

Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS & PROXIES

1. Access LeoOnline at: <http://www.leonline.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**,

Main Menu

- Personal Information
Update Addresses or Contact Information; Review Name or Social Security Number Change Information; Change PIN; View MIDAS User ID and University Identification Number (UIN).
- Admissions, Registration, Student Records, Graduation Information
Check Admissions Application Status and Transfer Credit Evaluation; View Holds; Register for Classes; Display Class Schedule; Review Charges and Payments; Display Grades or Transcripts. Check Graduation Information.
- Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information
- **Employee**
Benefits, Leave or Job Data; Pay Stubs, W2 and W4 data.
- Finance
Create or Review Financial Documents, Budget Information, and Approvals.
- Proxy Access
Assign and maintain access for others to view your information.
- Make a payment on account, sign up for e-Refunds and/or sign up for a Payment Plan
You will be redirected to a secure site to make your payment or set up an electronic refund
- Alternate Searchable Schedule

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

Employee

- Time Sheet
- Classic
Classic menu for items under pmenu.P_MainMnu except time sheet.
- **Employee Self Service**
Employee Self Service

RELEASE: 8.9.1

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

Employee Dashboard

Leave Balances as of 08/18/2020

Annual Leave in hours	98.15	Faculty Sick Leave in hours	0.00	Flex-Holiday in hours	0.00
Annual Leave Loss in hours	0.00	Overtime Leave in hours	0.00	Compensatory Leave in hours	35.00

My Activities

- Enter Time
- Enter Leave Report
- Approve Time**
- Approve Leave Report**
- Effort Certification

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**.

Approvals - Timesheet

Approvals Timesheet Leave Report

Timesheet All Departments 07/25/2018 - 08/09/2018 (0300 FT S1) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

Pending 0

Pending - In the Queue 0

In-Progress 2

Employee Name	ID	Organization	Hours/Units
		UNIVERSITY OF DELAWARE	2400 Hours

Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

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

The screenshot shows the 'Employee Dashboard' for 'Time Entry Approvals'. At the top, there is a progress bar with status categories: Pending, Pending - In the Queue, In Progress, Returned, Error, Pending - Approved, Approved, and Completed. Below this, there are expandable sections for each status. The 'In Progress' section is expanded, showing a table with columns: Employee Name, ID, Organization, and Hours/Units. Two entries are visible, both for 'ADMIN & OFFICE SPECIALIST III, 00305A-00' and 'ADMIN & OFFICE SPECIALIST III, 00295A-00' at 'U-1CL00, FINANCE OFFICE' with 24.00 Hours. The 'Approved' section is also expanded, showing one entry for 'ADMIN & OFFICE SPECIALIST III, 00185A-00' at 'U-1CL00, FINANCE OFFICE' with 48.00 Hours. Each row has an information icon and a three-dot action menu icon.

