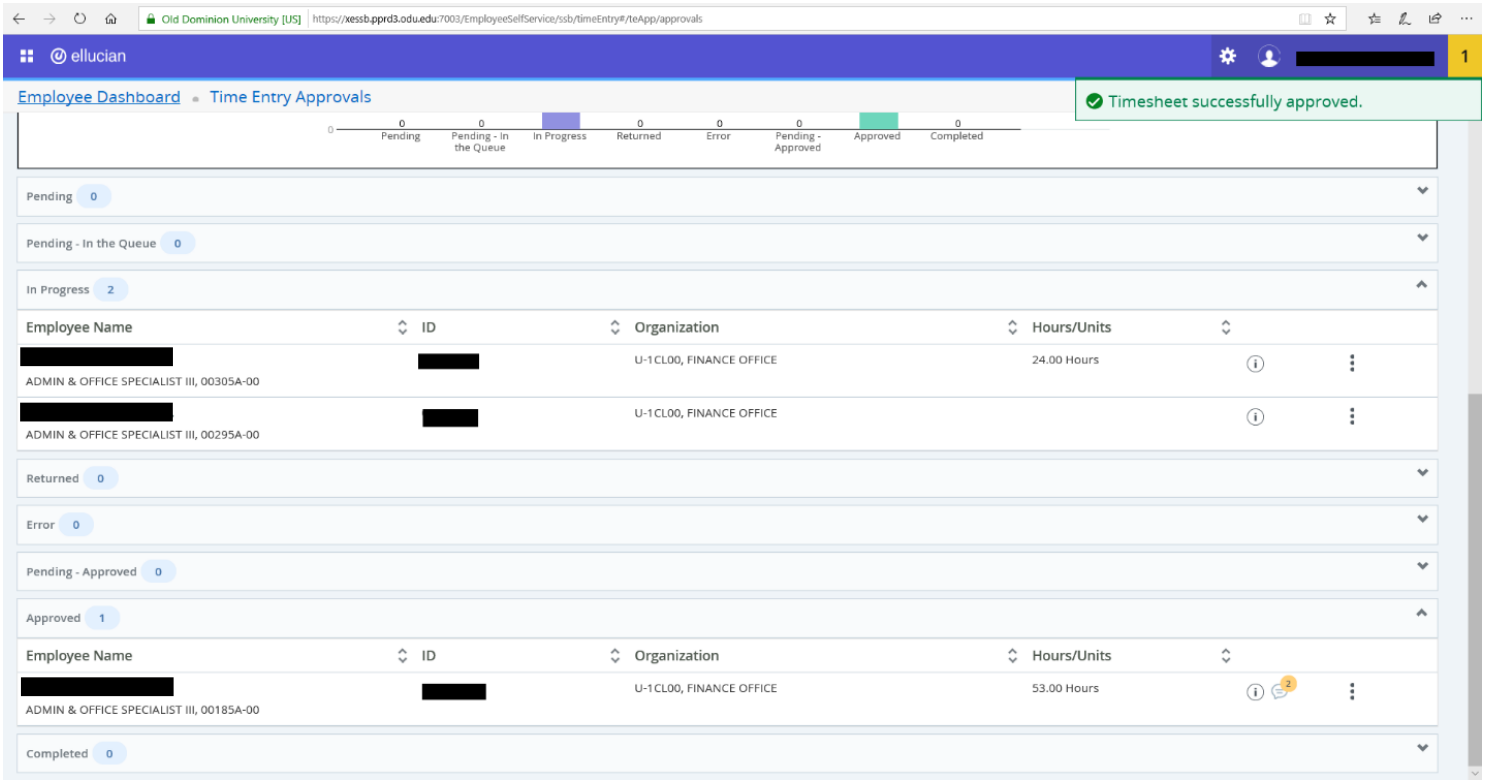
16. Make the desired change and select ***Save***. The select ***Preview*** to enter a justification comment and explain the reason for the change. You are now ready to ***Approve***.



The timesheet then moves into the ***Approved Status*** field.