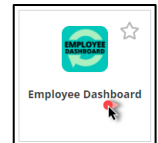


## Employee Dashboard – Approving Leave Reports and Requests

Managers will use the [Approve Leave Request](#) and [Approve Leave Report](#) options from the Employee Dashboard to approve leave requests and reports. Managers will also have the option of [adding a Proxy User](#), for the purposes of assigning someone else access to make approvals on their behalf.

### Approve Leave Request

1. Log into [myCuesta](#). Then, select the Employee Dashboard icon. Contact [ITsupport@cuesta.edu](mailto:ITsupport@cuesta.edu) if you need any assistance with logging in.



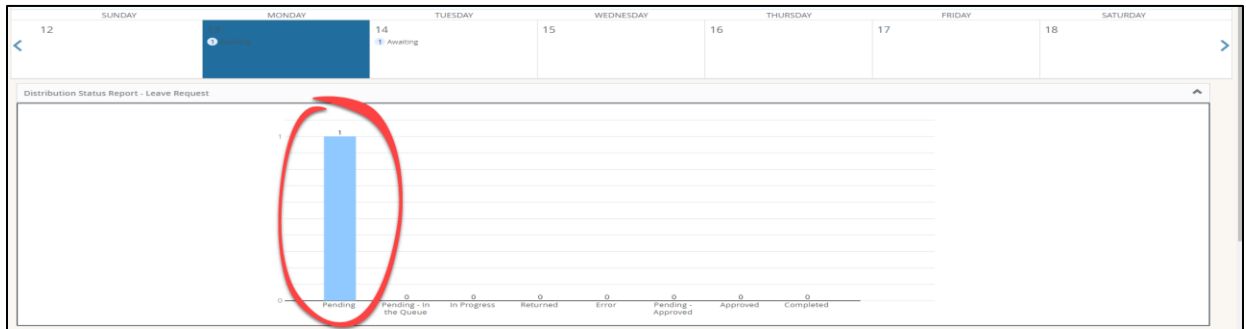
2. From the Employee Dashboard, select Approve Leave Request

A screenshot of the Employee Dashboard interface. The top section shows "Employee Dashboard" and "Leave Balances as of 03/08/2022" with categories like Sick in hours, Vacation in hours, Compensatory Time in hours, and Floating Holiday in hours. Below this is a "Pay Information" section with links for "Latest Pay Stub", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". A sidebar on the right titled "My Activities" contains several buttons: "Enter Leave Report", "Request Time Off", "Approve Time", "Approve Leave Report", "Approve Leave Request" (circled in red), "Faculty Load and Compensation", and "Employee Menu".

3. Review the calendar. Days that show "Awaiting" are days that need approval. Use the drop down to change the month, if needed. Select "Awaiting" on any day to open all awaiting requests for the month.

A screenshot of the "Approvals - Leave Request" calendar interface. The calendar shows days from Sunday to Friday. The date May 18, 2022, is circled in red and has a red cursor arrow pointing to it. The calendar cells contain the number of days and the word "Awaiting" (e.g., "1 Awaiting", "12 Awaiting").

- The top section of the new screen will show the status of the awaiting request. Status must be Pending for the request to be approved.



*Note: Awaiting requests that are in an In Progress status have been saved by the employee, but not yet submitted. The employee must submit the request in order for the request to be approved.*

Scroll down the screen to the Pending section to locate the request(s). For each employee request, select the three dots at the end of the row and choose Preview.

Employee Name	ID	Organization	Hours/Days/Units
[Redacted]	900315078	1-2002, Human Resources Administration	14.00 Hours

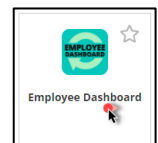
*Note: Select Leave Balance to review the employee's available balances prior to approval.*

- Review the requested time off for the month.
  - Select Approve, to approve the request.

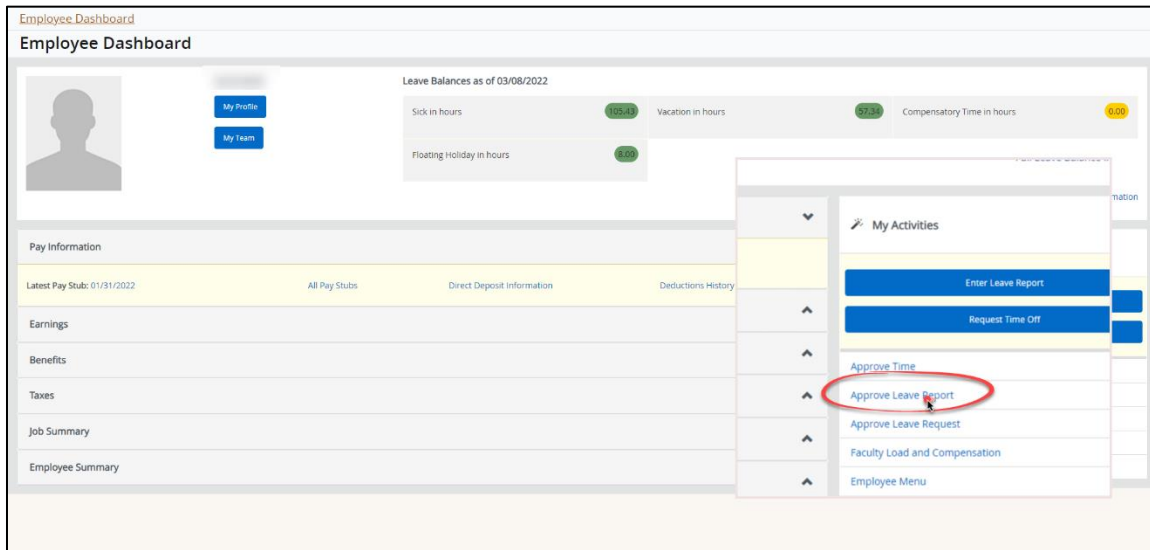
- To send the request back to the employee for revision or to deny the request, enter comments then select Return for correction.