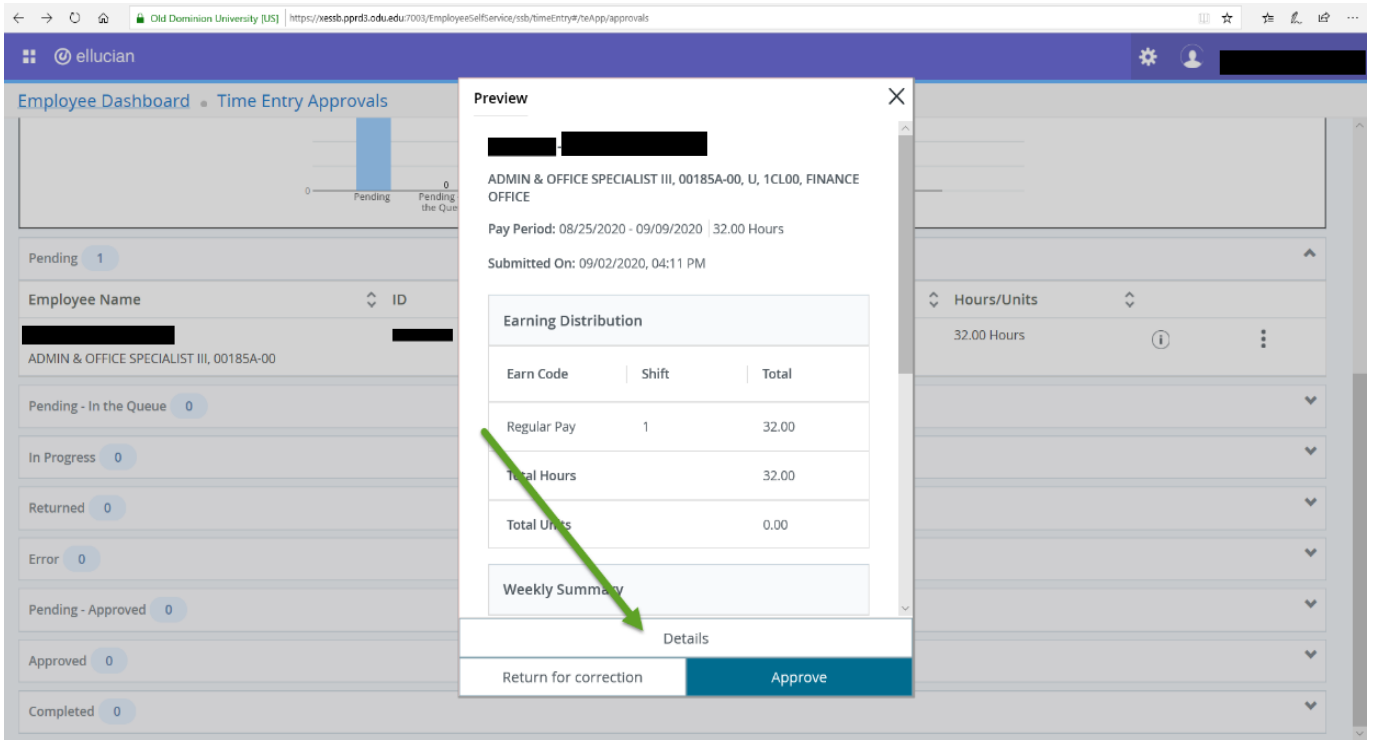
6. Click on the **3 dots** known as the **Action Menu**, as shown below, to preview the timesheet or leave report, and to view leave balances of employees in each status before approving.

This close-up screenshot focuses on the 'Pending' section of the dashboard. A blue arrow points to the three-dot action menu icon on the right side of the first row in the table. A green arrow points to the 'Preview' and 'Leave Balance' options in the dropdown menu that appears when the action menu is clicked. The table row shows an employee named 'ADMIN & OFFICE SPECIALIST III, 00185A-00' at 'U-1CL00, FINANCE OFFICE' with 48.00 Hours.

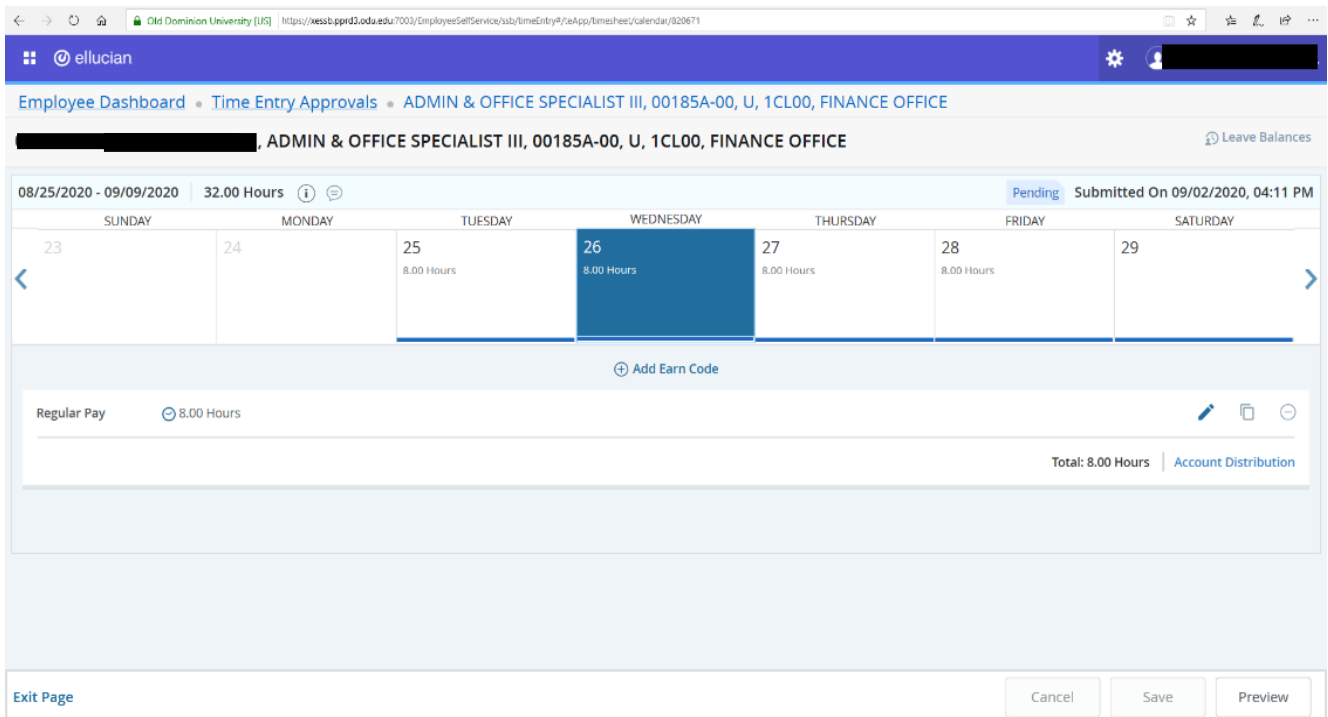
Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

