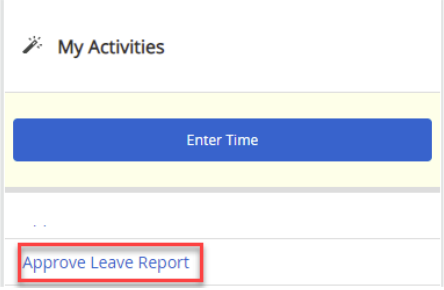
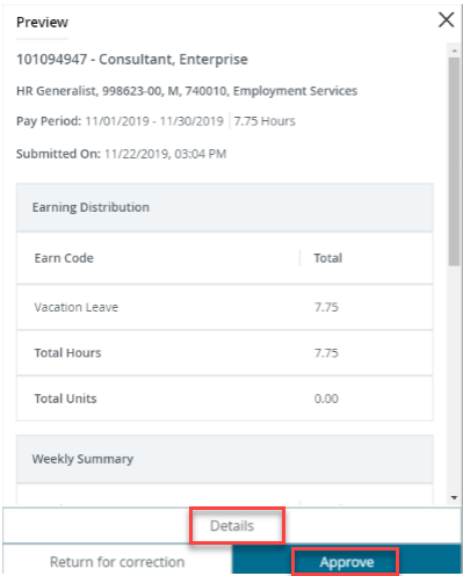
Approving Leave Reports

1. Log in to the Employee Dashboard.
2. Locate **My Activities** on the right.
3. Click on **Approve Leave Report.**



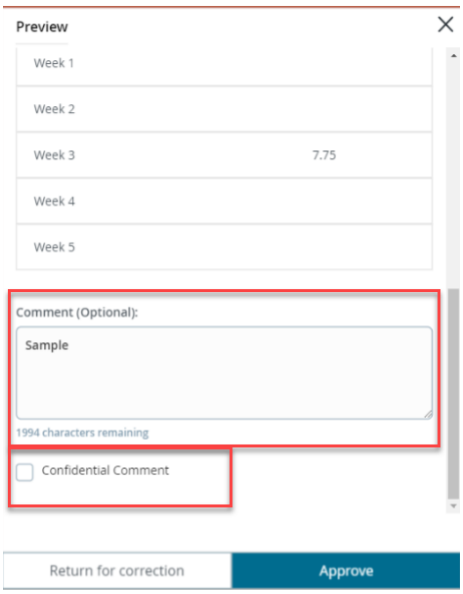
4. Your employees' leave reports will be separated into status categories such as Pending or In Progress.
5. To review a leave report, click on the three-dot Action menu to the right of the employee's name. Select **Preview**.
6. This will display the total leave your employee reported. From here, you can see the specifics by clicking **Details.**
7. If the leave looks correct, select **Approve.**
8. You may also select **Return for Correction** if the employee needs to edit their time away. You will be required to enter a comment if you return the leave report.



Adding Comments

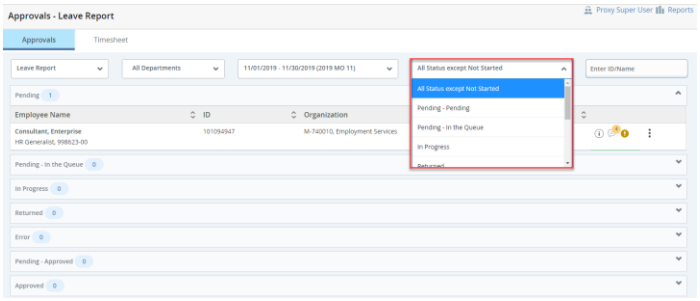
If you would like to leave comments on an employee's leave report, you may.

1. In the **Preview** screen for a specific employee, scroll down to the bottom to find the **Comments Box**.
2. Anyone who can access this leave report will be able to see the comments, such as the employee or Employment Services staff.
3. To mask comments from the employee, select the **Confidential Comment** box under the text field.



Additional Notes, Information

- You can sort or filter leave reports using the dropdown menus at the top of the screen. There are various filtering options, including department. If you approve leave in multiple departments, you will need to use this feature.



- There may occasionally be an alert related to a specific leave report, which will be an exclamation point in a yellow bubble. These may indicate low leave balances, errors, etc. Hover over the bubble to read the alert.

- Contact Employment Services with any questions or concerns.
  - Phone: 651-696-6280
  - Email: hr@macalester.edu
  - FAX: 651-696-6612
  - Location: 77 Mac, room 201