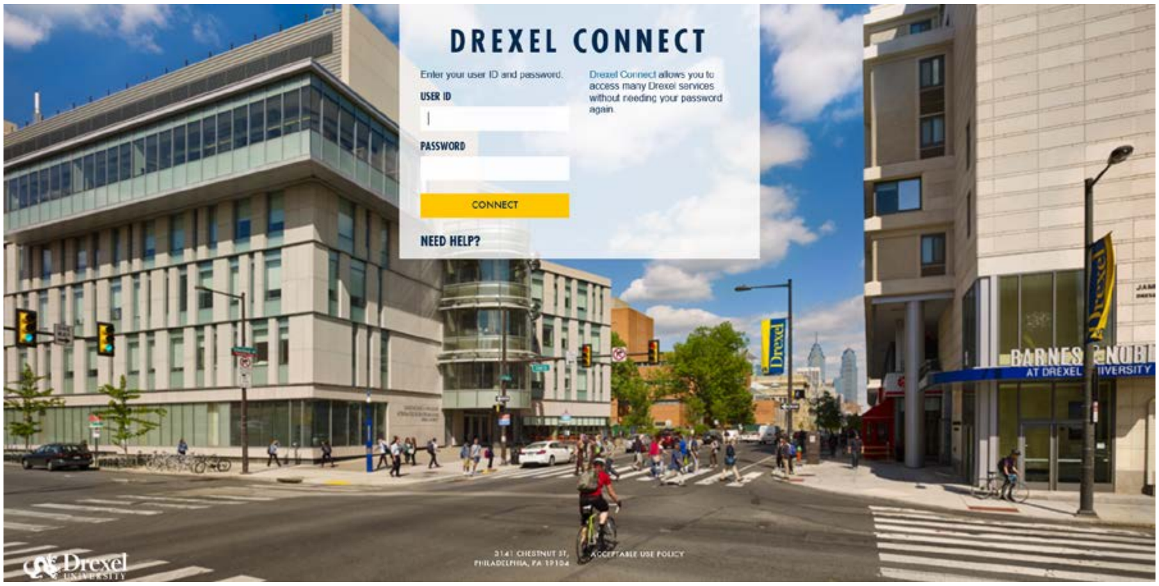
Exempt Leave Report Approvals

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.



