Employee Self Service
Approve Time and Leave
Section One
Approve Time and Leave
Access Employee Self Service

1. Open MyUWF: my.uwf.edu

2. Click Login

3. Enter: Argonet Username and Password

4. Search: Time Sheet or Leave Report
5. Select: **Approve or Acknowledge Time.**

   • Click **Select**
6. **Time Sheet or Leave Report Sections:** To approve employee time/leave: Select a department:
   - Click ☑ under the My Choice selection beside the correct department name.
   - To select a different pay period: Click ☑ to display other pay period choices. **Click the pay period to select.**
   - Click Select
7. To approve employee time/leave:

- Click the employee's name

<table>
<thead>
<tr>
<th>ID</th>
<th>Name and Position</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000003</td>
<td>Training D. TRNG04</td>
<td>8.00</td>
<td>.00</td>
<td></td>
</tr>
</tbody>
</table>
8. To approve time or leave:
   • Click **Approve** to approve the time or leave report.
9. **NOTE:** The message appears, “1 record(s) have been Approved/Acknowledged.”

Click Previous Menu

Or

Click Exit to close the Employee Details Screen.
Section Two

Return Time and Leave Reports for Correction
Follow Steps 1 – 6 in the previous section

Approve Time or Leave
7. To return for correction:

- Select the checkbox
- Click **Save** to send the time/leave report back to the employee.
8. **NOTE**: The message appears, “Time transaction successfully returned for correction.”

To select a new department:

- Click **Select New Department**

Department Summary

- Select the employee’s name to access additional details.

1 record(s) have been Returned for Correction.

- **COA**: 7, The University of West Florida
- **Department**: 1500, ITS General Admin
- **Pay Period**: Feb 26, 2006 to Mar 11, 2006
- **Act as Proxy**: 
- **Pay Period Time Entry Status**: Open until Jul 27, 2006, 10:00 A.M.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name and Position</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000003</td>
<td>Training D. TRNG04 980000 - 00</td>
<td>80.00</td>
<td>.00</td>
<td></td>
</tr>
</tbody>
</table>

Select New Department
9. **NOTE:** When the time/leave report is sent back to the employee to make corrections, the employee will receive an email message that they must go into Self Service and make corrections.

When the employee logs into Self Service they will see their name and information. They must click the dropdown to see the pay periods. The pay period that has been returned for correction or with the error is shown with “Returned for Correction” or “Error” beside the date.
Section Three
Approve Time/Leave
Additional Functions
Departmental Summary Screen

1. Reading Comments  NOTE: When a time/leave report is created, the employee can send comments to their Approver. These comments can be read by the employee and Approver.

   In the Other Information column, the Approver is notified that there are comments regarding this transaction. This information section also advises the Approver of other information that is available. Click to view any information listed in this column. To view the comments:

   •  Click **Comments**
2. NOTE: All time/leave information is displayed. The comments are visible in the **Comments** section.
1. Create Proxy Approvers

**NOTE:** Some Approvers will be backup (proxy) Approvers for others in their department. When a backup (proxy) Approver signs in they will be able to select the name of the person they are approving for. Prior to having this ability the proxy connection must be setup in Self Service by the original approver.

- To setup a proxy Approver: Click [Proxy Set Up]
Proxy Set Up Screen

Proxy Set Up

To add a proxy, select a name from the pull-down list and check the Add box. Click on the Save button. To remove a proxy, click on the Remove button. Allow 48 hours for HR review and Security set-up.

<table>
<thead>
<tr>
<th>Name</th>
<th>Add Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda B. Archer, LARCHER</td>
<td></td>
</tr>
</tbody>
</table>

Save

[ Time Reporting Selection ]

2. To find the person who will act as the proxy:

- **Click** the name of the Approver.
- **Click** for a list of all the Approvers.
- **Click** the checkbox
- **Click** Save

**NOTE:** Allow 24 hours for HR to set up the security for the proxy transaction. Then have the proxy user that you setup sign in to see if your name is listed in their “act as proxy” drop-down list.
3. **NOTE:** When you have been set up as a proxy for another Approver you will need to sign in and check to see if you see their name.

To check the proxy set up:

- Click the **Select** button to see if the name/s have been setup.
- Click on the name.
- Click **Select** to begin approving time/leave.