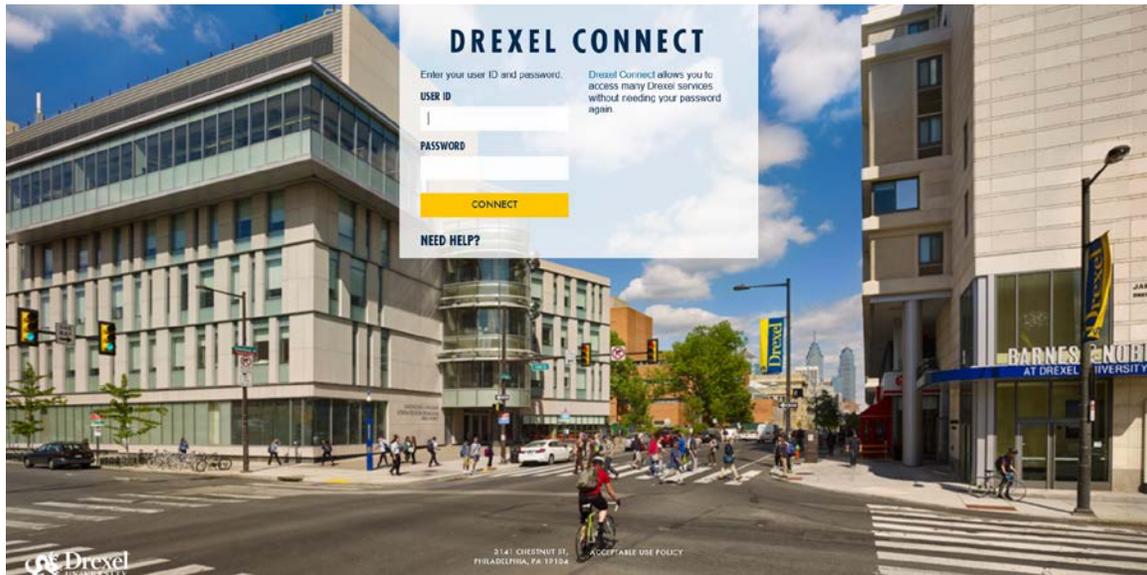


Exempt Leave Report Approvals

Please Note: *These instructions are intended to provide the supervisors of exempt employees with basic information required to approve their employees' leave reports each pay period. The screen shots are provided for general reference purposes only. Your personal experience may vary slightly depending on your access to the services contained within DrexelOne. However, the steps contained below are the same for all employees. If you have any problems approving leave reports, please contact the Payroll Office at payroll@drexel.edu.*