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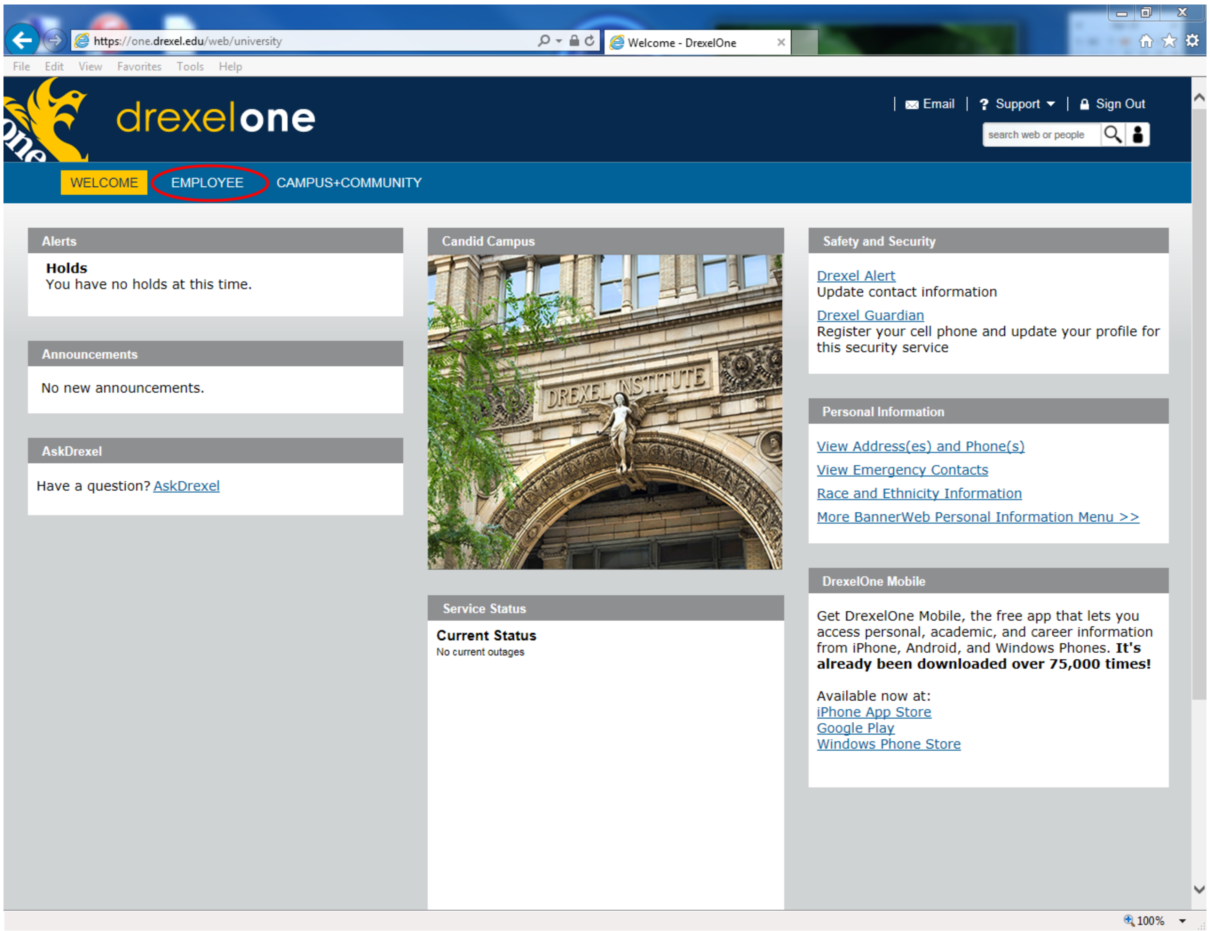
Step 2 **Select the Employee** tab

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



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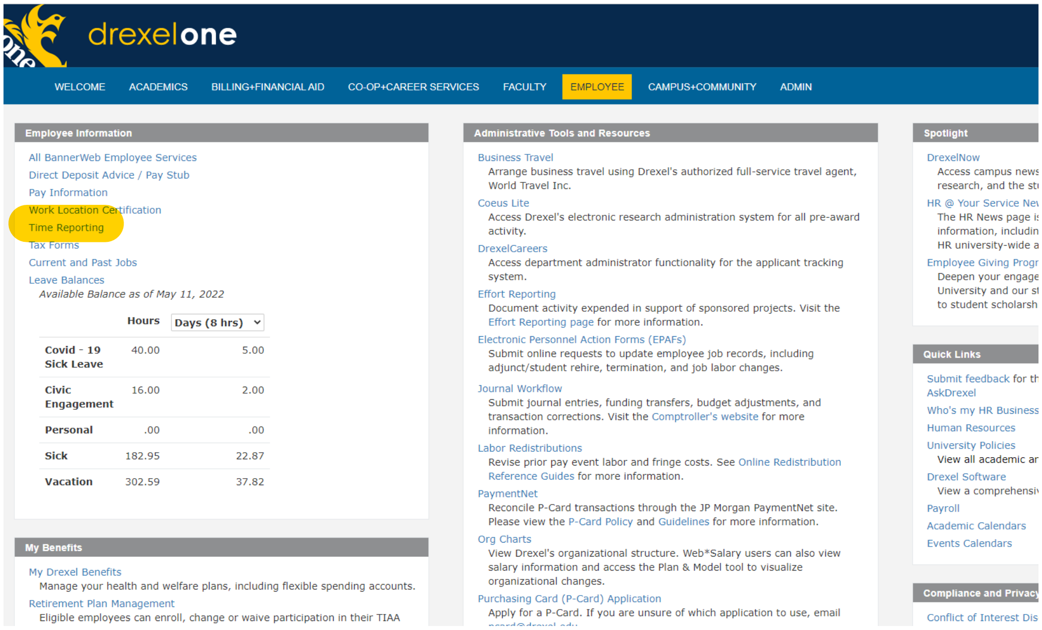
Step 3 Click Time Reporting link

