

Approving Leave and Time in the Employee Dashboard

1. On the MyCCRI homepage, select the "For Employees" tab.

The screenshot shows the MyCCRI homepage with a navigation menu at the top. The 'For Employees' tab is highlighted with a yellow arrow. The main content area includes sections for Mental Health and Wellness Support, What's Happening at CCRI (events@CCRI), Important Notices for Students, and Jobs and Internships.

2. Here you will find an improved interface that includes access to Work Order requests, the IT Help Desk, and the New Employee Dashboard. Select "Employee Dashboard" to access your leave report.

The screenshot shows the MyCCRI Employee Dashboard. A yellow arrow points to the 'Employee Dashboard' button in the top left corner. The dashboard includes sections for Work Order (Facilities Work Order Request), Help Desk (IT Help Desk Request), and Institutional Effectiveness Resources. The 'Employee Dashboard' button is highlighted with a yellow arrow.

- On the righthand side of the screen you'll see a section called "My Activities." This section will be different depending on your Employee role. Select "Approve Leave Report" to begin.

The screenshot shows the 'Employee Dashboard' for Bethany F. Liston. At the top, there are navigation links for 'My Profile' and 'My Team'. A 'Leave Balances as of 08/26/2022' section displays: Personal in hours (10.00), Sick in hours (250.50), and Vacation in hours (330.50). A 'Full Leave Balance Information' link is provided. The main dashboard area has a left sidebar with 'Pay Information', 'Latest Pay Stub: 03/04/2022', 'Earnings', 'Job Summary', and 'Employee Summary'. On the right, the 'My Activities' menu is open, with 'Approve Leave Report' highlighted by a yellow arrow. Other options include 'Enter Leave Report', 'Request Time Off', 'Approve Time', 'Approve Leave Request', 'Effort Certification', and 'Labor Redistribution'.

- At the top of the page, you will see the "Approvals" tab display with a graph depicting the status of all leave reports requiring your attention.

The screenshot shows the 'Approvals - Leave Report' page. It features a navigation bar with 'Approvals', 'Leave Report', and 'Leave Request' tabs. Below the tabs are filters for 'Leave Report' (dropdown), 'All Departments' (dropdown), '08/28/2022 - 09/10/2022 (202...)' (dropdown), 'All Status except Not Started' (dropdown), and an 'Enter ID/Name' input field. The main content area is titled 'Distribution Status Report - Leave Report' and contains a bar chart showing the status of leave reports. The chart has the following data points:

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	2
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

5. Below this section, details of each leave report can be reviewed. The different status options are:

- **Not Started** – The employee hasn’t opened their timesheet or leave report.
- **Pending** – The employee has submitted their timesheet or leave report for approval.
- **In Progress** – The employee has opened their timesheet or leave report but has not submitted it.
- **Returned** – The supervisor sent the employee’s timesheet or leave report back for correction.
- **Error** – The employee attempted to submit their timesheet or leave report, supervisors can request assistance using the payroll issue reporting form.
- **Completed/Approved** - The supervisor has approved the employee’s timesheet or leave report.

Pending 1					^
Employee Name	ID	Organization	Hours/Days/Units		
Hackett, Robert M. Director Purchasing, 501372-00	91000022	C-30015, Purchasing	10.00 Hours	<i>i</i>	<i>1</i>
Pending - In the Queue 0					v
In Progress 2					^
Employee Name	ID	Organization	Hours/Days/Units		
Jacoby, Maggie Asst College Purchasing Ofcr, 502901-00	94164291	C-30015, Purchasing	11.00 Hours	<i>i</i>	
Flanagan, Charles Coordinator, 501008-00	94268019	C-30005, Office of VP of Finance & Strategy	35.00 Hours	<i>i</i>	<i>2</i>
Returned 0					v
Error 0					v
Pending - Approved 0					v
Approved 0					v
Completed 0					v

Click on an employee’s name under “Pending” to view their leave report for approving.

6. The Leave Report Detail Summary will display with several sections:

Leave Report Detail Summary

91000022, Hackett, Robert M.

