Web Leave Reporting (WLR) Approver Guide

Pulling Employee Leave Balances using Cognos
Accessing Departments within Your Queue
Monitoring Statuses via Your Department Summary
Reviewing an Employee's WLR Leave Report
Adding a Comment
Approving a Leave Report Individually (Recommended Method)
Approving Grouped Leave Reports (Not Recommended)
Returning a Leave Report for Correction (Recommend as time and employee availability permit prior to Deadline)
Changing an Employee's Leave Report Directly
    Entering Hours
    Copying Hours
    Double-checking / Previewing Leave Report
How to Setup a Proxy
How to Act as a Proxy
Escalating Issues or Questions

What if an employee cannot submit a leave report? What if you do not see an employee's leave report within your routing? What if someone in your queue is experiencing errors on their leave report or in the WLR system? Contact Payroll for WLR Assistance at webmaster.payroll@ttu.edu .

This guide is provided as a resource and may be become outdated as processes and procedures change. Further questions about the WLR system should be addressed with Payroll Services or to Human Resources for policy interpretation assistance. Online TTUHSC personnel policies should supersede information provided within this guide.

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Pulling Leave Balances via Cognos

1. If your Organizational Manager has set you up for HR Cognos Report access, then you can log into Webraider.ttuhsc.edu using your eRaider and password; select the F& A Administration tab. Click on the Reports link under Human Resources.
2. When Cognos opens, select Cognos Content, then choose the Human Resources folder to view the Employee Leave Balances report.
3. If you do not have access to HR Cognos reports, then you can request this report from someone in your department who does.

Texas Tech
Employee Current Leave Balances
As of March 31, 2008

Employee Tech ID	Employee Last Name	Employee First Name	Leave Type	Beginning Balance	Curent Month Accrual	Taken current Month	Ending Balance
R00917826	Khan	Babar	Vacation	300	10	32	322
R00917826	Khan	Babar	sick	800	8	8	792
R00917826	Khan	Babar	Sick Leave Pool	XXXX	XX	XX	XXXX
R00917826	Khan	Babar	XXXXXXXXX	XXXX	XX	XX	XXXX
R00917826	Khan	Babar	XXXXXXXXX	XXXX	XX	XX	XXXX
R00917826	Khan	Babar	XXXXXXXXX	XXXX	XX	XX	XXXX

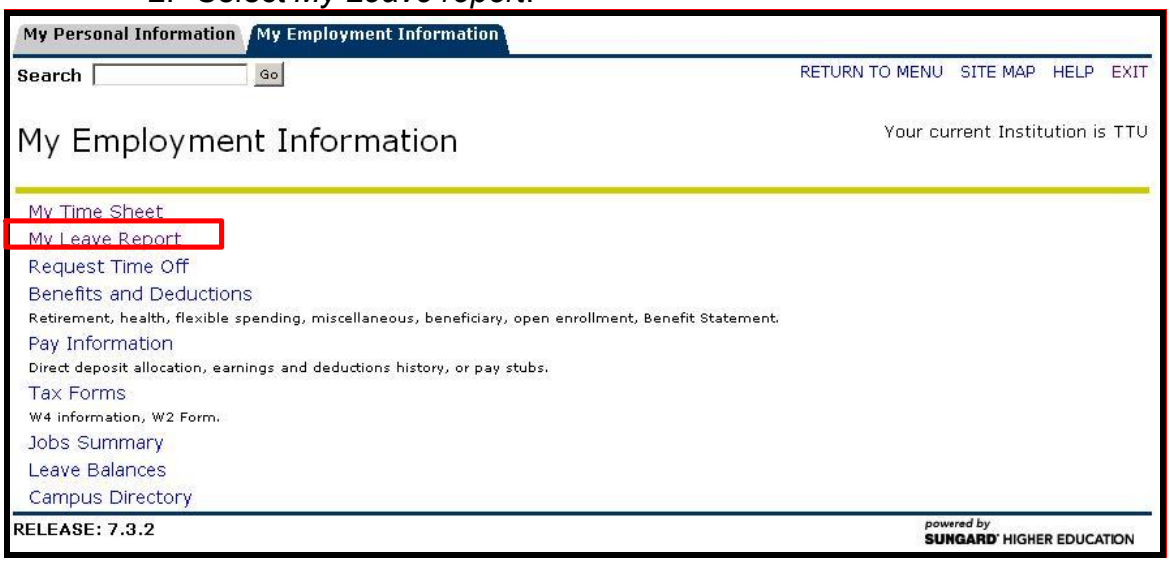
Note for Programmer: List all leave categories

Should have a drop down to pick a specific month
Should have a drop down to pick specific employee or of all employees

4. Review the *Ending Balance* of the *Leave Type* as of the Report Date to determine what an employee has available to them. Monthly accruals post when the first payroll runs in that month. If the report date is prior to the first payroll of the month, then recognize the addition of monthly accruals that the employee may take. The payroll process will bring in the monthly accruals before the leave is deducted. Recognize that the exempt payroll does not run for the month until about the 20th or 21st of the month, so that month's accruals will not appear in employee balances until that payroll begins.
5. Recognize that if an employee overestimates their leave balances and records leave on their leave report that will exceed their leave balance after monthly accruals are added into the first payroll of the month, the payroll system will automatically cascade leave balances such as:
    a. if no Sick Leave is available, the system will pull leave from Holiday Comp,
    b. if no Holiday Comp is available, it will pull leave from Vacation
    c. if no Vacation is available, it will store the uncovered hours in a No Paid Leave Balance. Payroll will manually deduct these hours from future pay or accruals to recapture the uncovered hours.

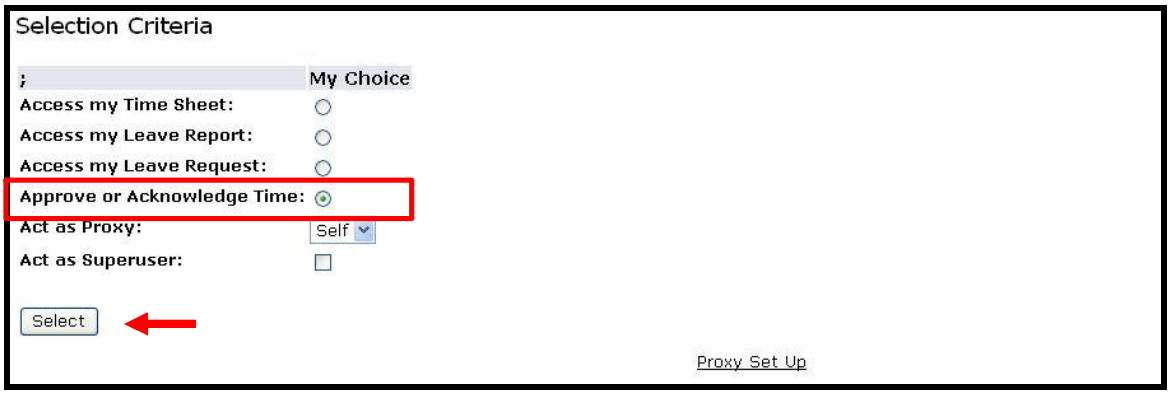
Accessing Departments within Your Queue

1. Log into Self Service Banner (SSB) via webraider.ttuhsc.edu and the HSC Employee tab.
2. Select *My Leave report*.

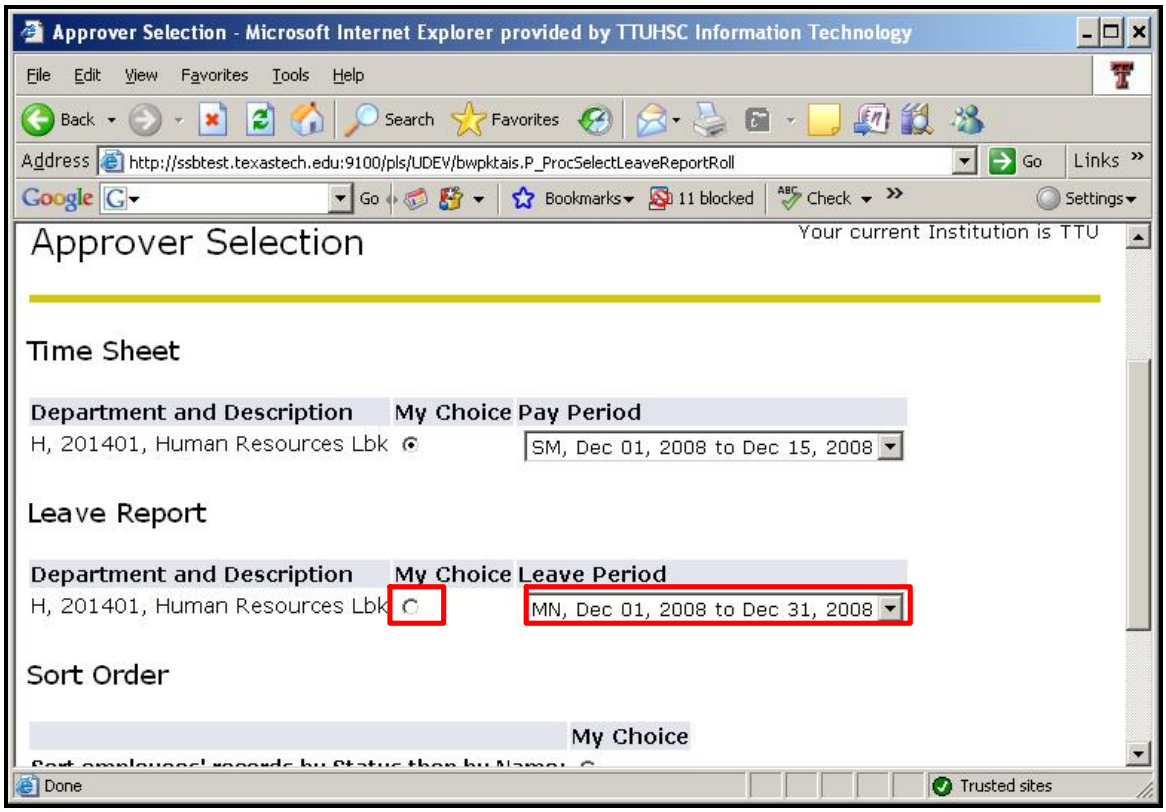


3. Select the Approve or Acknowledge radial button and click *Select*.

Note: If you are acting on behalf of another approver, select the approver's name from the Act as Proxy drop-down box instead of *Approve or Acknowledge Time*, then click *Select*.