In the Employee Information channel, select Time Reporting



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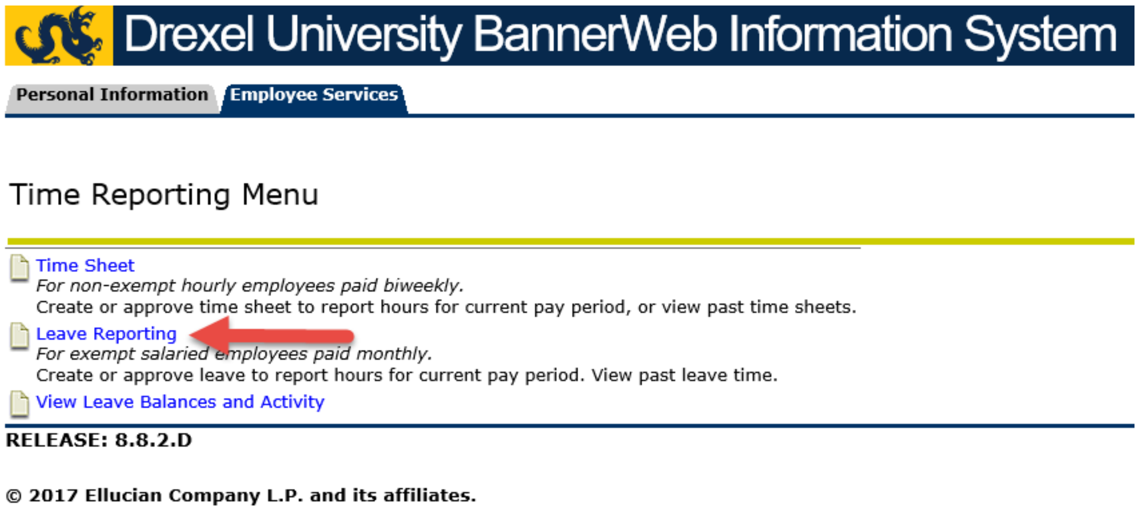
Step 4 Select "Leave Reporting"

From the Time Reporting Menu, click the "Leave Reporting" link.



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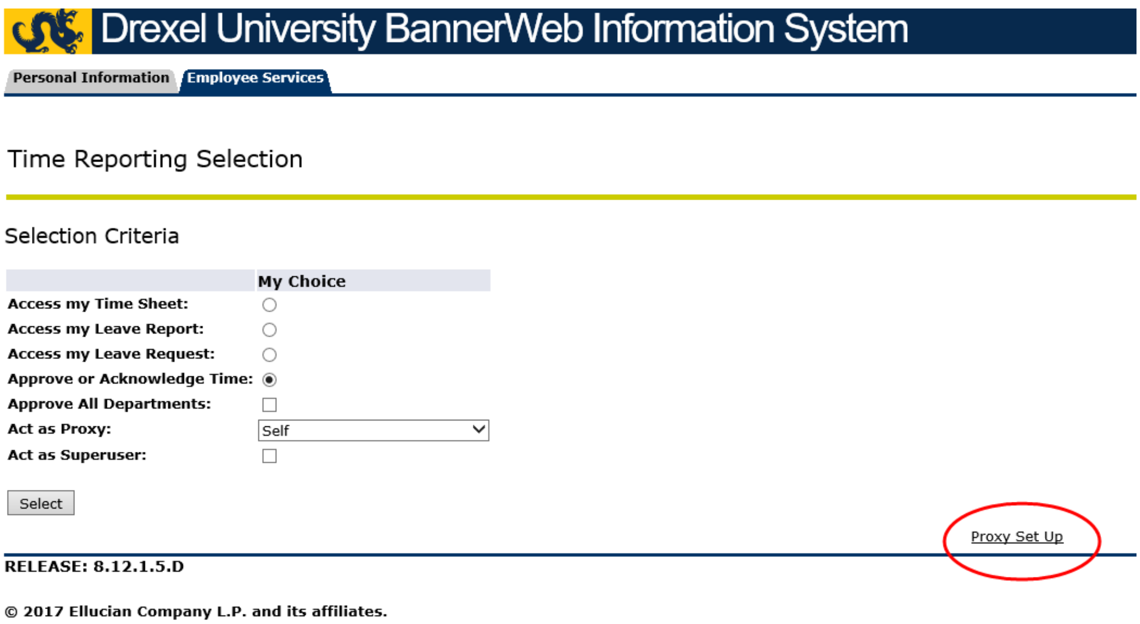
Step 5 **Set Up a Proxy**

