Approve a Leave Report

From the employee dashboard, click on the ‘Approve Leave Report’ link.

- Select the Pay Period for the Leave Report(s) you are reviewing.

Note: Make sure the first drop-down list has ‘Leave Report’ selected, and not ‘Timesheet’.
• Select a leave report, i.e. Employee’s name in Pending status to access it in Preview mode.

You can also double-click on the ‘Pending’ bar on the graph to filter for just those Reports in Pending Approval status.
Review the leave report in detail and choose an option: Approve, Return for Correction.

The Approve button approves the report as-is. Once approved, the employee’s leave balances are updated.

The Return button goes back to the previous page.

The Details button goes to the detailed Leave Report page.

The Cancel or Return for Correction send the Report back to the employee, and should only be used prior to the Employee entry deadline.

- Note – Per Swarthmore policy, Proxies are not allowed to approve their own leave reports.