

Salaried/Exempt Leave Tracking

Supervisor Manual

Updated April 30, 2025

Time is accrued through the payroll process, based on years of service, according to the official leave policy. Leave taken is reported outside of the payroll process via leave reports, which cover a monthly period. Leave reports are available for entry on the first day of the month being reported, and they must be submitted for approval by the last day, but not before the last day normally worked. For example, if the last day of the month is on a Sunday and employee's normal last work day was the prior Friday (two days earlier), the leave report should not be submitted prior to that Friday.

As the supervisor of at least one salaried/exempt employee, you are responsible for approving their leave reports submitted monthly. Once your supervisee submits their leave report, you will typically have ten (10) days after the end of the month to approve it; special deadlines apply at both fiscal and leave year end. While some employees may submit their leave reports early in the month, you should now approve the report before their submission deadline to ensure all leave (including sick) has been reported appropriately. You may make changes to a leave report once submitted to you for approval (do not return for correction after the employee reporting deadline), but no changes can be made once approved. Please note that a leave report should be submitted and approved, even if zero (0) days were taken during the month.

Leave report approvals may be accessed via the employee dashboard by clicking on the following link:
www.andrews.edu/go/myemployeedash

Please follow the instructions below to approve your supervisees' leave reports or set up a proxy.

Approving Leave Reports:

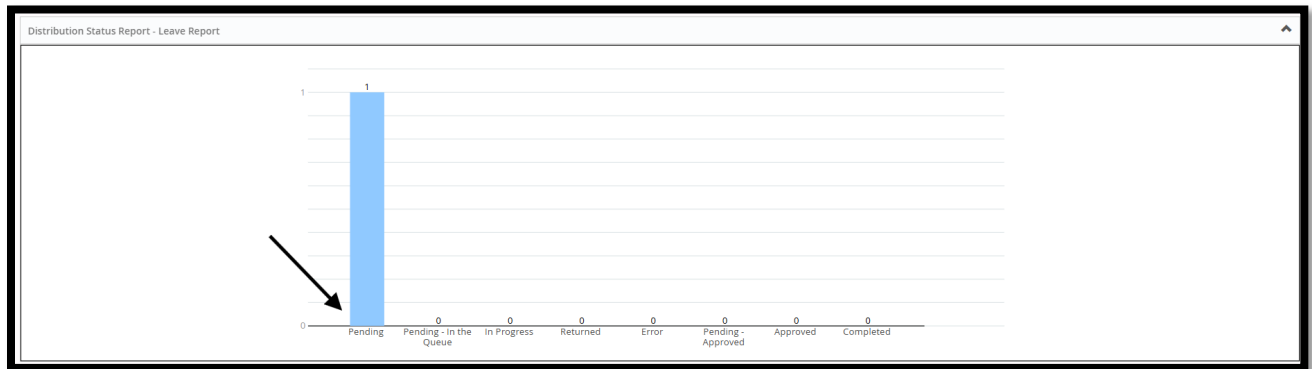
STEP 1: Select 'Approve Leave Report' from the employee dashboard homepage.

The screenshot displays the 'Employee Dashboard' for Jerod Wilson. At the top, it shows 'Leave Balances as of 04/29/2025' with three categories: Salaried Vacation Time in hours (131.19), Paid Sick Leave in hours (52.63), and Extended Sick Leave in hours (0.00). Below this, there are sections for 'Pay Information', 'Earnings', and 'Benefits'. On the right side, there is a 'My Activities' section with a button for 'Enter Leave Report' and a link for 'Approve Leave Report' which is highlighted with a black arrow.

STEP 2: You will be taken to the ‘Approvals – Leave Report’ landing page. This page will be detailed in the next three screenshots. First, you will notice navigation tools at the top of the page that will provide you with filtering options. You are able to choose between leave report and timesheet, filter by department if you are responsible for more than one, navigate by leave report month, filter by leave report status, and search by employee ID/name.



The middle section of the landing page will show a graph of employees that meet your search criteria. This allows you to easily view the status of your direct reports and take any action as needed.



The bottom section of the landing page also indicates how many employees leave reports you are responsible for by status. You can select the drop-down option to view the employee’s name. Selecting the employees’ name will take you to their leave report.

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Employee Name	ID	Organization	Hours/Days/Units
Janssen-Rogers, Jennifer K. Banner Support Specialist, 551507-00	000133064	9-5150, ITS-ADMINISTRATIVE SYSTEMS	9.00 Hours

Step 3: The ‘Leave Report Detail Summary’ page provides a summary of the employee’s leave report. The bottom of the page contains several action buttons that you can choose from.

Please Note: It is important to note that the ‘Return for Correction’ button should never be used after the end of the leave report’s month. Doing so will result in a leave report that becomes unavailable to all since the employee deadline will be passed. The employee will not be able to make corrections or even return them for your approval.

Selecting the ‘Return’ button will send you back to the landing page.

Once you verify that the reported leave matches your records, you can use the approve button to finalize the leave report. Remember that the employee is reporting in hours vacation, sick, and or extended sick leave to align with what their schedule would have been if they had worked. For example, if they normally work 9 hours each day from Monday – Thursday and 4 hours on Friday (for a 40-hour week), then a day out (vacation/sick) on Monday would be reported as 9 hours, and a day out on Friday would be reported as 4 hours.