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.



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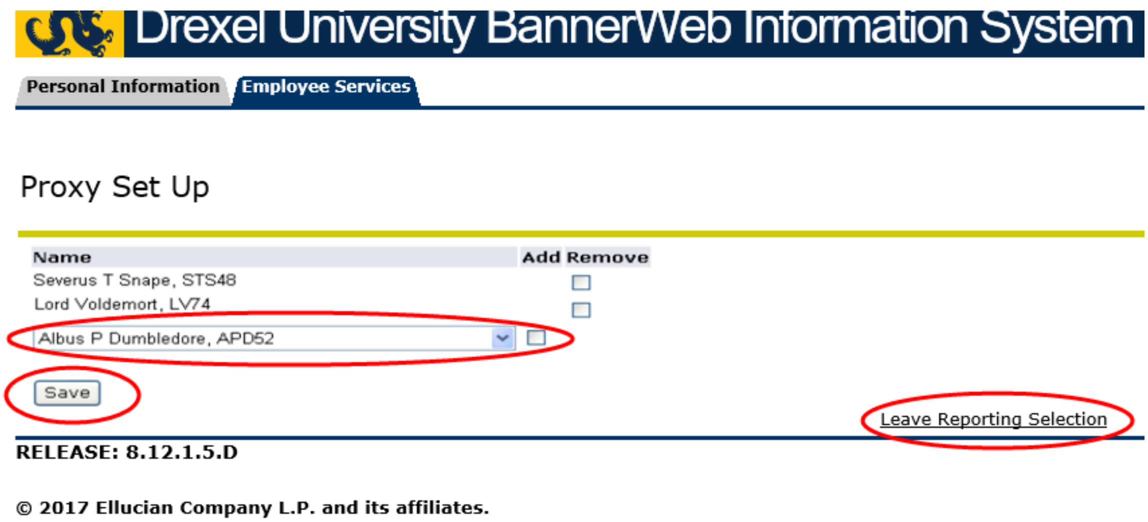
Step 6 **Add (Remove) Proxy**

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.