### Approve Leave Report

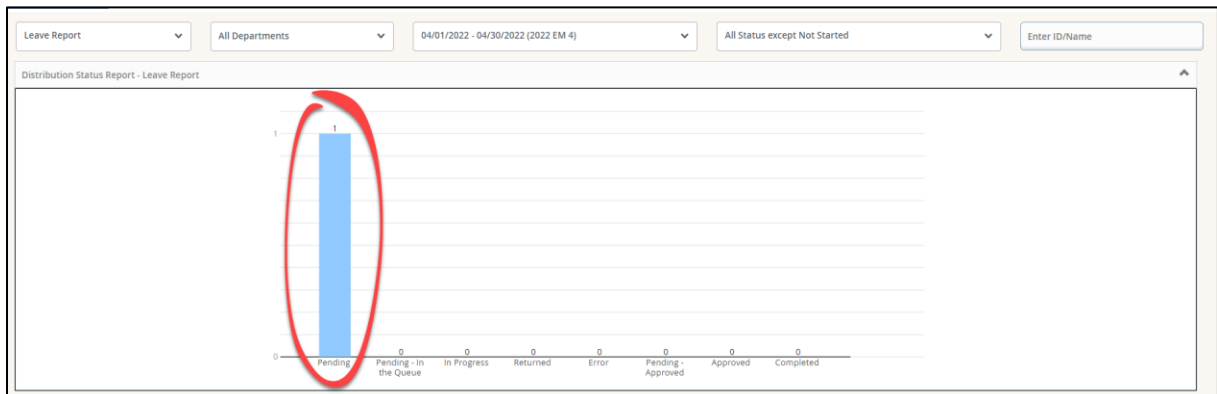
- Log into [myCuesta](#). Then, select the Employee Dashboard icon. Contact [ITsupport@cuesta.edu](mailto:ITsupport@cuesta.edu) if you need any assistance with logging in.



- From the Employee Dashboard, select Approve Leave Report



- The top section of the new screen will show the status of the awaiting request. Use the drop down at the top of the screen to change the month/pay period, if needed. Status must be Pending for the request to be approved.



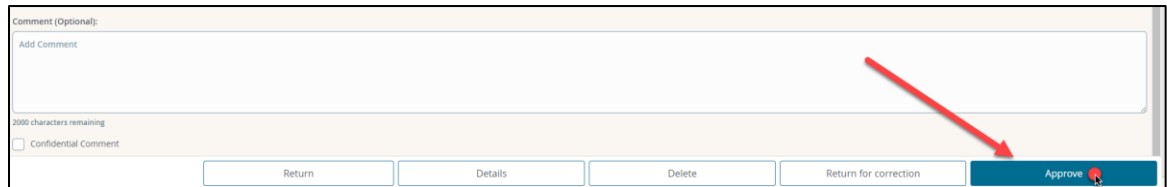
*Note: Reports that are in an In Progress status have been saved by the employee, but not yet submitted. The employee must submit the report in order for the report to be approved.*

Scroll down the screen to the Pending section to locate the request(s). Then, select the three dots at the end of the row and choose Preview (for each employee request).

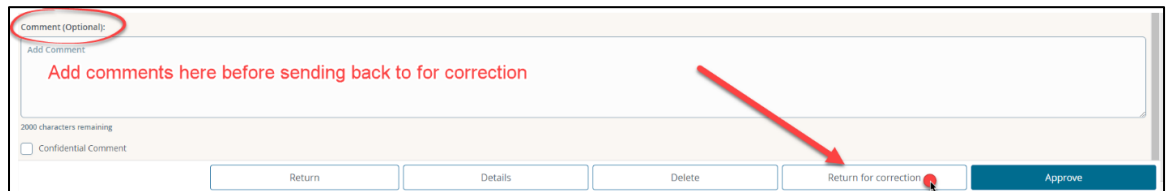


*Note: Select Leave Balance to review the employee's available balances prior to approval.*