Step 1 Access the DrexelOne portal

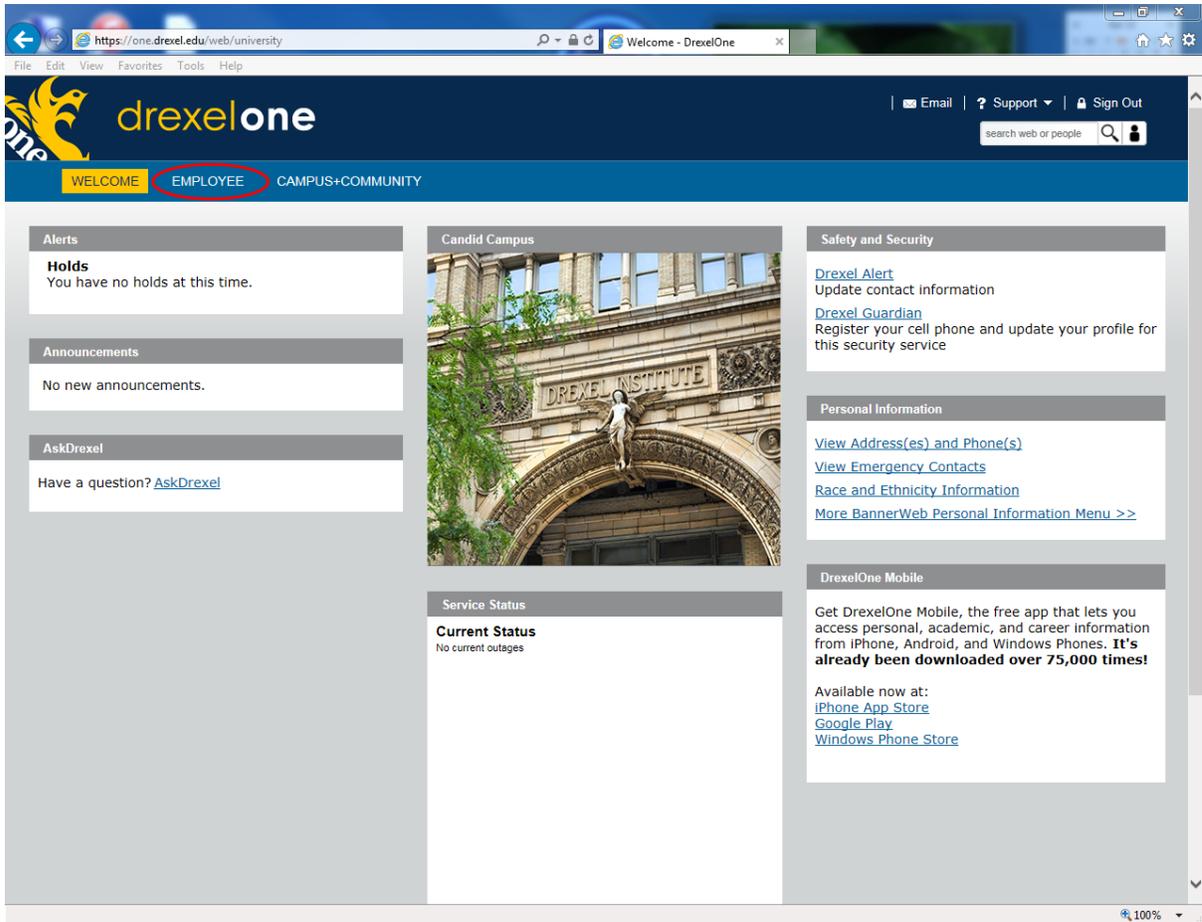
Use your internet browser to access the DrexelOne portal at <https://one.drexel.edu>. Log in to DrexelOne using your user ID and password. If you need assistance logging in, contact the IT Help Desk.



Exempt Leave Report Approvals

Step 2 Select the Employee tab

From the DrexelOne Welcome page, click Employee at the top of the screen



Exempt Leave Report Approvals

Step 3 Click Time Reporting link

In the Employee Information channel, select Time Reporting

The screenshot shows the DrexelOne website interface. The top navigation bar includes links for WELCOME, ACADEMICS, BILLING+FINANCIAL AID, CO-OP+CAREER SERVICES, FACULTY, EMPLOYEE (highlighted), CAMPUS+COMMUNITY, and ADMIN. The main content area is divided into three columns:

- Employee Information:** Contains links for BannerWeb Employee Services, Direct Deposit Advice / Pay Stub, Pay Information, Work Location Certification, Time Reporting (highlighted), Tax Forms, Current and Past Jobs, and Leave Balances. A table shows available balances as of May 11, 2022.
- Administrative Tools and Resources:** Contains links for Business Travel, Coeus Lite, DrexelCareers, Effort Reporting, Electronic Personnel Action Forms (EPAFs), Journal Workflow, Labor Redistributions, PaymentNet, Org Charts, and Purchasing Card (P-Card) Application.
- Spotlight:** Features DrexelNow, HR @ Your Service News, and Employee Giving Program.

	Hours	Days (8 hrs)
Covid - 19 Sick Leave	40.00	5.00
Civic Engagement	16.00	2.00
Personal	.00	.00
Sick	182.95	22.87
Vacation	302.59	37.82

Exempt Leave Report Approvals

Step 4 Select “Leave Reporting”

From the Time Reporting Menu, click the “Leave Reporting” link.