Director Purchasing, 501372-00, C, 30015, Purchasing

Pay Period: 08/28/2022 - 09/10/2022 | 10.00 Hours | Pending Submitted On 08/24/2022, 10:41 AM

a Time Entry Detail

Date	Earn Code	Shift	Total
08/29/2022	SIC, Sick	1	1.00 Hours
09/01/2022	VAC, Vacation	1	7.00 Hours
09/06/2022	CTT, Comp Time Taken	1	2.00 Hours

b Summary

Earn Code	Shift	Week 1	Week 2	Total
SIC, Sick	1	1.00		1.00 Hours
VAC, Vacation	1	7.00		7.00 Hours
CTT, Comp Time Taken	1		2.00	2.00 Hours
Total Hours		8.00	2.00	

c Routing and Status

Name	Action	Date & Time
Hackett, Robert M.	Originated	08/24/2022, 09:11 AM
Liston, Bethany F.	Submitted	08/24/2022, 10:41 AM
Liston, Bethany F.	Pending Approval	

d Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

e Liston, Bethany F.
Added on 08/24/2022 (10:27 AM)

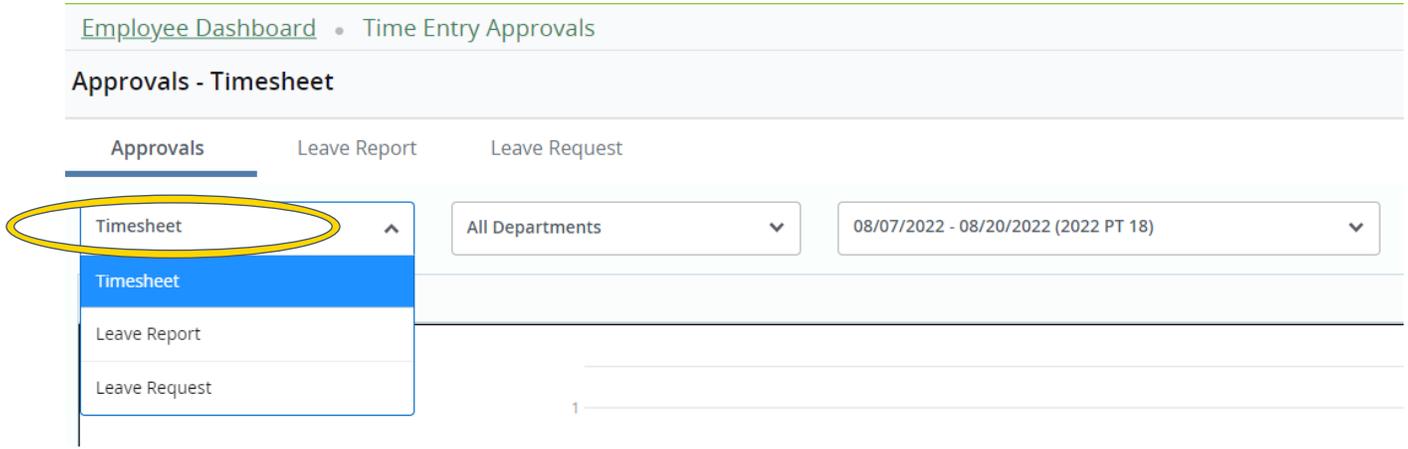
f Approve

Return Details Return for correction Approve

- a. **Time Entry Detail** – Shows discharged hours sorted by date and earn code.
- b. **Summary** – Details how many hours of each type were taken in the first and second week of the pay period.
- c. **Routing and Status** – Shows who has approved it and where it stands in the approval process.
- d. **Comment Box** – A field where you can type a comment if need be.
- e. **Comments** – View comments from previous approvers
- f. **Approve** – After reviewing, if you approve the leave report, click here. **

**NOTE: You can also return for correction, view further details, or return without correction.

7. If you also have part-time staff or student workers whose time you need to approve, click on the drop-down menu on the Approvals page (shown in step 4) and select “Timesheet.” Repeat steps 5 & 6 for these employees.



Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Approvals Leave Report Leave Request

Timesheet All Departments 08/07/2022 - 08/20/2022 (2022 PT 18)

Timesheet

Leave Report

Leave Request

1