4. Review the requested time off for the month.
  - a. Select Approve, to approve the request.



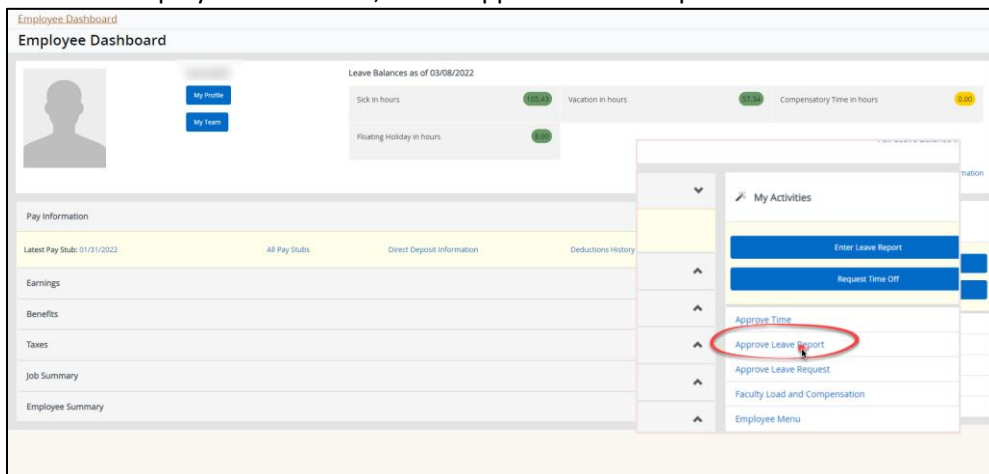
- b. To send the request back to the employee for revision or to deny the request, enter comments then select Return for correction.



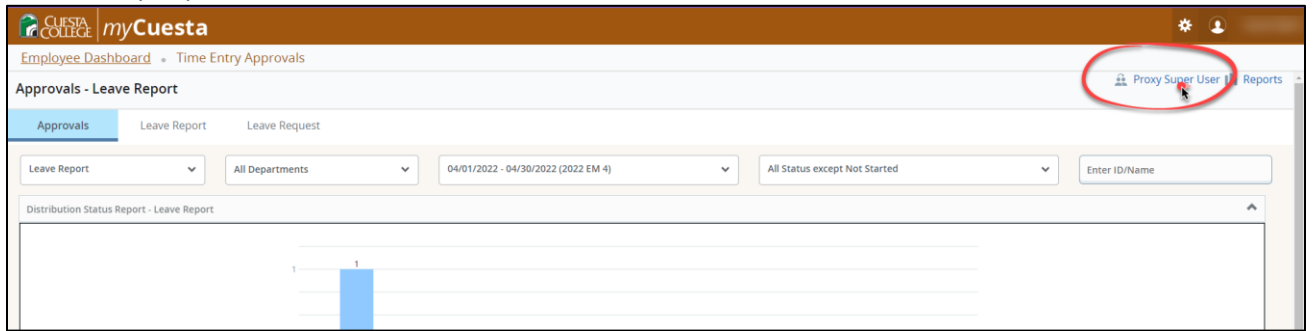
## Add a Proxy User

Add a Proxy User in order to assign permission to another employee, so they can approve submitted leave reports on your behalf, when you are unavailable. If you do not have an employee who can serve as a proxy user and make approvals on your behalf, you will not need to add a proxy user. Instead, use the option to email [payroll@cuستا.edu](mailto:payroll@cuستا.edu) and they can also make approvals on your behalf.

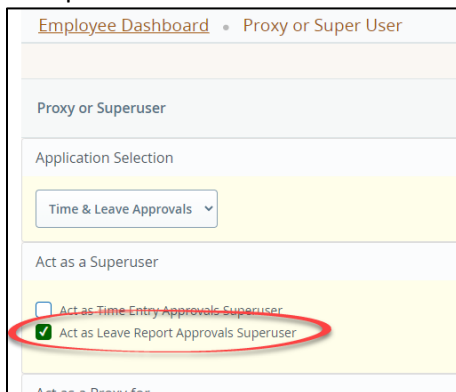
1. Log into [myCuesta](#). Then, select the Employee Dashboard icon. Contact [ITsupport@cuستا.edu](mailto:ITsupport@cuستا.edu) if you need any assistance with logging in.
2. From the Employee Dashboard, select Approve Leave Report.



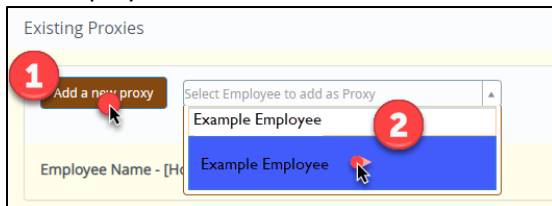
3. Select Proxy Super User.



4. From the Proxy Super User screen, check the box for Act as Leave Report Approvals Supervisor under the Act as Supervisor section.



5. In the Existing Proxies section, select the Add a new proxy button. Then type, find, and select the name of the employee to add.



6. After you have added a name(s), select the Navigate to Time & Leave Approvals application to return to the home screen.



To remove a proxy user, check the box next to the name and then choose Delete Proxies.