4. Click on the radial button of your department's Leave Report and use the drop-down box to select the pay period.

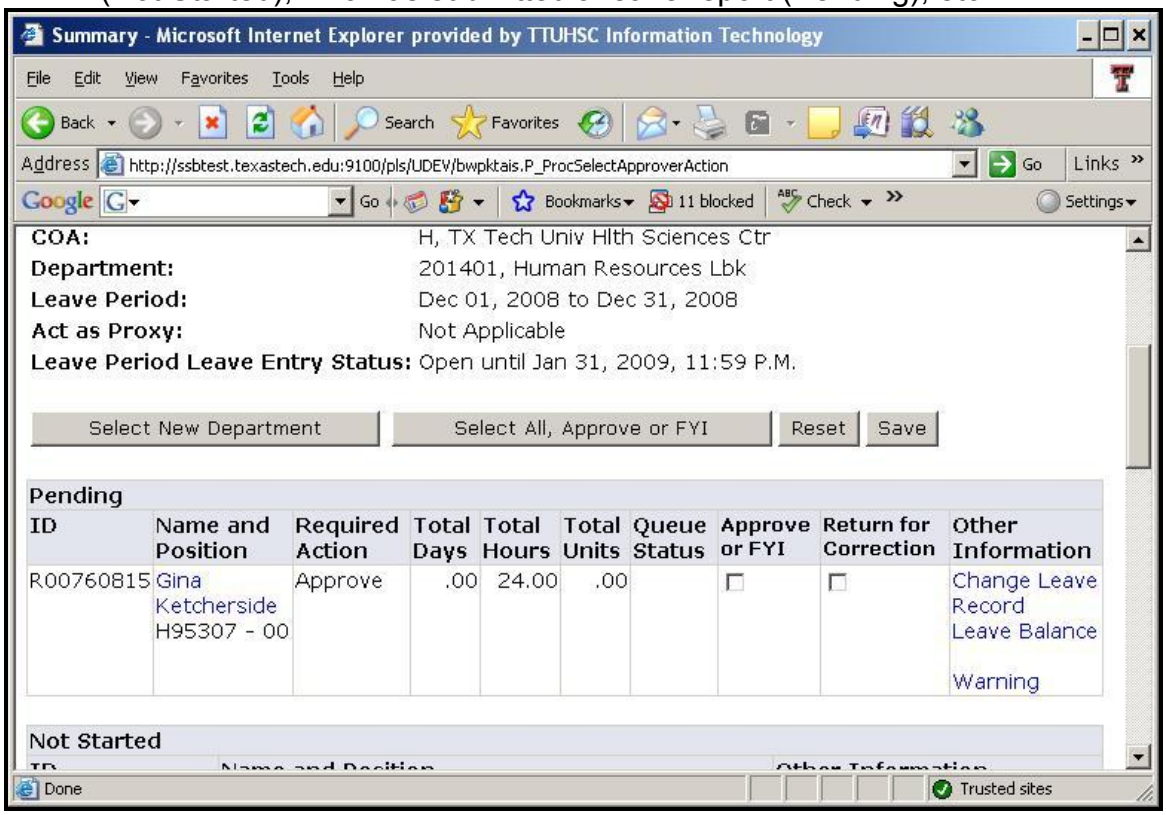

Approver Selection - Microsoft Internet Explorer provided by TTUHSC Information Technology
File Edit View Favorites Tools Help
Back Search Favorites
Address http://ssbtest.texastech.edu:9100/pls/UDEV/bwpktais.P_ProcSelectLeaveReportRoll
Go Links
Google Go Bookmarks 11 blocked Check Settings
Approver Selection
Your current Institution is TTU
Time Sheet
Department and Description
My Choice
Pay Period
H, 201401, Human Resources Lbk
SM, Dec 01, 2008 to Dec 15, 2008
Leave Report
Department and Description
My Choice
Leave Period
H, 201401, Human Resources Lbk
MN, Dec 01, 2008 to Dec 31, 2008
Sort Order
My Choice
Done
Trusted sites

5. Choose the radial button to determine the sort by *Status then by Name* or *by Name*. Then click the *Select* button.

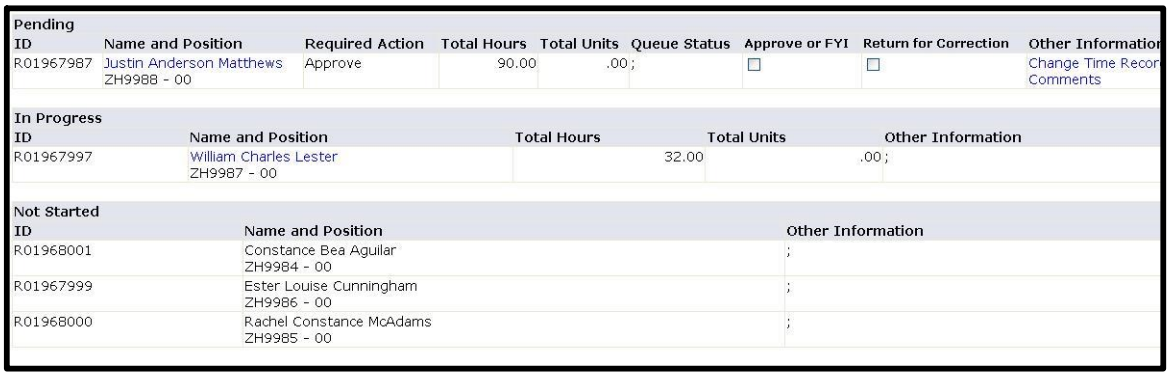
6. Then, click the button.

Monitoring Leave reports Using the Department Summary

1. The Department Summary page appears after you have selected the department, pay period, and your sort method. Typically, sorting by status can be helpful to determine who has not submitted a leave report (In Progress), who has not opened a leave report (Not Started), who has submitted a leave report (Pending), etc.



2. A Leave report must be in the **Pending** Status before you can approve it, add a comment to it, return it for correction, or make a change to it.



Pending

ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
R01967987	Justin Anderson Matthews ZH9988 - 00	Approve	90.00	.00	;	☐	☐	Change Time Recor Comments

In Progress

ID	Name and Position	Total Hours	Total Units	Other Information
R01967997	William Charles Lester ZH9987 - 00	32.00	.00	;

Not Started

ID	Name and Position	Other Information
R01968001	Constance Bea Aguilar ZH9984 - 00	;
R01967999	Ester Louise Cunningham ZH9986 - 00	;
R01968000	Rachel Constance McAdams ZH9985 - 00	;

3. For every status except **Not Started**, you can review the leave report by clicking the individual's name.
4. If a Leave report is in the **In Progress** or **Not Started** status when it should have already been submitted to you, you need to contact the employee and ask them to submit their time accordingly.
5. If the employee is NOT available to enter and/or submit their leave report, you need to contact the Payroll Help Desk and ask them to extract or forward the leave report to you electronically.