Employee Dashboard » Time Entry Approvals » Banner Support Specialist: S51507-00, 9, 5150, ITS-ADMINISTRATIVE SYSTEMS » Preview

Leave Report Detail Summary

000133064, Janssen-Rogers, Jennifer K.
Banner Support Specialist, S51507-00, 9, 5150, ITS-ADMINISTRATIVE SYSTEMS
Pay Period: 9.00 Hours | Pending | Submitted On 04/29/2025, 10:44 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/15/2025	SVC, Salaried Vacation Time	1	9.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
SVC, Salaried Vacation Time	1			9.00			9.00 Hours
Total Hours				9.00			

Routing and Status

Name	Action
	Originated On 04/29/2025, 10:44 PM by Janssen-Rogers, Jennifer K.
	Submitted On 04/29/2025, 10:44 PM by Janssen-Rogers, Jennifer K.
	Approve by 08/31/2025, 11:59 PM
Wilson, Jerod	Pending Approval

Comment (Optional):

Return Details ~~Return for Correction~~ Approve

Corrections can be made to the leave report if needed. Selecting the ‘Details’ button will take you into the leave calendar where you have the ability to add/remove leave hours by selecting the applicable date and earn code in the same way you report your own leave.

Select the ‘Save’ button at the bottom when you are satisfied with the edits. Selecting ‘Preview’ will take you back to the ‘Leave Report Detail Summary’ page where you can approve the leave report.

Routing and Status Information:

The ‘Leave Report Detail Summary’ page will also provide ‘Routing and Status’ information. Leave report statuses are as follows:

- Not Started—the leave report has never been viewed/opened
- In Progress—the leave report has been viewed/started, but not submitted for approval
- Pending—the leave report has been submitted for approval, but has not yet been approved
- Completed—the leave report has been approved and is final; leave taken has been recorded

The 'Routing and Status' section is at the bottom of the 'Leave Report Detail Summary' page. The status indicates the dates that your employee originated and submitted their leave report. It also indicates the status of the leave report.

Routing and Status	
Name	Action
	→ Originated On 04/29/2025, 10:44 PM by Janssen-Rogers, Jennifer K.
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	Approve by 08/31/2025, 11:59 PM
Wilson, Jerod	→ Pending Approval

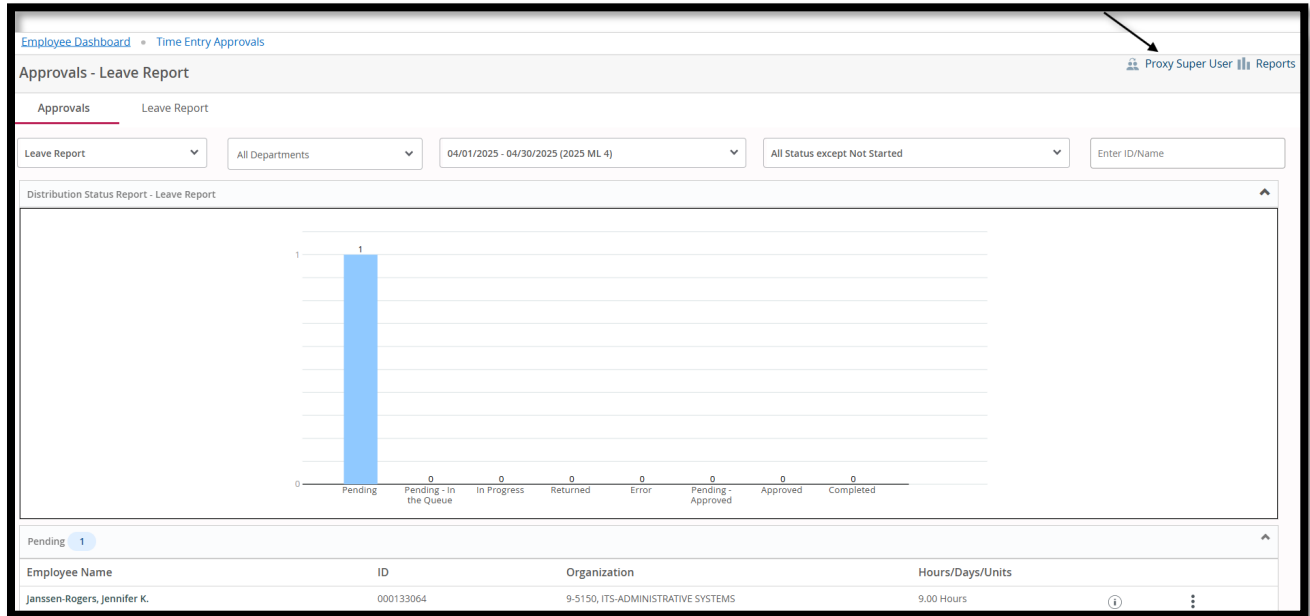
Please Note: If the 'submitted on' action is initiated by payroll instead of the employee, this indicates that the employee did not submit their leave report by the deadline. Payroll will always submit the leave report with 0 hours taken if the employee had not already started their leave report and entered hours, but failed to submit it by the deadline. It is your responsibility to verify leave taken by the employee when this is the case, and add any hours not appropriately reported.

Setting up a Proxy:

Proxies can be used temporarily if you will be out of town (but keep in mind that leave reports can be approved from anywhere you have an internet connection), or on a more regular basis if you wish your administrative assistant to approve leave reports on your behalf.

Proxies can only approve leave reports for you. They may not submit your personal leave report on your behalf. Additionally, you are the **ONLY** person who can set up your proxies; neither payroll nor any proxy can do this on your behalf. Please plan ahead.

Step 1: Select the 'Proxy Super User' link in the top right corner of the 'Approvals – Leave Report' page.



Select the 'Add a New Proxy' button. You can then select the proxy, use the drop down menu to change to 'Leave Report', and then select save. You can select the 'Delete Proxies' button to remove a proxy.

