

Leave Report Approver Process

1. Log in to EZ Arts Web Services –
First time logging into Banner? User ID is your 9-digit Banner Number (you EZ Arts ID which begins with a “96”) and the initial PIN Number is your six digit date of birth, entered as **MMDYY**
2. Click the **Employee** tab.
3. Click the **Leave Report** link.
4. Under **My Choice**, click **Approve or Acknowledge Time**. Note: If you’re acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box. Click the **Select** button.
5. Select the **Pay Period and Status** dropdown box.
6. You will need to select the appropriate dates for the time sheets you want to approve then click the **Select** button to proceed.
7. **Reviewing & Approving a Leave Report** – Click the employee’s name and review the submitted leave report in detail. Be sure to scroll down to view all information.

You can check the status of the leave reports by looking for:

NOT STARTED – the employee has not open or started their leave report for that time period

IN PROGRESS – the employee has started their leave report but has not submitted it for approval

PENDING – the employee has submitted their leave report for supervisor approval

COMPLETED – the leave report was successfully approved for payroll processing

If the status is **PENDING**, this means it is awaiting your approval. Review the hours entered for accuracy. If you find that it was been incorrectly completed, you may **RETURN FOR CORRECTION** or **CHANGE RECORD**. (Returning for correction will allow the employee to make corrections to the leave report. An automated email notification is sent out as well but it is highly suggested to contact the employee directly.) If you select **CHANGE RECORD**, you can make the corrections yourself. Please use the **ADD COMMENTS** button to make notes of any changes.

8. Click the **APPROVE** button (or Return timesheet for correction if needed). If you click **APPROVE**, the page will refresh and display a message that the timesheet was approved.

9. Click the **PREVIOUS MENU** button to return to the Approvers Summary Page.

Set up reoccurring calendar reminders to ensure leave reports are approved by the established deadlines.
*SHRA Non-Exempt: bi-weekly deadlines
*SHRA Exempt: 3rd business day of the following month

If employees or supervisors are unable to access their time sheets, please contact Kemora Brownlee in Human Resources immediately.

Email – brownleek@uncsa.edu or Phone – 336.770.1428