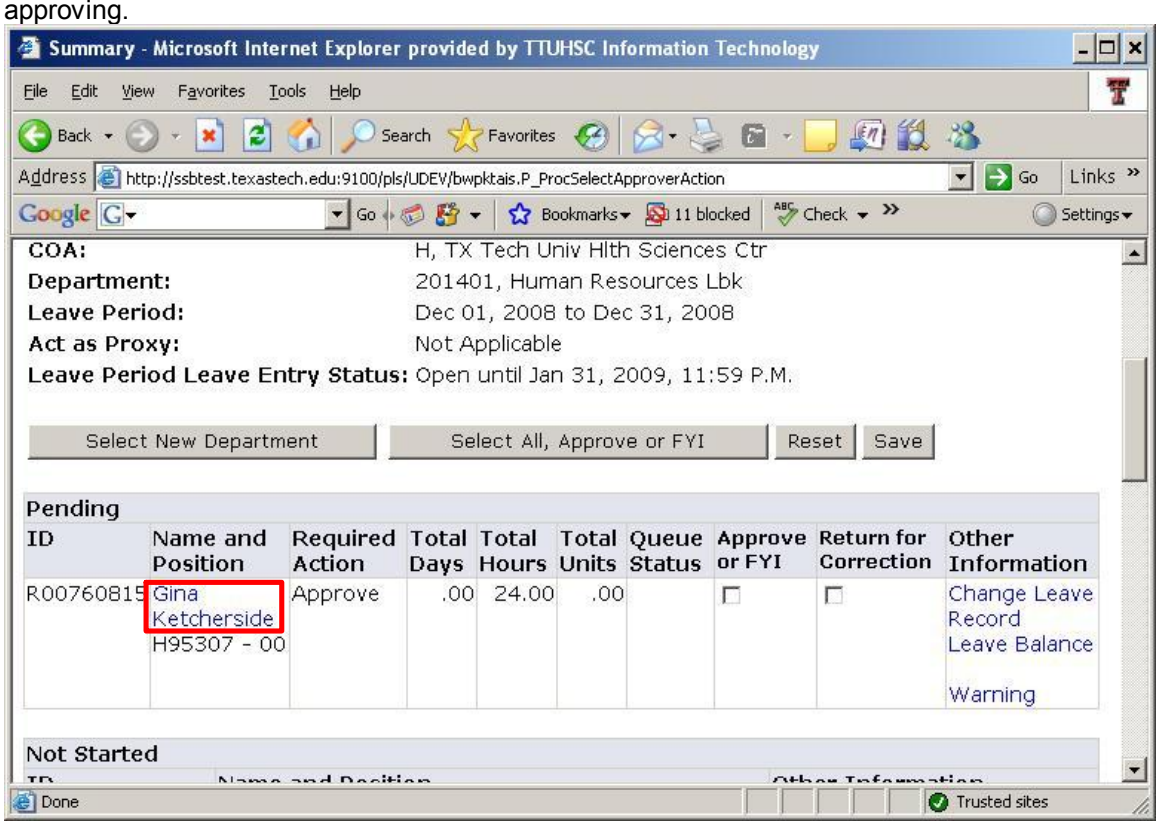
Various Leave report Statuses

Leave report Status	Possible Action(s)
Pending	• Approve, • If incorrect and time or employee is not available, enter detailed comment describing change and reason, change record directly, then approve • OR Return for Correction
In Progress	• Contact employee to complete and submit leave report • OR if employee is NOT available, contact the Payroll Help Desk to forward the leave report to approver (approver will need to complete the leave report as needed). Then, approver will need to approve it.
Not Started	• Contact the employee to start, complete, and submit leave report • OR if employee is NOT available, contact the Payroll Help Desk to forward the leave report to approver (approver will need to enter the employee's time and leave and complete the leave report as needed). Then, approver will need to approve it.
Return for Correction	If leave report is incorrect and time permits without risking missing the payroll deadline, the leave report can be returned to the employee electronically for correction. 1. Contact the employee to make the corrections and re-submit the leave report for approval (after you add detailed comments and return the leave report for correction). 2. Monitor the leave report's return. Review it when it returns to you and approve accordingly.
Error	• Contact the Payroll Help Desk immediately to resolve the error
Approved	• Verify all leave reports are approved prior to the Payroll deadline of 6pm CST on the 2nd business day following the end of the pay period. • Follow-up with and communicate with the 2nd level approver to help meet the payroll deadline
Complete	If leave report is complete, then the leave report has begun the payroll process.

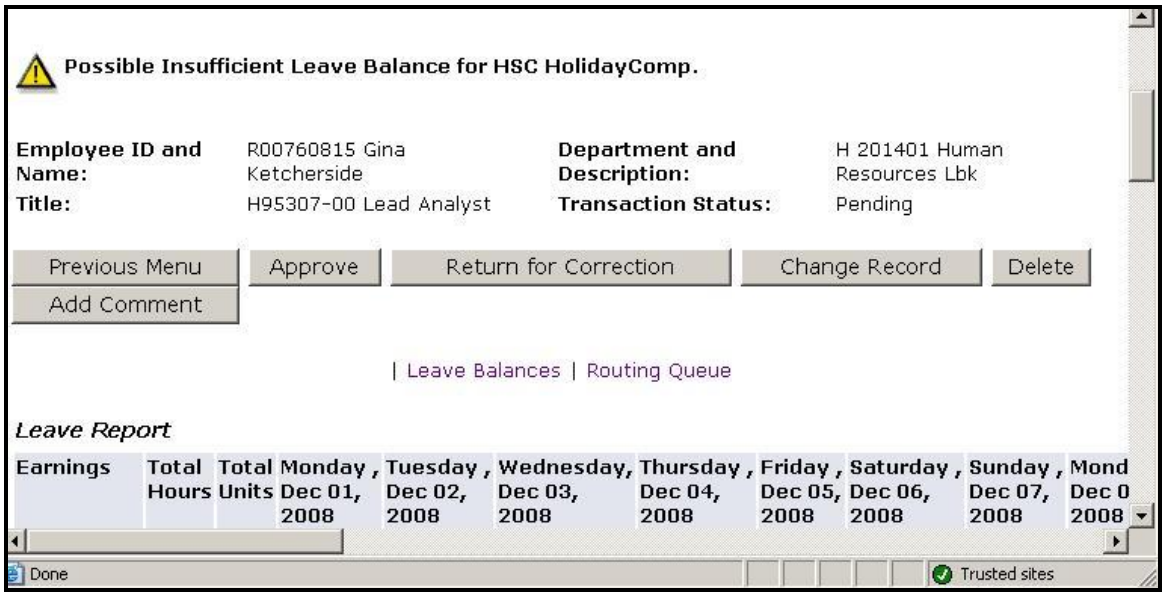
Reviewing an Employee's Leave Report

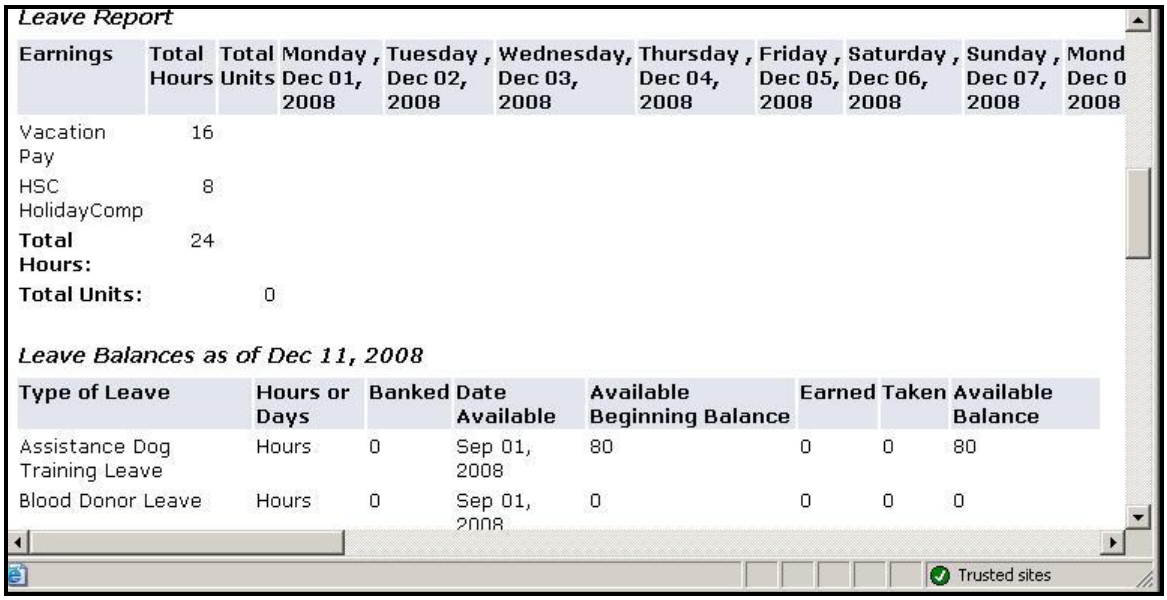
1. From the *Department Summary*, click an individual's name to review their leave report in detail.

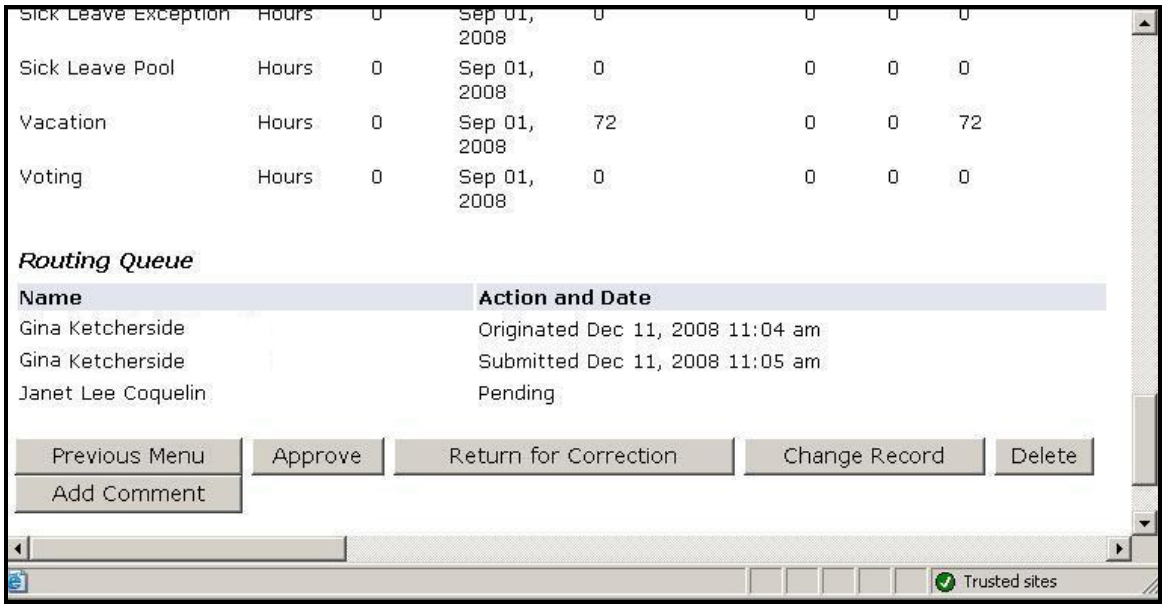
Note: the *Department Summary* does provide the Total Hours on the leave report, but an approver does not know what combination of leaves type make-up these total hours hence it is necessary to drill to the detail level of an employee's leave report before approving.