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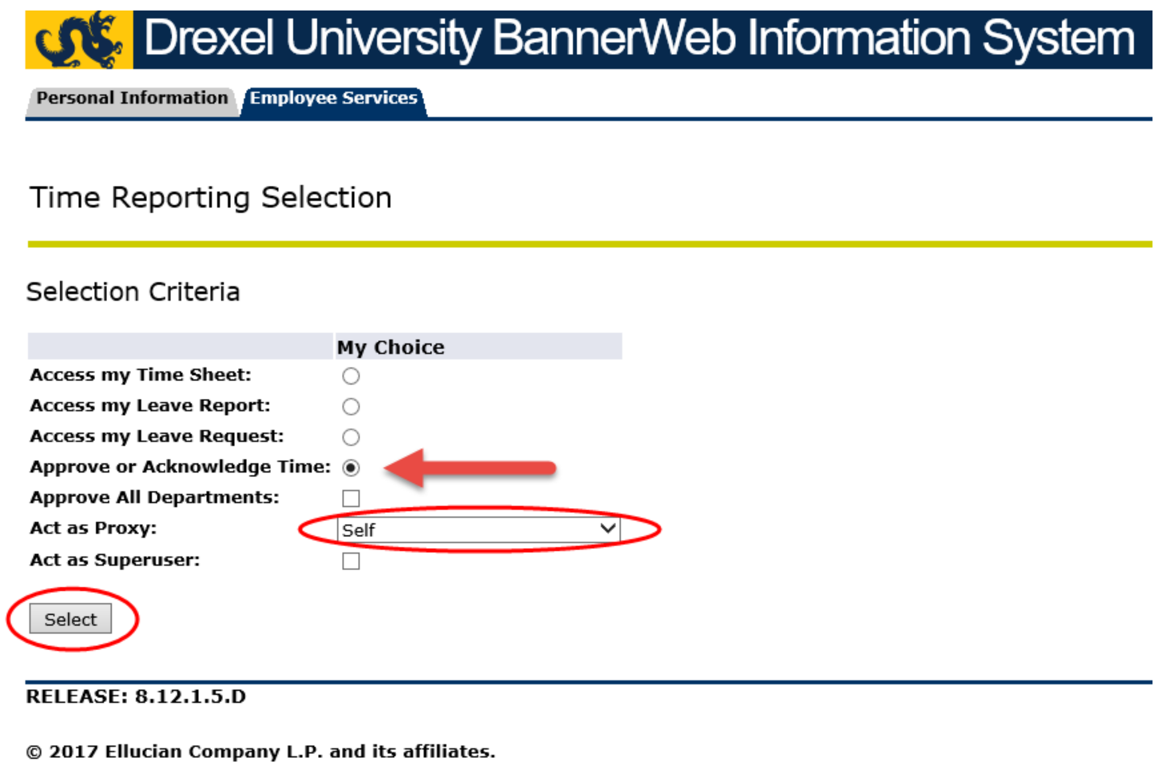
Step 7 **Select "Approve or Acknowledge Time"**

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.