Personal Information Employee Services

Time Reporting Menu

-  [Time Sheet](#)
For non-exempt hourly employees paid biweekly.
Create or approve time sheet to report hours for current pay period, or view past time sheets.
-  [Leave Reporting](#) 
For exempt salaried employees paid monthly.
Create or approve leave to report hours for current pay period. View past leave time.
-  [View Leave Balances and Activity](#)

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Exempt Leave Report Approvals

Step 5 Set Up a Proxy

The first time you log in as an approver, you should set up proxy. A proxy is an individual that you designate to approve leave reports on your behalf in case of your absence. You may set up more than one proxy if you wish to provide additional coverage for your department. If you have already set up a proxy, or are logging in as someone else's proxy, skip to Step 8.

Click the "Set Up Proxy" link at the bottom center of the Time Reporting Selection menu.

Drexel University BannerWeb Information System

Personal Information Employee Services

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

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Exempt Leave Report Approvals

Step 6 Add (Remove) Proxy

Select the individual you would like to designate as your proxy from the drop-down list on the Proxy Set Up screen. Check the “Add” box next to the drop-down list and click “Save”.

A list of your proxies will be displayed above the drop-down list. If you should ever wish to remove a proxy, click the “Remove” box next to the proxy’s name and click “Save”.

Use the “Leave Reporting Selection” link at the bottom center of the screen to return to the Time Reporting Selection Menu.

Drexel University BannerWeb Information System

Personal Information Employee Services

Proxy Set Up

Name	Add	Remove
Severus T Snape, STS48	<input type="checkbox"/>	<input type="checkbox"/>
Lord Voldemort, LV74	<input type="checkbox"/>	<input type="checkbox"/>
Albus P Dumbledore, APD52	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

[Leave Reporting Selection](#)

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Exempt Leave Report Approvals

Step 7 Select “Approve or Acknowledge Time”

Use the radio button in the “My Choice” column to select the “Approve or Acknowledge Time” option.

If you are logging in as a proxy for someone else, select that person’s name from the drop-down menu in the “Act as Proxy” option. If you are not logging in as a proxy, this option should read “Self”.

Click the “Select” button.



Personal Information Employee Services

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

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Exempt Leave Report Approvals

Step 8 Select Leave Report Period

If you are an approver for both Web*Time Entry and Exempt Leave Reporting, you will see options for both systems on the Approver Selection screen. To approve exempt leave reports, make sure you select the options under the “Leave Report” section. The “My Choice” indicator will default to the “Time Sheet” option and must be changed. If you are an approver for Exempt Leave Reporting only, you will only see the Leave Report section.

If you are responsible for multiple departments, select which one you would like to approve by clicking the radio button in the “My Choice” column next to the department name.

Select the pay period to approve from the list in the drop-down box next to the department name. Make sure to select the correct reporting period, since the current period will be open before the previous period closes.

You may change the sort order, if you wish, by clicking the radio button next to your choice. Click the “Select” button.



Personal Information Employee Services

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
D, 3221, Fantasy Island	<input type="radio"/>	BD, Jul 21, 2007 to Aug 03, 2007

Leave Report

Department and Description	My Choice	Leave Period
D, 3221, Fantasy Island	<input checked="" type="radio"/>	MD, Jul 01, 2007 to Jul 31, 2007

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

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Exempt Leave Report Approvals

Step 9 Select Employee's Leave Report

In the Summary screen, select the leave report you wish to approve. Click on the name of the employee to view the leave report's detail.

Note: Although there is an option to select all leave reports for approval, we recommend that approvers do not use it. View each leave report individually to make sure that the correct type and amount of time off is recorded on the appropriate days.

Approvers will only be able to approve a leave report that has been submitted by the employee. These will show a status of "Pending". Approvers should follow up with employees whose leave reports are "Not Started" or "In Progress" to make sure they are submitted for approval.

We recommend that all leave reports be submitted and approved on the last working day of the month. However, leave reports remain open until the deadline shown on the screen to accommodate unforeseen events.

Drexel University BannerWeb Information System
 Personal Information / Employee Services

Summary

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.
 ***NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.

COA: D, Drexel University
 Department: 3221, Fantasy Island
 Leave Period: Jul 01, 2007 to Jul 31, 2007
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Open until Aug 07, 2007, 10:00 A.M.