2. Use the scroll bars to scroll across or down to view complete leave report details.


Possible Insufficient Leave Balance for HSC HolidayComp.
Employee ID and Name:
R00760815 Gina Ketcherside
Department and Description:
H 201401 Human Resources Lbk
Title:
H95307-00 Lead Analyst
Transaction Status:
Pending
Previous Menu
Approve
Return for Correction
Change Record
Delete
Add Comment
| Leave Balances | Routing Queue
Leave Report
Earnings
Total Hours
Total Units
Monday , Dec 01, 2008
Tuesday , Dec 02, 2008
Wednesday, Dec 03, 2008
Thursday , Dec 04, 2008
Friday , Dec 05, 2008
Saturday , Dec 06, 2008
Sunday , Dec 07, 2008
Mond Dec 0 2008
Done
Trusted sites


Leave Report
Earnings
Total Hours
Total Units
Monday , Dec 01, 2008
Tuesday , Dec 02, 2008
Wednesday, Dec 03, 2008
Thursday , Dec 04, 2008
Friday , Dec 05, 2008
Saturday , Dec 06, 2008
Sunday , Dec 07, 2008
Mond Dec 0 2008
Vacation Pay 16
HSC HolidayComp 8
Total Hours: 24
Total Units: 0
Leave Balances as of Dec 11, 2008
Type of Leave
Hours or Days
Banked
Date Available
Available Beginning Balance
Earned
Taken
Available Balance
Assistance Dog Training Leave Hours 0 Sep 01, 2008 80 0 0 80
Blood Donor Leave Hours 0 Sep 01, 2008 0 0 0 0
Trusted sites



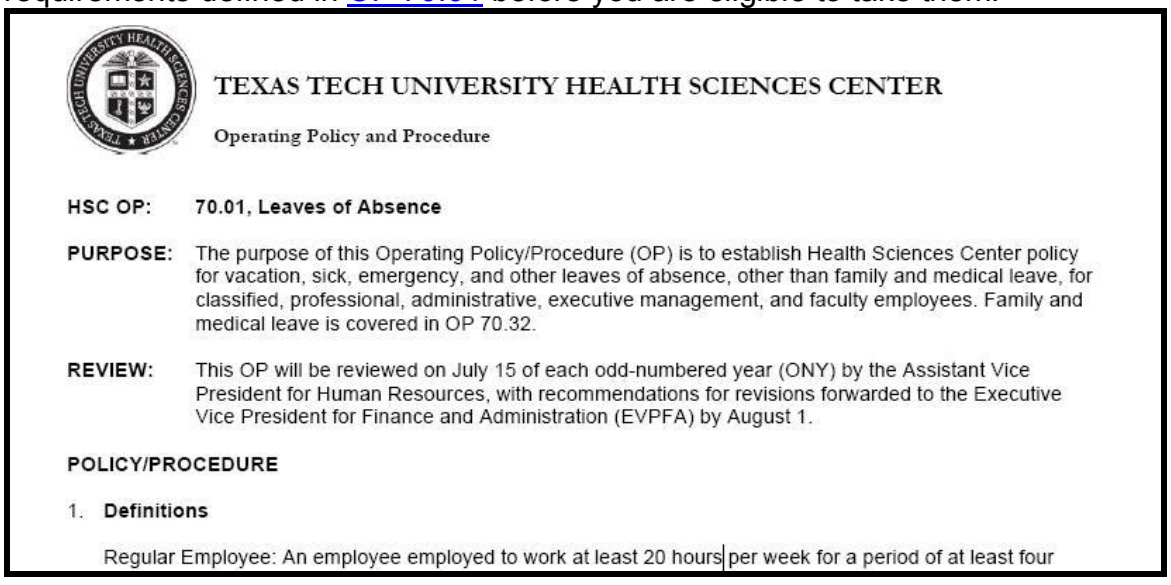
Sick Leave Exception	Hours	0	Sep 01, 2008	0	0	0	0
Sick Leave Pool	Hours	0	Sep 01, 2008	0	0	0	0
Vacation	Hours	0	Sep 01, 2008	72	0	0	72
Voting	Hours	0	Sep 01, 2008	0	0	0	0

Routing Queue

Name	Action and Date
Gina Ketcherside	Originated Dec 11, 2008 11:04 am
Gina Ketcherside	Submitted Dec 11, 2008 11:05 am
Janet Lee Coquelin	Pending

3. Verify the individual hours of leave per day on the leave report.
4. Check OP 70.01 as needed; some leaves types require prequalification or specific requirements identified in OP 70.01 such as Certified Red Cross Activities Leave, Assistance Dog Training for Employees with a Disability, Donation of Blood Leave, Bone Marrow Transplant Leave, Organ Donor Leave, etc. Ensure that the employee appropriately qualifies for this leave based on the OP 70.01 specifics required. Contact the employee and/or Human Resources if you have difficulty determining whether the employee qualifies or not.

Note: some of the leaves require prequalification or must meet the requirements defined in OP 70.01 before you are eligible to take them.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: **70.01, Leaves of Absence**

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish Health Sciences Center policy for vacation, sick, emergency, and other leaves of absence, other than family and medical leave, for classified, professional, administrative, executive management, and faculty employees. Family and medical leave is covered in OP 70.32.

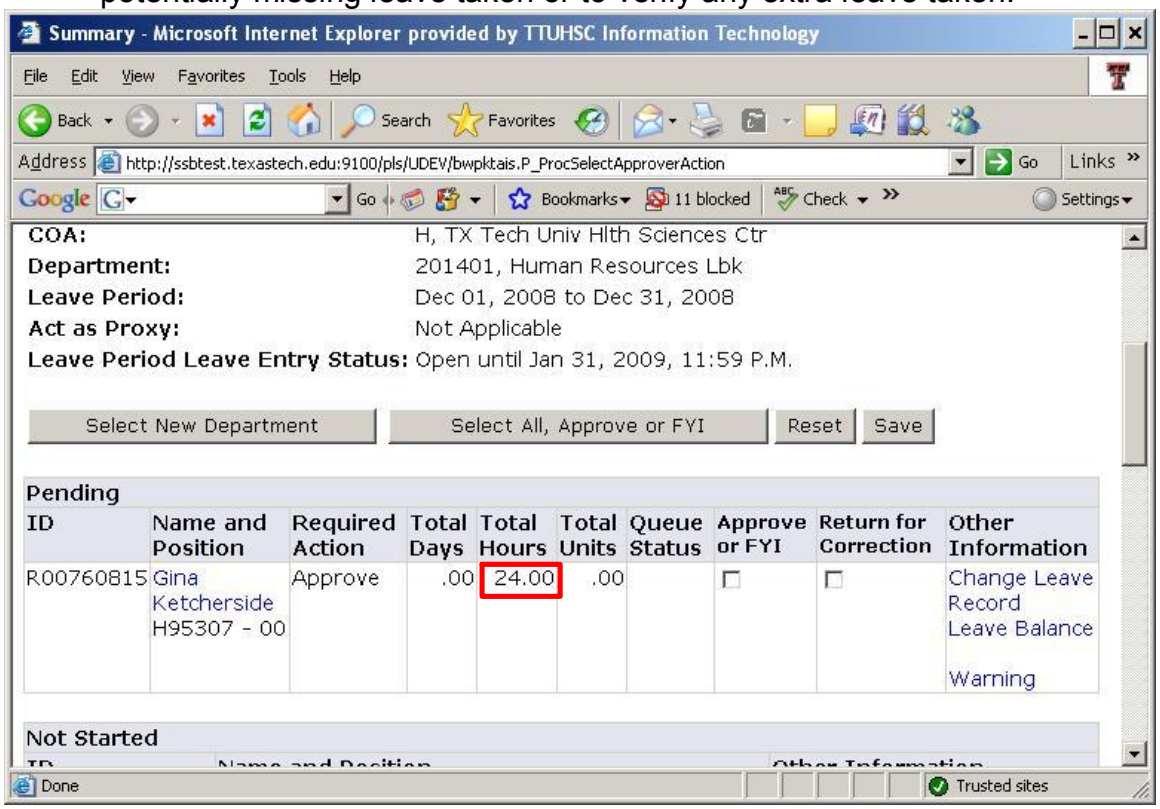
REVIEW: This OP will be reviewed on July 15 of each odd-numbered year (ONY) by the Assistant Vice President for Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by August 1.

POLICY/PROCEDURE

1. **Definitions**

Regular Employee: An employee employed to work at least 20 hours per week for a period of at least four

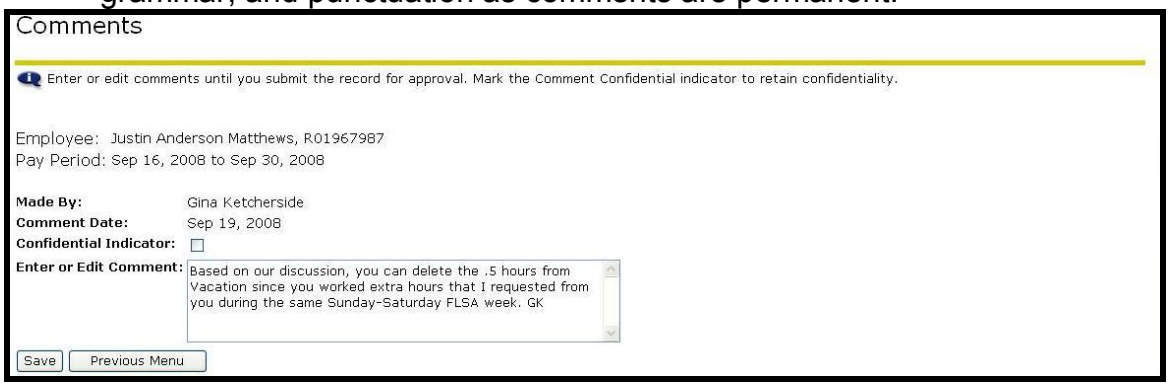
5. Double-check that employees are using their Holiday Comp hours before vacation in most circumstances; it is helpful for employees to use Holiday Comp balances before Vacation balances since Holiday Comp can be lost 12 months after it is earned if it is not used. Due to this requirement, employees will never be able to carry a Holiday Comp balance of more than 24 hours whereas the Vacation Maximum Hours to Carry Forward to Next Fiscal Year is higher than 24 and is specified in OP 70.01 based on years of service.
6. As a spot-check, refer to the total hours column to identify any potentially missing leave taken or to verify any extra leave taken.