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



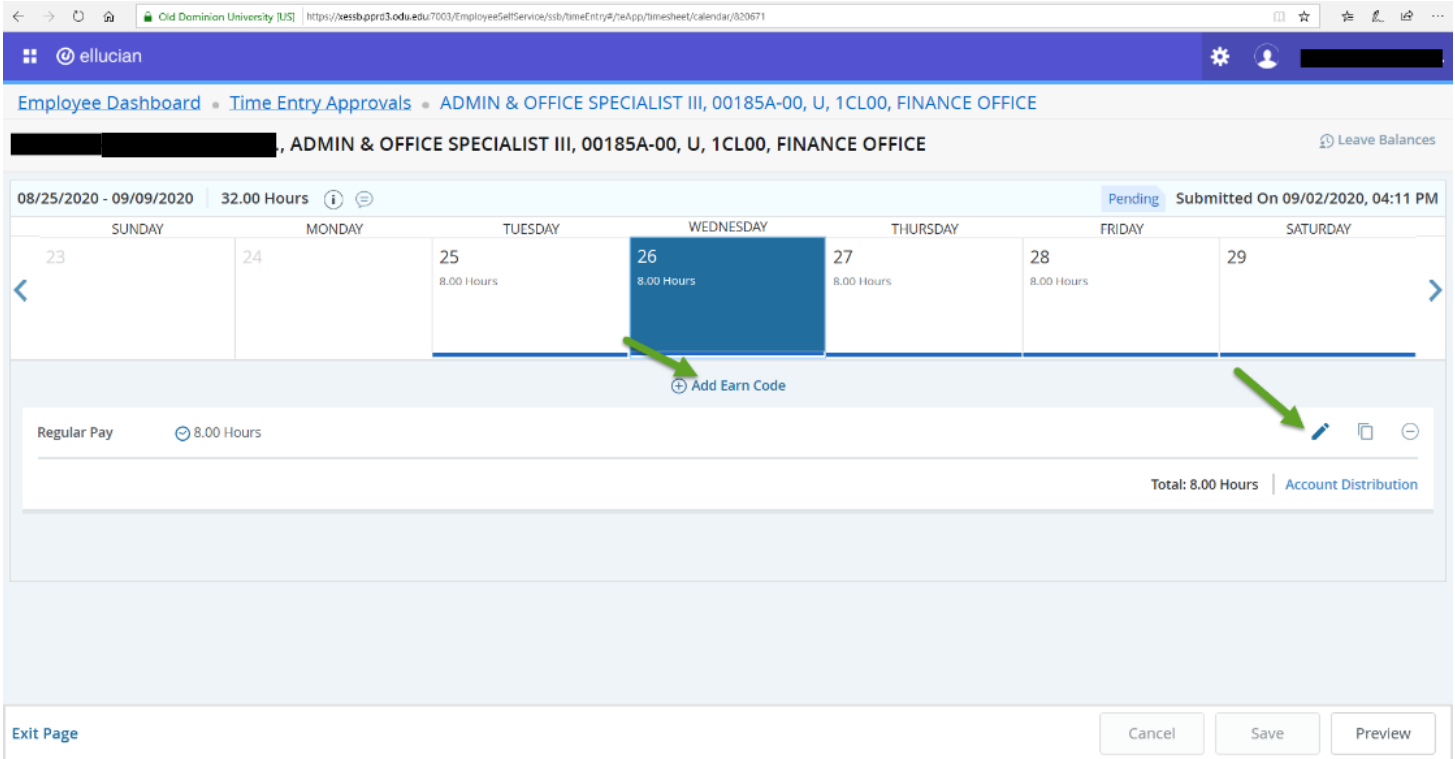
8. After selecting **Details**, you may scroll through the calendar to view your employee's time entered per day.



Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

- 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!

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

Employee Leave Balance	
Annual Leave	
Beginning Balance	44.00
Earned	52.00
Taken	0.00
Annual Leave in hours	96.00
Compensatory Leave	
Beginning Balance	0.00
Earned	0.00
Taken	0.00
Compensatory Leave in hours	0.00
Overtime Leave	
Beginning Balance	4.60
Earned	8.60
Taken	0.00
Overtime Leave in hours	13.20
Personal and Family Leave-VSDP	
Beginning Balance	10.80
Earned	21.20
Taken	24.00
Personal and Family Leave-VSDP in hours	8.00
Sick Leave - VSDP	
Beginning Balance	44.00
Earned	20.00
Taken	7.00
Sick Leave - VSDP in hours	57.00
Community Service Leave	
Beginning Balance	16.00
Earned	0.00
Taken	0.00
Community Service Leave in hours	16.00
Flex-Holiday	
Annual Leave Loss	

Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

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.**

Preview [Close]

ADMIN & OFFICE SPECIALIST III, 00185A-00, U, 1CL00, FINANCE OFFICE
Pay Period: 07/25/2020 - 08/09/2020 | 48.00 Hours
Submitted On: 08/04/2020, 03:27 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	43.50
SICK LEAVE - GENERAL	1	4.50
Total Hours		48.00
Total Units		0.00

Weekly Summary	
Week	Total Hours

Details

Return for correction | **Approve**

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

Pending 0

Pending - In the Queue 0

In Progress 2

Employee Name	ID	Organization	Hours/Units		
ADMIN & OFFICE SPECIALIST III, 00305A-00		U-1CL00, FINANCE OFFICE	24.00 Hours	i	⋮
ADMIN & OFFICE SPECIALIST III, 00295A-00		U-1CL00, FINANCE OFFICE		i	⋮

Returned 0

Error 0

Pending - Approved 0

Approved 1

Employee Name	ID	Organization	Hours/Units		
ADMIN & OFFICE SPECIALIST III, 00185A-00		U-1CL00, FINANCE OFFICE	48.00 Hours	i	⋮