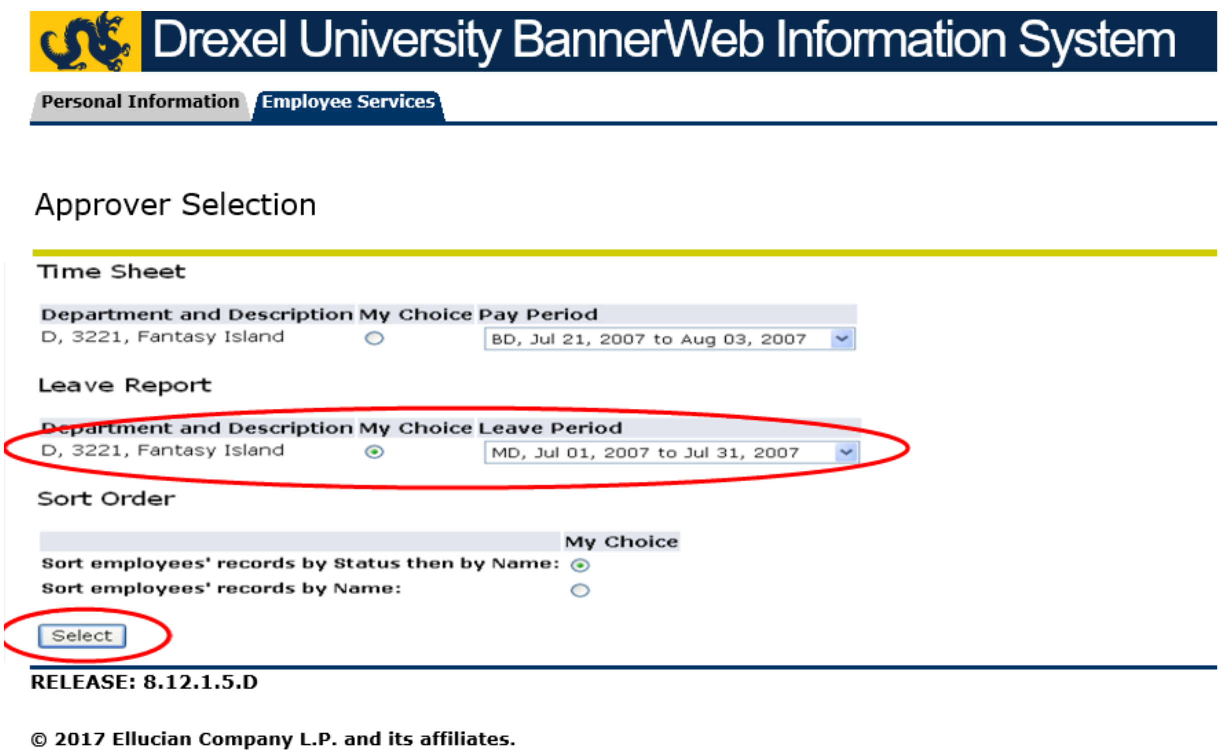
Step 8 **Select Leave Report Period**

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.



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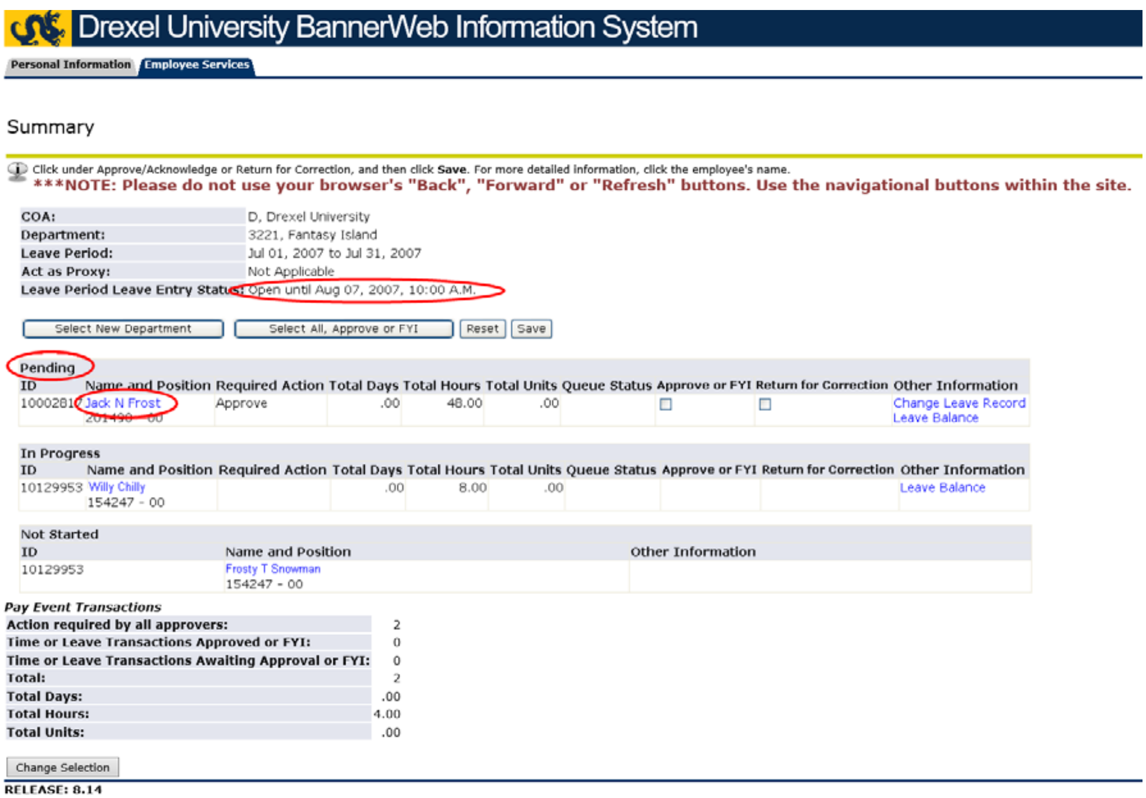
Step 9 Select Employee's Leave Report