Adding a Comment to a WLR Leave Report

You may want to add comments regarding leave or remarks regarding the employee's data entry, add details on what to correct when returning a leave report for correction, and add detailed notes about changes made and reasons why when you need to change a record directly. To add a comment:

1. Select the *Comments* button at the near bottom of the leave report.
2. In the Comments field, type your message. Be advised that the comments will be documented with your leave report, will be reviewed by auditors, and will be permanent in nature. Be careful with spelling, grammar, and punctuation as comments are permanent.

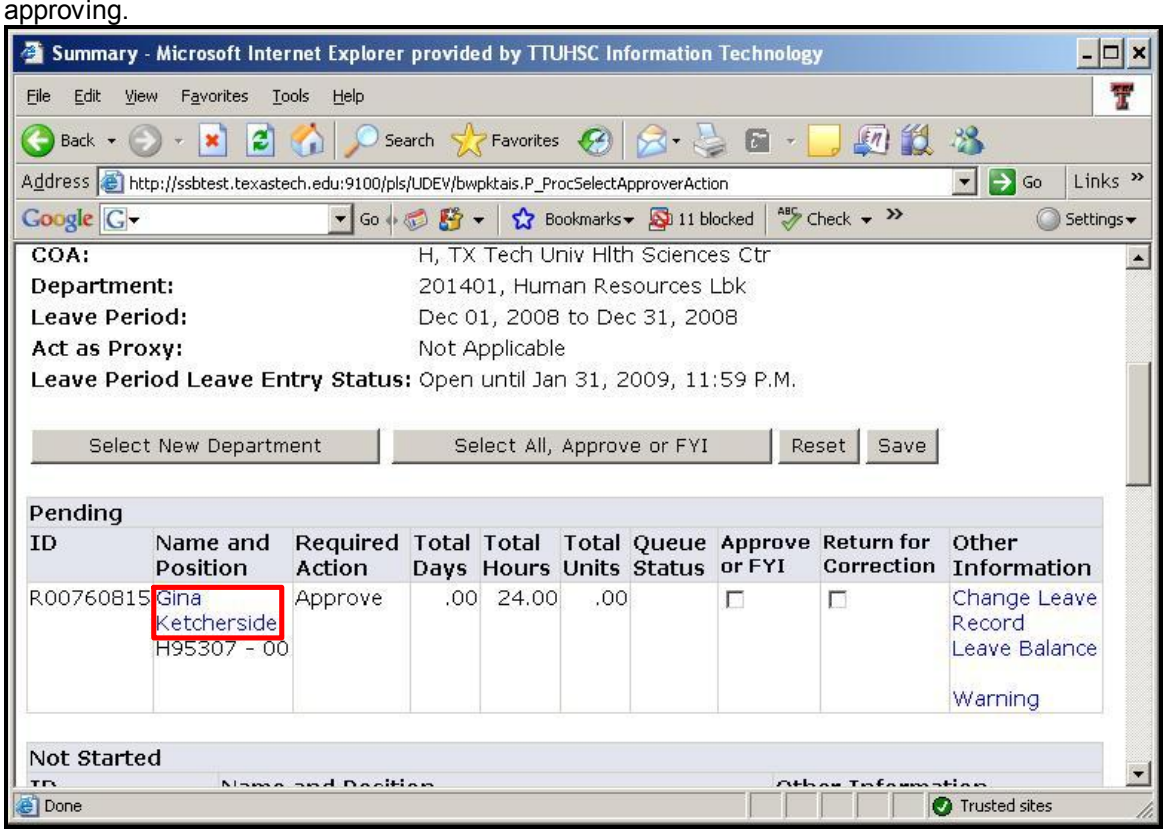


3. Click the *Save* button.
4. Click the *Previous Menu* button to return to your leave report.
5. Select the *Preview* button to verify your comments as needed.

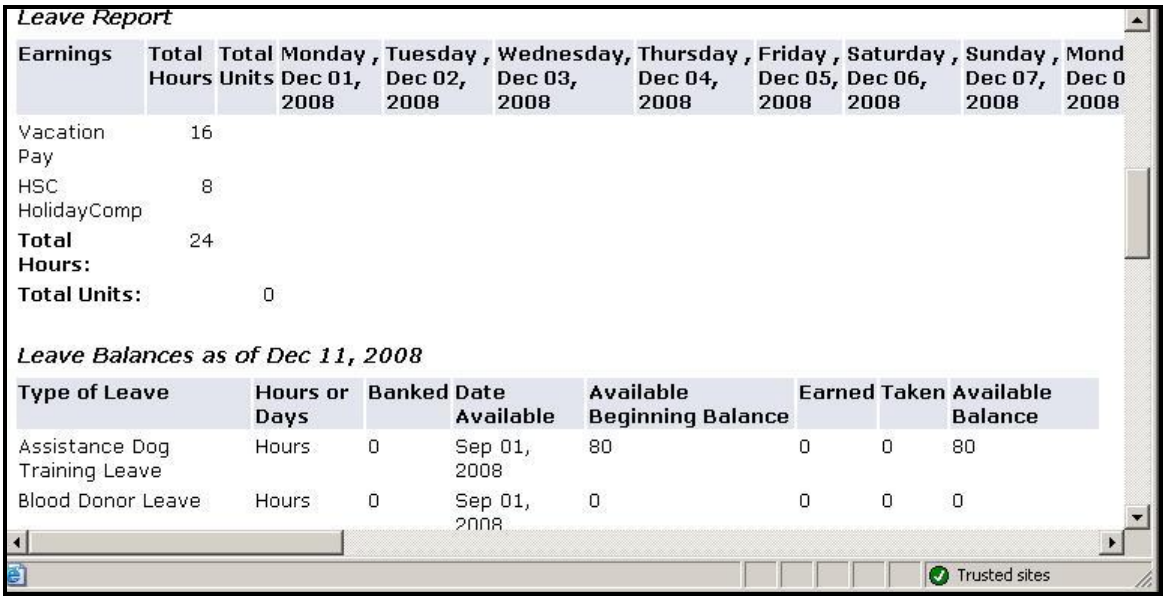
Approving a Leave Report Individually

1. From the *Department Summary*, click an individual's name to review in detail and approve their leave report.

Note: the *Department Summary* does provide the Total Hours on the leave report, but an approver does not know what combination of leaves type make-up these total hours hence it is necessary to drill to the detail level of an employee's leave report before approving.



2. Use the scroll bar to scroll across or down to view complete leave report details.



Leave Report

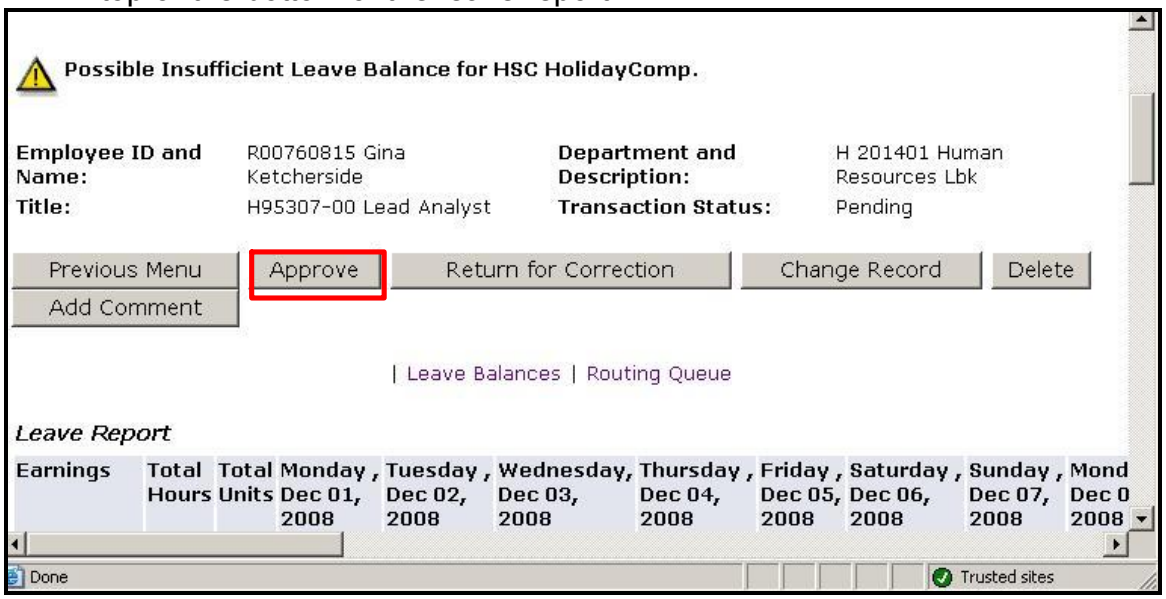
Earnings	Total Hours	Total Units	Monday , Dec 01, 2008	Tuesday , Dec 02, 2008	Wednesday, Dec 03, 2008	Thursday , Dec 04, 2008	Friday , Dec 05, 2008	Saturday , Dec 06, 2008	Sunday , Dec 07, 2008	Mond Dec 0 2008
Vacation Pay	16									
HSC HolidayComp	8									
Total Hours:	24									
Total Units:		0								

Leave Balances as of Dec 11, 2008

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Assistance Dog Training Leave	Hours	0	Sep 01, 2008	80	0	0	80
Blood Donor Leave	Hours	0	Sep 01, 2008	0	0	0	0

Trusted sites

3. If the leave report is accurate, requires no more interaction from you, and is ready to approve, then click Approve either at the top or the bottom of the leave report.



