Approve/Reject Report for Faculty/Staff Exempt Employees

Follow these steps to approve or reject reports that have been submitted for faculty/staff employees.

- 1. Log into http://www.hr.vt.edu/leaveentry using your PID and PID password.
- 2. Under the **Pending Tasks** section on the home page click on **Approve employee leave** then click the leave period for review.
- 3. At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.



4. Review the leave usage. If the leave usage is correct then click on the **Approve** button at the bottom. If there needs to be a correction then click on the **Reject** button.

1996/1998	- Leave	Period 1 - Jar	nuary 10, 2015	to February 9,	2015 🔅		
_{Saturday} Januar	Sunday Y	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
10	11 8AC	12	13	14	15	16	Week 1 8AC
17	18	19	20	21	22	23	Week 2
24	25 8A	26 8A	27 8A	28 8A	29 8A	30	Week 3 40A
	Februar	у					
31	01	02	03	04	05	06	Week 4
07	08	09	10	11	12	13	Week 5
							Reject
							Approve

If the report needs to have a correction a comment field will appear once a reject button is selected. An explanation on why the report is being rejected will need to be entered. This information will be sent in an email to the person who submitted the report so that they can make the correction and re-submit it.

07	08	09 8T	10	11	12	13	Week 5 8T				
							Approve Reject				
Comments:	Need to use personal sick for 1 hour missed on the 9th										
							Reject				