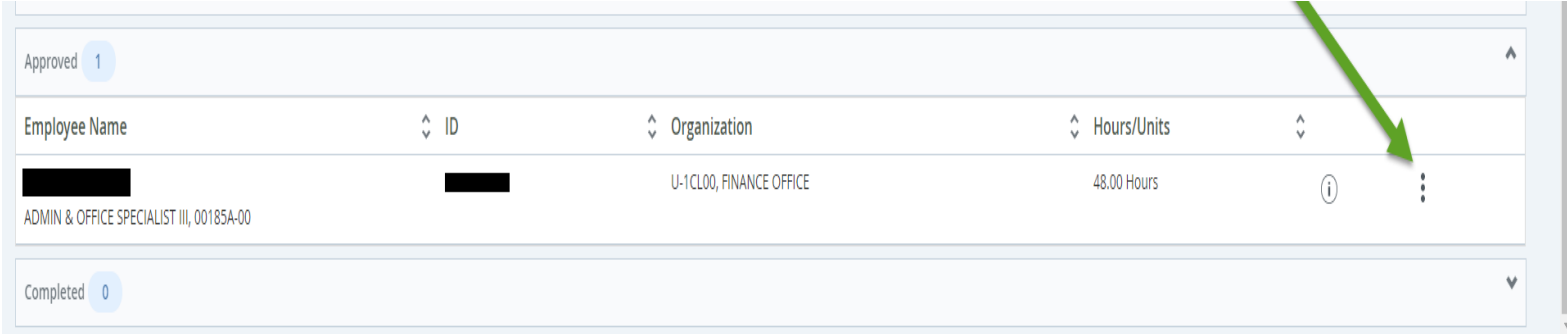
Completed 0


Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

13. Repeat steps 5–11 to review/approve each employee's timesheet/leave report listed in your **Pending Status** column mentioned above.

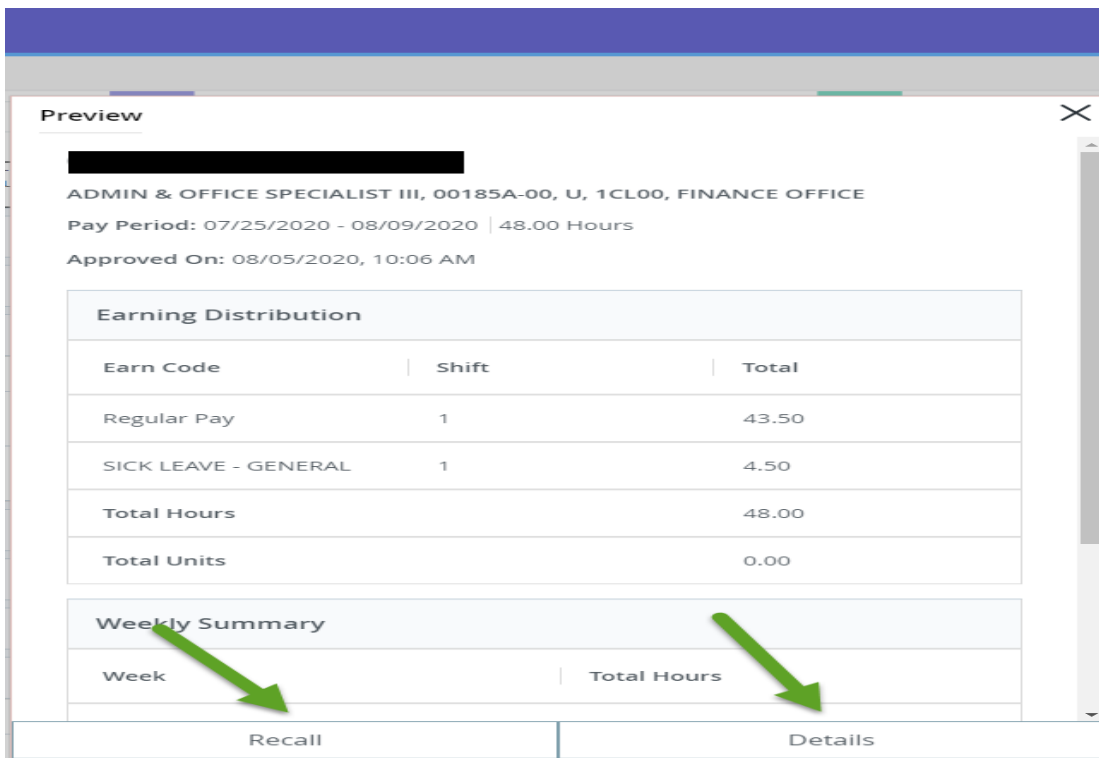
PLEASE NOTE: Even after approving timesheets, Approvers/Proxies in the system may still Preview or View Leave Balances by selecting the **Action Menu** button.



Employee Name	ID	Organization	Hours/Units	
ADMIN & OFFICE SPECIALIST III, 00185A-00		U-1CL00, FINANCE OFFICE	48.00 Hours	

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.