Possible Insufficient Leave Balance for HSC HolidayComp.

Employee ID and Name:	R00760815 Gina Ketcherside	**Department and Description:**	H 201401 Human Resources Lbk
Title:	H95307-00 Lead Analyst	**Transaction Status:**	Pending

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

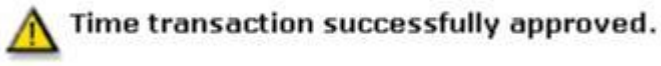
| Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Monday , Dec 01, 2008	Tuesday , Dec 02, 2008	Wednesday, Dec 03, 2008	Thursday , Dec 04, 2008	Friday , Dec 05, 2008	Saturday , Dec 06, 2008	Sunday , Dec 07, 2008	Mond Dec 0 2008

Done | Trusted sites

4. Verify the confirmation of the approval at the top of the *Employee Details* screen after clicking Approve.



Time transaction successfully approved.

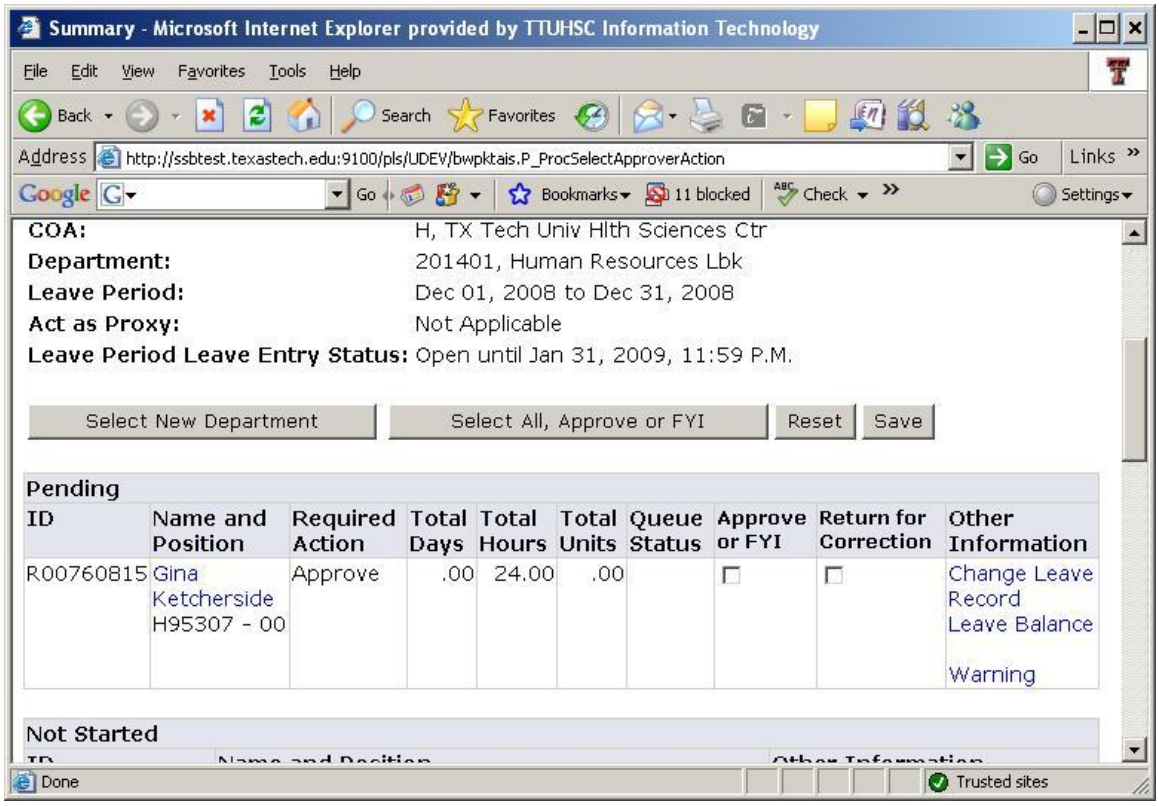
5. The leave report's status changes to an Approved status.

6. Once the leave report has been approved, the approver will only be able to view the leave report and can no longer edit or update.

7. If a change is needed, contact the second level of approver if applicable or the Payroll Help Desk immediately. If changes are not updated within the Payroll deadline, payroll will automatically pay based on the leave report, and the approver would need to follow the manual adjustment/correction process by contacting the Payroll Help Desk and submitting the appropriate form(s).

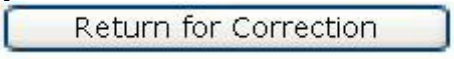
Approving Grouped Leave reports – Use Extreme Caution

1. From the *Department Summary*, the Web Time Entry system enables the approver to approve or take action on grouped leave reports, even if the approver did not actually look at the leave reports. Each approver will be held accountable for the leave reports they approve. Hours displayed in the *Total Hours* column could be a combination of hours worked or leave taken, so extreme caution must be taken. An approver MUST review the leave report details individually in order to see what type of leave make up the hours in Total Hours column.



2. If the approver already verified the individual leave reports, the grouped leave reports could be approved from the Department Summary by marking the action to be taken of either *Approve or FYI* or *Return for Correction*, then click the Save button.
3. Look for confirmation of the changes being saved.

Returning a Leave report for Correction

1. If an employee's leave report is not correct, but the employee IS available to correct it or time before the end of the next month deadline IS available, the approver can return the leave report to the employee for correction.
2. FIRST, the approver MUST add detailed comments, specifying what changes need to take place and why.
3. The approver should then click the 

button and verify that the transaction has been completed.
4. Then, the approver MUST contact the employee via phone, email, or other direct communications, so that the employee KNOWS the leave report has been returned for correction. *Note:* otherwise, the employee does NOT know the leave report has been returned for correction unless they happen to log back into WLR and see the Return for Correction status of the leave report on their own.
5. After the employee corrects the leave report and resubmits it for approval, the approver must review the leave report accordingly and approve or take further action on it as needed, ensuring the payroll deadline is met.

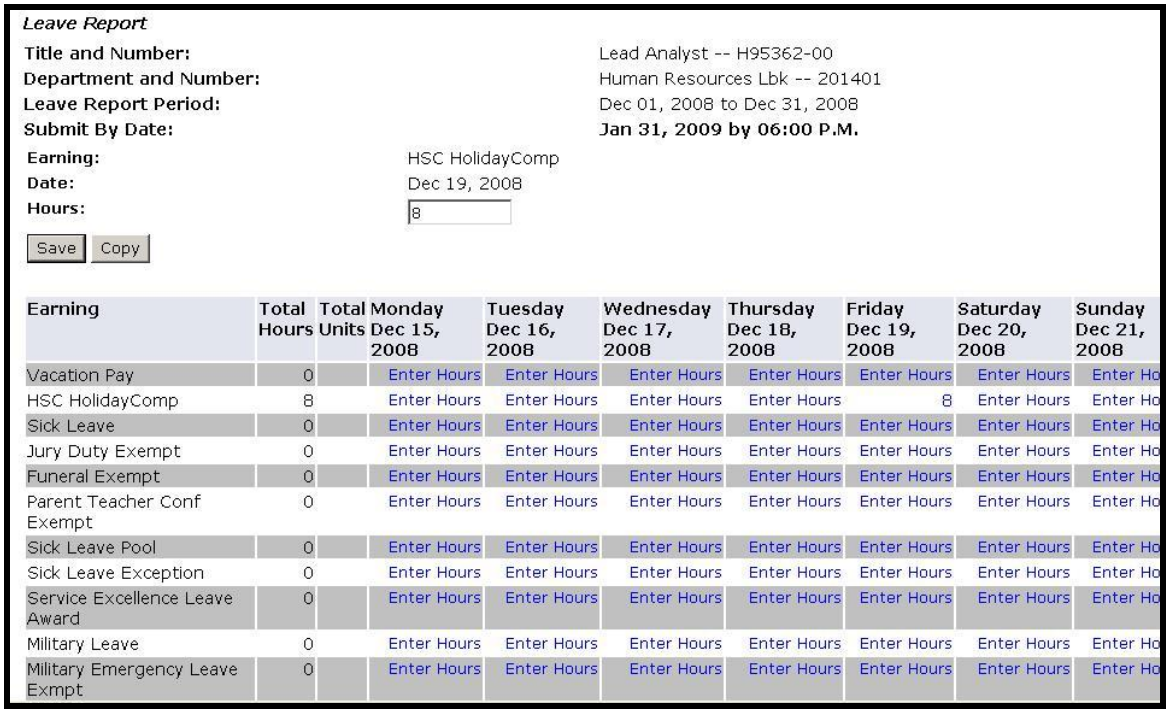
Changing a Record Directly

1. If an employee's leave report is NOT correct and an employee is NOT available to correct it or time before the end of the next month deadline does NOT permit, the approver change can the leave report directly.
2. First, the approver should make a comment about the action taking place and details of the changes being made.
3. The approver should click

to edit the leave report directly. See Entering Hours for One Day, Entering Hours for More Than One Day (Copy), Adjusting or Editing Hours, and Double-checking the Leave report for more information.
4. After the leave report has been updated accordingly, the Approver should Approve the leave report.