Select New Department Select All, Approve or FYI Reset Save

Pending

ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
10002810	Jack N Frost 201490 - 00	Approve	.00	48.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Leave Balance

In Progress

ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
10129953	Willy Chilly 154247 - 00		.00	8.00	.00				Leave Balance

Not Started

ID	Name and Position	Other Information
10129953	Frosty T Snowman 154247 - 00	

Pay Event Transactions

Action required by all approvers:	2
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	2
Total Days:	.00
Total Hours:	4.00
Total Units:	.00

Change Selection

RELEASE: 8.14

Exempt Leave Report Approvals

Step 10 Review and Approve Leave Report

Review your employee's leave report to make sure that all time off has been reported, in the correct amounts and on the correct days. Use the scroll bar at the bottom of the screen to view days that do not appear on the current screen.

If changes need to be made to the leave report, you may use the "Change Record" option to make the changes yourself or the "Return for Correction" option to send the leave report back to the employee. *Be careful* when using the "Return for Correction" option to make sure that there is sufficient time available before the submission deadline for the employee to update and resubmit the leave report.

Once you are satisfied that the leave report is correct, click on the "Approve" button. The employee will receive an e-mail confirmation.

Use the "Previous Menu" button to return to the Summary screen. If you have more leave reports to review and approve return to step 10 and select the next employee. Once all of your leave reports are approved, continue to step 12.

Drexel University BannerWeb Information System

Personal Information | **Employee Services**

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: 10002817 Jack N Frost
Title: 201490-00 Snow Flake Engineer
Department and Description: D 3221 Fantasy Island
Transaction Status: Pending

| [Leave Balances](#) | [Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Sunday, Jul 01, 2007	Monday, Jul 02, 2007	Tuesday, Jul 03, 2007	Wednesday, Jul 04, 2007	Thursday, Jul 05, 2007	Friday, Jul 06, 2007	Saturday, Jul 07, 2007	Sunday, Jul 08, 2007	Monday, Jul 09, 2007	Tuesday, Jul 10, 2007	Wednesday, Jul 11, 2007	Thursday, Jul 12, 2007	Friday, Jul 13, 2007
Vacation	40			8	8	8	8	8							
Leave															
Sick	8														
Leave															
Total Hours:	48			8	8	8	8	8							
Total Units:		0													

Leave Balances as of Jul 23, 2007

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Personal Holiday	Hours	0	Jun 03, 1998	0	16	16	0
Sick	Hours	0	Jun 03, 1998	904	80	76	908
Vacation	Hours	0	Jun 03, 1998	275.44	119.28	192	202.72

Done Internet

Exempt Leave Report Approvals

Step 11 Confirm all Leave Reports are Complete

On the Summary screen, confirm that all leave reports for your employees have been processed. Once you approve a leave report, the status will change to “Complete”.

Leave reports must be submitted by all exempt employees who are eligible for paid time off each pay period. If no time off has been used during the pay period, a blank leave report must be submitted and approved to confirm attendance.

When you are finished, all employees should have a leave reports showing as “Complete”. You will also see summary information in the Pay Events Transactions section which will confirm the number of leave reports approved and the number that still require action. Follow up with any employees who have a leave report in a “Not Started”, “In Progress” or “Returned for Correction” status and make sure they are.

When all of your employees’ leave reports are “Complete” log out of Drexel One using the “Exit” link in the upper-right of the screen. Remember to disconnect and close out of your browser when you are finished.

Drexel University BannerWeb Information System

Personal Information Employee Services HELP EXIT

Summary

Click under Approve/Acknowledge or Return for Correction, and then click Save. For more detailed information, click the employee's name.
*****NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

COA: D, Drexel University
Department: 3221, Fantasy Island
Leave Period: Jul 01, 2007 to Jul 31, 2007
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Aug 07, 2007, 10:00 A.M.

Select New Department

Completed									
ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
10129953	Willy Chilly 154247 - 00		.00	8.00	.00	Approved			Leave Balance Leave Updated
10002817	Jack N Frost 201490 - 00		.00	48.00	.00	Approved			Leave Balance Leave Updated
10002817	Frosty T Snowman 201490 - 00		.00	.00	.00	Approved			Leave Balance Leave Updated

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	3
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	3
Total Days:	.00
Total Hours:	56.00
Total Units:	.00

Change Selection

RELEASE: 8.14

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