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.



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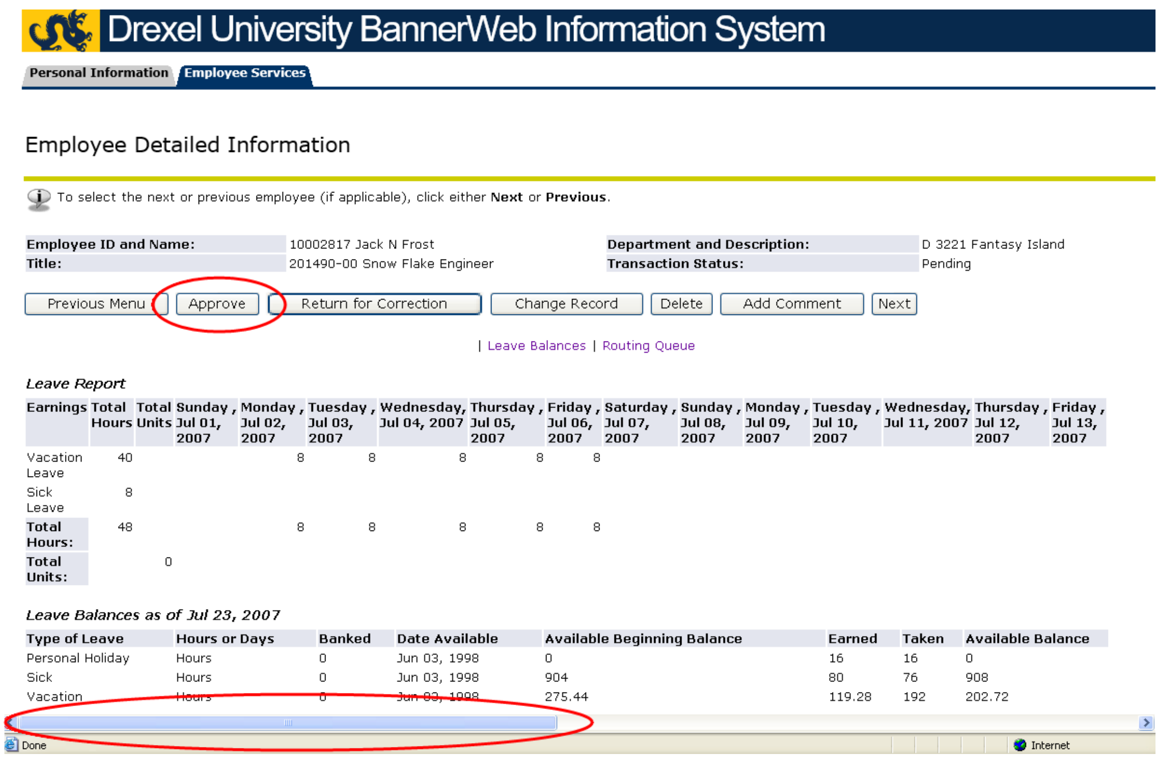
Step 10 Review and Approve Leave Report

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	**Department and Description:**	D 3221 Fantasy Island
Title:	201490-00 Snow Flake Engineer	**Transaction Status:**	Pending

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

| 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 Leave	40			8	8	8	8	8							
Sick Leave	8														
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

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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.