Entering Hours for One Day

1. Identify the appropriate day and its associated column.
2. Locate the row of the appropriate Leave (such as Vacation Pay or HSC Holiday Comp)
3. Click *Enter Hours* in the column of the day and row of the leave.
4. Verify the date and leave.
5. In the Hours field, type the total number of hours for this day and leave. Round to the nearest quarter of an hour.
6. Click the *Save* button.



Leave Report

Title and Number: Lead Analyst -- H95362-00
Department and Number: Human Resources Lbk -- 201401
Leave Report Period: Dec 01, 2008 to Dec 31, 2008
Submit By Date: **Jan 31, 2009 by 06:00 P.M.**

Earning: HSC HolidayComp
Date: Dec 19, 2008
Hours: 8

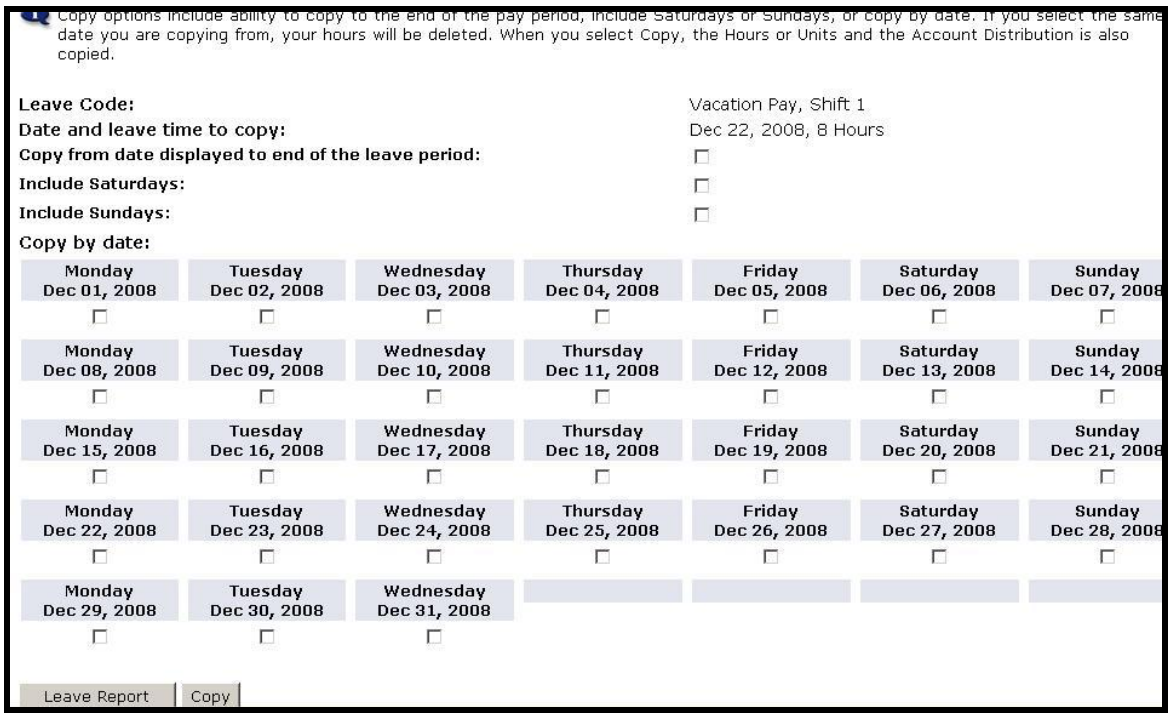
Save Copy

Earning	Total Hours	Total Units	Monday Dec 15, 2008	Tuesday Dec 16, 2008	Wednesday Dec 17, 2008	Thursday Dec 18, 2008	Friday Dec 19, 2008	Saturday Dec 20, 2008	Sunday Dec 21, 2008
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
HSC HolidayComp	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Ho
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Jury Duty Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Funeral Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Parent Teacher Conf Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Sick Leave Pool	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Sick Leave Exception	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Service Excellence Leave Award	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Military Emergency Leave Exmpt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho

Entering Hours for More Than One Day (Copy)

If you work the same number of hours each day during a pay period, you can copy those hours on your WLR leave report to multiple days all at once.

1. Click *Enter Hours* under the column of the day worked and in the row of the Vacation Pay.
2. Verify the date and leave.
3. In the Hours field, type the total number of hours of vacation pay leave taken on this day.
4. Click the *Copy* button.
5. Check either the Copy from date displayed to the end of the pay period box or select the appropriate dates to copy to.
6. Click the *Copy* button.
7. Look for the verification message to indicate hours successfully copied.
8. Select the *Leave report* button to return to the leave report.
9. Verify that the hours actually copied to the dates you selected.



Entering Cases of Short-Term Leave without Pay

If your employee has a case of short-term Leave without Pay (LWOP), you should enter their LWOP as Vacation Pay hours or in cases of illness use Sick Leave and make a comment about the LWOP days entered. If your employee has already followed this process, you will need to make a comment acknowledging the LWOP process being followed and Approve the Leave Report accordingly.

1. Click *Enter Hours* under the column of the day for the LWOP and in the row of Vacation Pay or in cases of illness the row of Sick Leave.
2. Verify the date and earning.
3. In the Hours field, type the total number of hours of leave used for this day.
4. Click the *Save* button.
5. Repeat this for each day of LWOP or use the Copy feature to copy hours accordingly.
6. Add a comment noting the days, hours, and reason for the LWOP for the pay period.

What happens later? In general, the LWOP will be manually processed on the next paycheck or accrual cycle. Once the pay period hours are approved, the leave balances will be processed into Banner. Since Vacation Pay or Sick Leave will not have enough leave to cover the leave from the leave report, it will cascade the extra hours into other balances as able and then feed into the No Pay Leave Code. Payroll will have a report monitoring the balances of the No Pay Leave Code; these balances will be adjusted through manual updates on the next adjusted paycheck or through new leave accruals. Additional information or specifics on this process should be addressed with the Payroll Department.

Note: Short-term leave includes cases when the return date of the employee is known and when the leave is less than 30 days or within the same month.

Adjusting or Correcting Hours

If the wrong hours have been entered on the line of the correct leave:

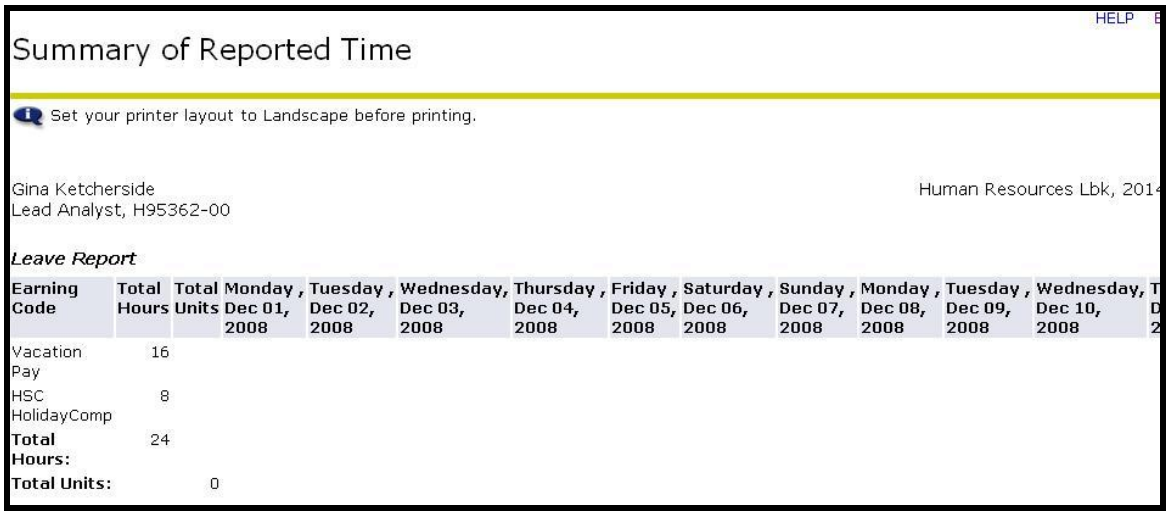
1. From the leave report, click the hours entered under the column of the date and row of the leave for the hours to be corrected.
2. In the Hours field, type the correct number of hours.
3. Click the *Save* button.

If the correct hours have been entered on the wrong leave line:

4. From the leave report, click the hours entered under the column of the date and row of the leave for the hours to be corrected.
5. Delete the hours in the *Hours* field.
6. Click the *Save* button.
7. Scroll back down the leave report and select the column and row of the date and leave that should have been entered.
8. In the Hours field, type the correct number of hours.
9. Click the *Save* button.

Double-checking the WLR Leave report

1. Use the Preview button at the bottom of the Leave report to double-check your time and leave entry.
2. Scroll down and to the side as needed to see the complete pay period.
3. If desired, you can print your leave report using the Browser's File and Print commands after you set your page setup to Landscape view and a legal paper setting.



HELP

Summary of Reported Time

Set your printer layout to Landscape before printing.

