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 computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems approving your employees’ leave reports, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
Exempt Leave Report Approvals

Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.
Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*
Exempt Leave Report Approvals

Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.
Exempt Leave Report Approvals

Step 4. Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link.
Exempt Leave Report Approvals

Step 5. Select “Leave Reporting”

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

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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Step 6. 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.
Exempt Leave Report Approvals

Step 7. 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

Proxy Set Up

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<thead>
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<th>Add Remove</th>
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</thead>
<tbody>
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<td>Albus P Dumbledore, APD52</td>
<td></td>
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</table>

RELEASE: 8.12.1.5.D

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Exempt Leave Report Approvals

Step 8. 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.
Step 9. 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.
Exempt Leave Report Approvals

Step 10. 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.
Exempt Leave Report Approvals

Step 11. 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.
Exempt Leave Report Approvals

Step 12. 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.

[Image of Drexel University BannerWeb Information System]