

Angelo State University Supervisor - Approving Leave Reports

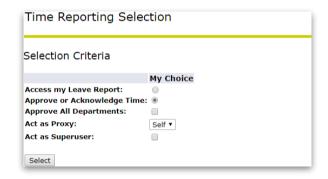
This guide describes the procedures for approving leave reports submitted by employees.

1. Log into RamPort

2. On the Dashboard, click the "Leave/Time Reporting" dropdown and choose "Leave Reporting."



1. This will prompt you to the "Time Reporting Selection."



Click the radio button for "Approve or Acknowledge Time," and then click select.

2. Select the Leave Report Period

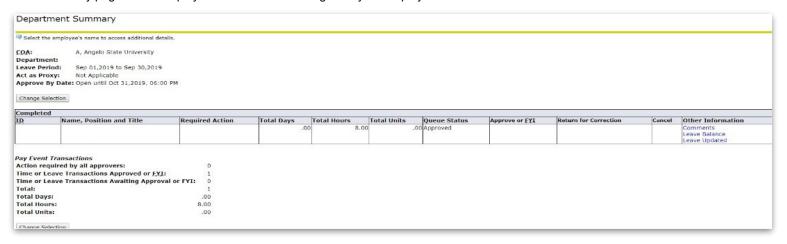


Choose the appropriate leave period from the Leave Period drop-down box.

Then click the Select button.

3. Select the Leave Report Period

A summary page will be displayed. You will see a listing of all your employees and their status.



Status Codes:

Not Started- The employee has not opened their Leave Report for the period you are attempting to view. You will not be able to open their Leave Report until the employee accesses it.

In Progress - The employee has opened their Leave Report and may have begun to report leave, but not yet submitted the report for your approval.

Pending - The employee has submitted their Leave Report and it is waiting for your approval.

Completed - Leave processing has been done and no further action can be taken. You may select reports in this status to view previously reported leave, but cannot make any changes.

4. Approving the Leave Report Period

Once the leave report has been approved for accuracy, click on the Approve button

Select	Next or	Previ	ous to acc	ess another e	mployee.																						
Employe Title:	imployee IO and Name: litte:											Department and Description: Transaction Status:															
Previou	ıs Menu	Ap	prove	Return for C	orrection	Change	Record	Delete	Add Co	mment																	
												Leave	Balances	Routing C	(ueue												
Leave R Earning:		Total	Tuesday Oct 01,2019	Oct 02,2019	,	Oct ,	Oct	Oct		Oct	Oct 09,2019	Thursday , Oct 10,2019	Oct 11,2019	Oct	,	Oct	Oct	Oct 16,2019	Thursday , Oct 17,2019	Oct 18,2019	Oct	Oct	,	Oct	Oct 23,2019		Oct 25,2
Vacation Hours	8		8		00/2025		oo, coas	00/202	0,,2023	50,2025		20/2025		ALPEO AS	zojzoz.	,	Lojeous		21,12025		ASPERA	LOPLOZ	22/2020	LLYLOUS		.,,	
Total Hours:	8		8											0													
Total Units:			,																								
																	,										
Leave Balances as of Oct 07,2019 Type of Leave Hours or Days							100	Banked Date Available					Available Beginning Balance							rned	d Taken			Available Balance			
Type of	Bereavement leave Hours						0 Nov 01.2009					9	0							0	0 0						
	Emergency Leave Hours									May 01,									0		0		0				0
Bereaver	cy Leave	O.					Hours				0 Nov 01,2009																
Bereaver		e .						3	- 1				3						-5		0		0			9.6	-5

If the leave report is incorrect, click the "Return for Correction," button. The Approver must notify their employees if they have returned the Leave Report for correction.

Once approved, the Leave Report cannot be corrected. Corrections must be made on the Leave Reporting Adjustment Form.