Gina Ketcherside
Lead Analyst, H95362-00

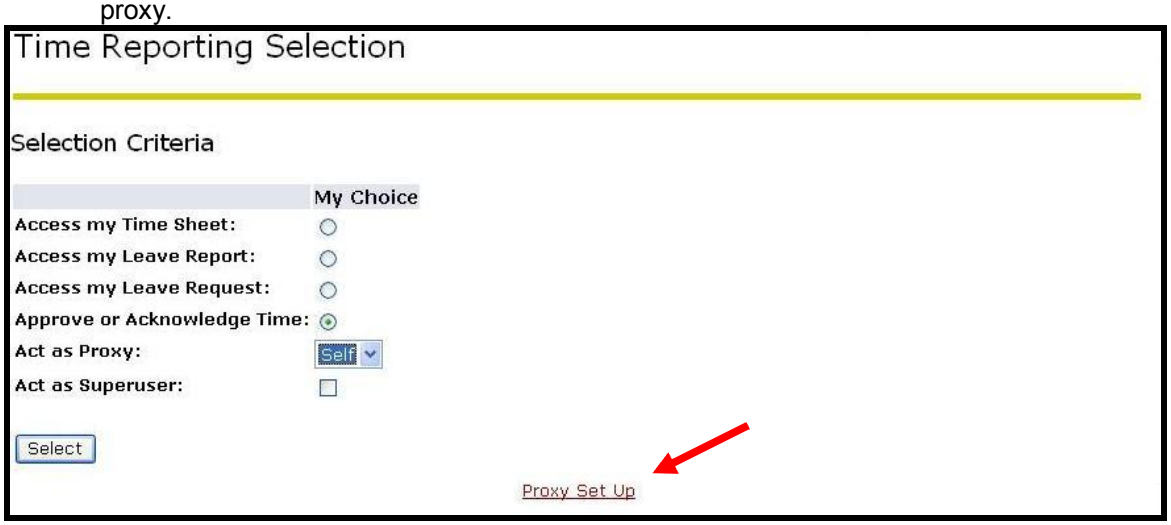
Human Resources Lbk, 2014

Leave Report

Earning Code	Total Hours	Total Units	Monday , Dec 01, 2008	Tuesday , Dec 02, 2008	Wednesday, Dec 03, 2008	Thursday , Dec 04, 2008	Friday , Dec 05, 2008	Saturday , Dec 06, 2008	Sunday , Dec 07, 2008	Monday , Dec 08, 2008	Tuesday , Dec 09, 2008	Wednesday, Dec 10, 2008	T D 2
Vacation Pay	16												
HSC HolidayComp	8												
Total Hours:	24												
Total Units:		0											

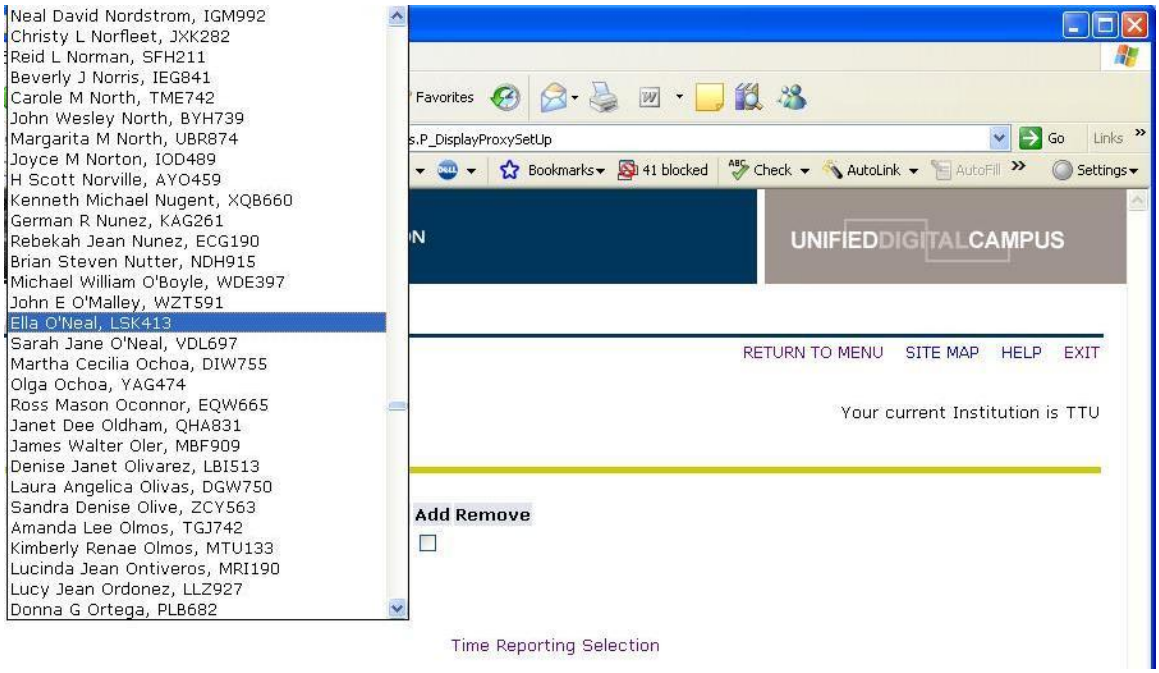
How to Setup a Proxy

1. Review the Proxy Guidelines as provided by Payroll.
2. From the Employee menu, select *My Leave report*.
3. As an Approver, you should see the *Time Reporting Selection* screen; click *Proxy Setup*. *Note*: any employee within your routing queue must have at least opened a leave report before you will be able to act as an approver or be able to setup a proxy.

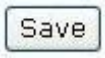


4. Use the drop-down arrow to see list of names with appropriate oracle id setup, who could be setup as your proxy if you choose. *Note:* if someone is not on this list, you should carefully consider the guidelines for choosing your proxy and you will need to contact your HR security coordinator to request access.

5. Click the name of the proxy that you would like to add.



6. Add a checkmark to the Add box by clicking it.

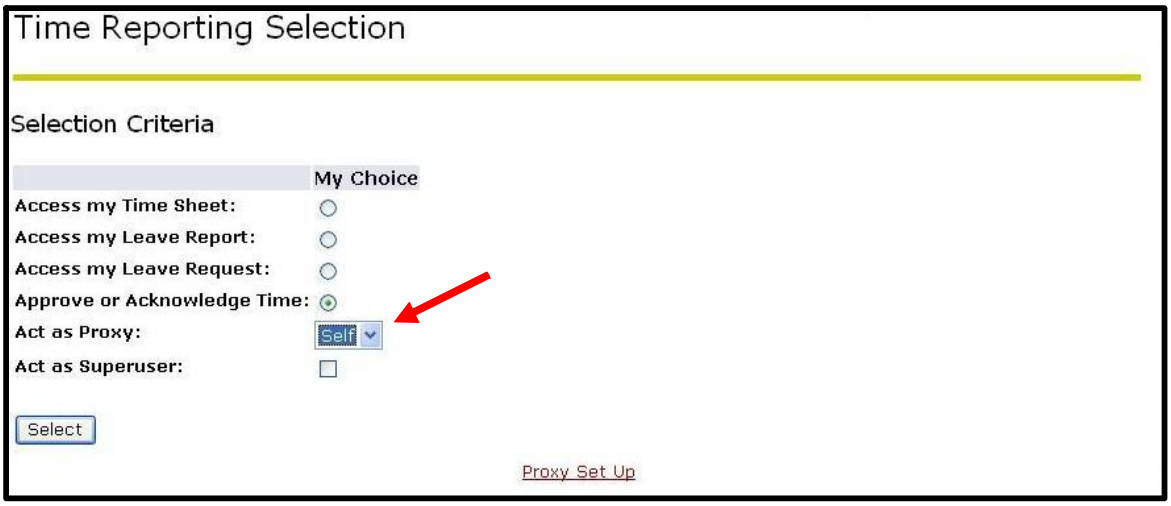
7. Click the  button to add the proxy.
8. Verify that the proxy is now listed in your proxy setup list. *Note:* you can remove your proxy as needed by selecting the Remove checkbox and clicking *Save*.

9. Let your proxy know that he or she has been setup, communicate what you are expecting and when, and ensure that he or she is able to access your routing queues successfully as a proxy.

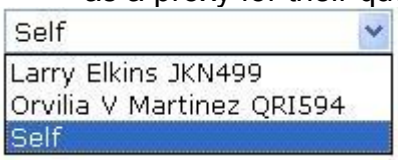
How to Act as a Proxy

1. Log into Self-Service Banner using webraider.ttuhsc.edu (on or after December 1).
2. Click *My Leave report*.

3. If a leave report has been started within your queue or the queue you are proxying for, you should see the Selection Criteria. Click the drop-down box next to Act as Proxy.



4. You should see the name of the individual who has previously set you up as a proxy for their queue(s). Select the person's name to proxy.



5. Click the button.

6. Then, you will be able to access the employees within the approval queues as that person does.

Escalating Errors or Questions

Contact payroll for questions or to escalate errors at webmaster.payroll@ttu.edu , www.depts.ttu.edu/payroll, or 806.742.3211. Payroll will be managing the Web Time Entry (WTE), Web Leave Reporting (WLR), and leave balances.

The Web Leave Reporting (WLR) deadline is the end of the next month. For example, January 31st is the deadline to submit and approve WLR for the month of December. Do not submit Leave Report until all leave is determined for the month.

AVOID APPROVING LEAVE REPORTS TOO EARLY
Approvers should NOT approve the Leave Report for a month within the same month unless it is within the last week of that month and the exempt payroll process has already been initiated and that month's accruals have been added to leave balances. (The month's accruals will be added to leave balances at the beginning of the exempt payroll process hence approvers should wait for that process to update this month's leave balances before approving the same month's leave report.)