Preview

ADMIN & OFFICE SPECIALIST III, 00185A-00, U, 1CL00, FINANCE OFFICE
Pay Period: 07/25/2020 - 08/09/2020 | 48.00 Hours
Approved On: 08/05/2020, 10:06 AM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	43.50
SICK LEAVE - GENERAL	1	4.50
Total Hours		48.00
Total Units		0.00

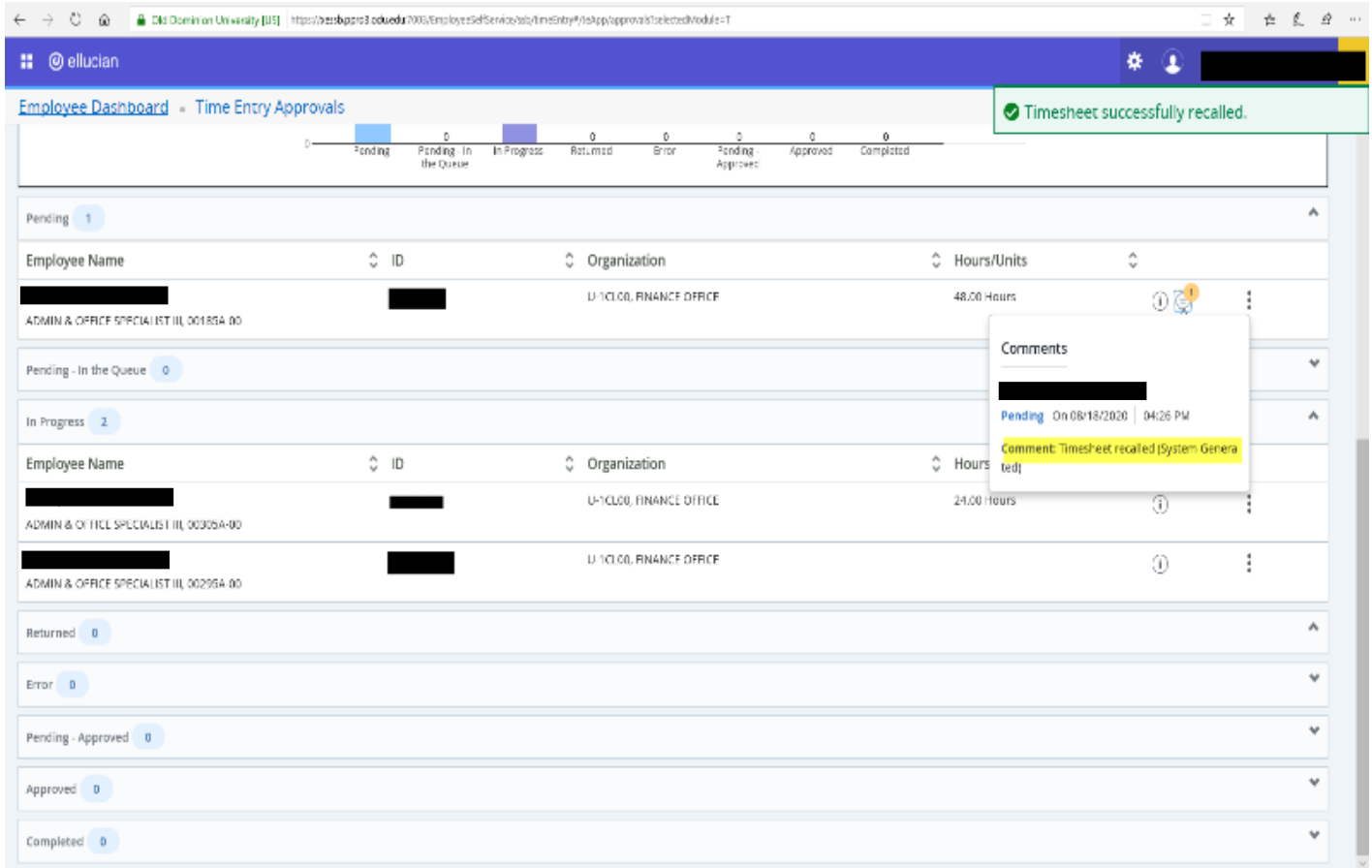
Weekly Summary	
Week	Total Hours

Recall | **Details**

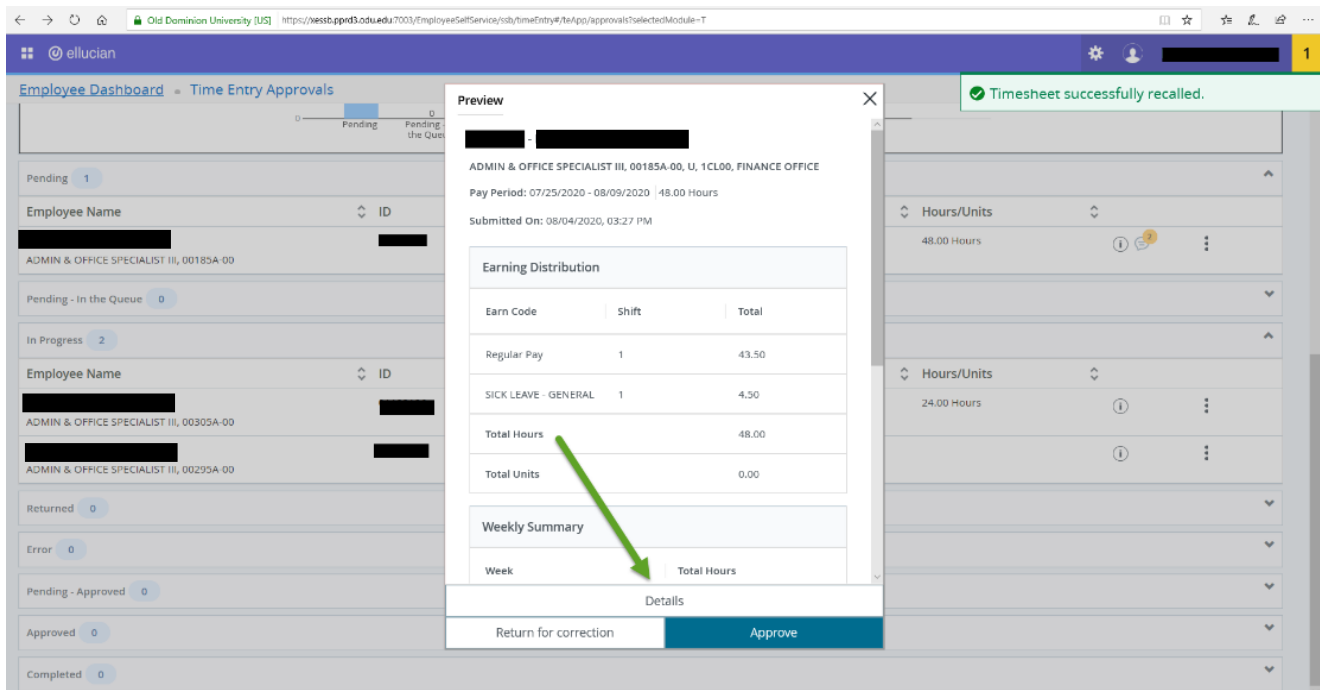
Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

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.



Quick Reference Guide:

Quick Reference for Employee Self Service Time Entry: APPROVERS/PROXIES

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 screenshot shows the 'Preview' dialog box in the ellucian system. The dialog contains a 'Weekly Summary' table with the following data:

Week	Total Hours
Week 1	5.00
Week 2	40.00
Week 3	8.00
Week 4	

Below the table is a 'Comment (Optional):' section with an 'Add Comment' field. A red box highlights this field with the text 'Enter reason for change.' and a red arrow. Below the field is a '2000 characters remaining' indicator and a 'Confidential Comment' checkbox. At the bottom of the dialog, the 'Approve' button is highlighted with a green arrow.

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

The screenshot shows the 'Time Entry Approvals' dashboard in the ellucian system. A green notification banner at the top right says 'Timesheet successfully approved.' The dashboard features a progress bar with the following status counts: Pending (0), Pending - In the Queue (0), In Progress (2), Returned (0), Error (0), Pending - Approved (0), Approved (1), and Completed (0). Below the progress bar is a table of approvals:

Employee Name	ID	Organization	Hours/Units
ADMIN & OFFICE SPECIALIST III, 00305A-00		U-1CL00, FINANCE OFFICE	24.00 Hours
ADMIN & OFFICE SPECIALIST III, 00295A-00		U-1CL00, FINANCE OFFICE	
ADMIN & OFFICE SPECIALIST III, 00185A-00		U-1CL00, FINANCE OFFICE	53.00 Hours