



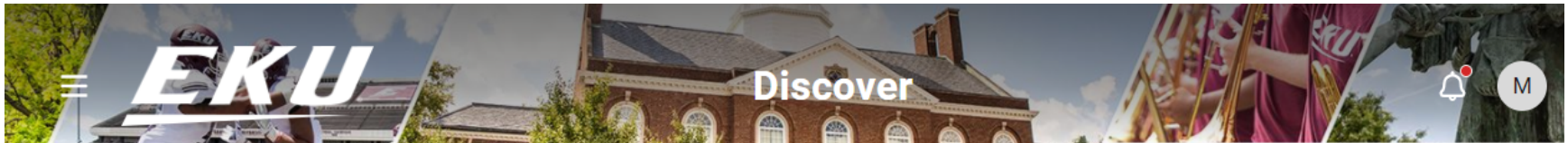
Eastern Kentucky University

Approving Leave Reports

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Welcome to myEKU



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Communications & Brand Man...

After submitting a project request, a project manager from our team will contact you to conduct further assessment.

[Design Request](#)

I need help with ads, brochures, flyers, social media graphics, postcards or University-approved logos.

[Photo Request](#)

I need professional photos taken of people, programs or University events.

Logging in to myEKU

Log in here: <http://my.eku.edu>; or

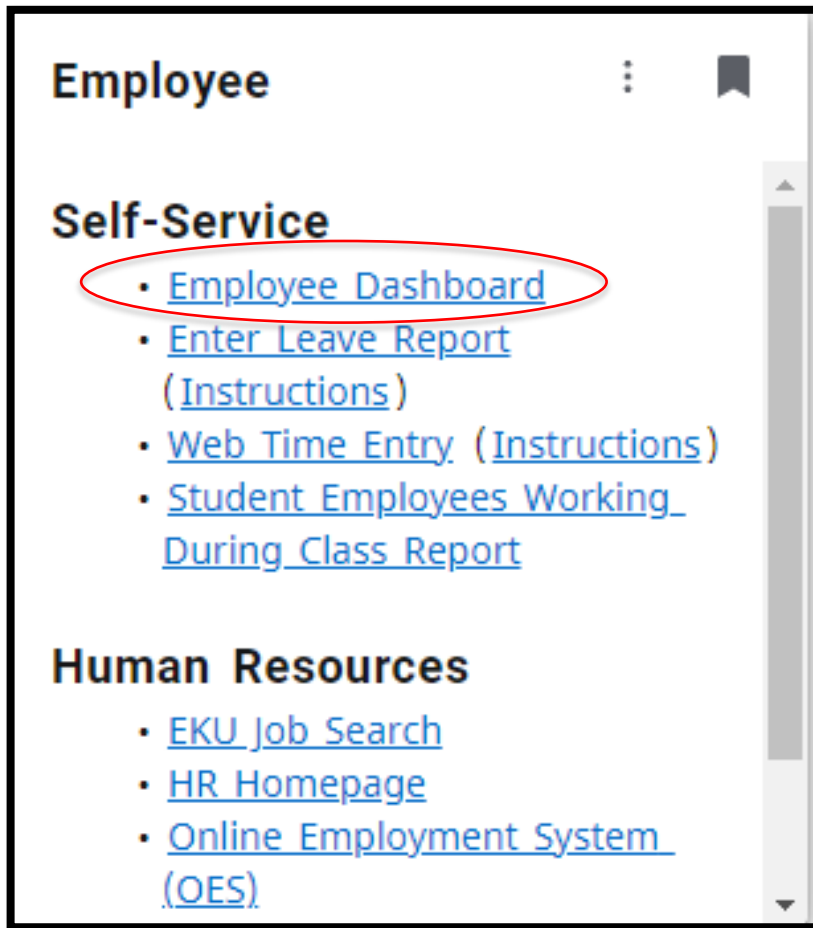
- Go to EKU's home page (eku.edu), click on the dropdown menu on the right side and choose "myEKU".

Find navigation help here:

<https://it.eku.edu/myekuinfo>

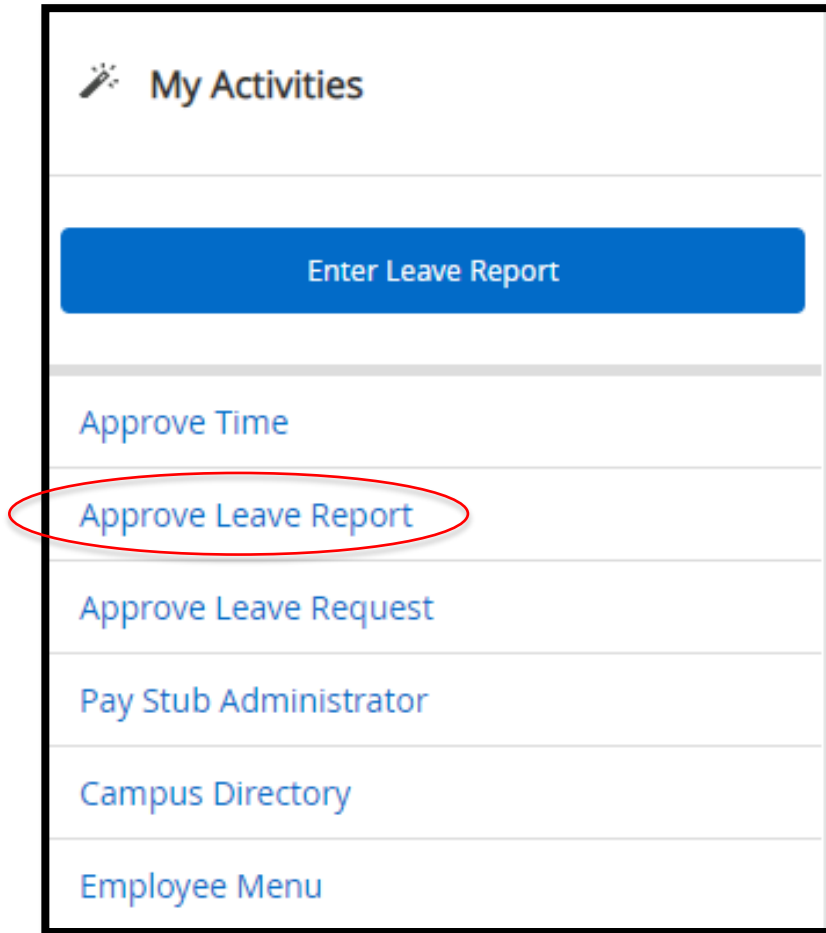
myEKU is a part of the Single Sign-On (SSO) and will automatically sign in the user logged into the computer.

Approving a Leave Report



- Locate the **Employee** box in myEKU.
- Under Self-Service, locate and click on “Employee Dashboard”.

Approving a Leave Report



- On the right side, under My Activities, click on “Approve Leave Report”.

Select the **pay period in box 3** for which you need to approve time and **change the status (box 4)** to **“Pending”**. Then **click on your employee’s name** below to review and approve their leave.

Employee Dashboard • Time Entry Approvals

Proxy Super User Reports

Approvals - Leave Report

Approvals | Leave Report

Leave Report All Departments **Box 3** **Box 4** Enter ID/Name

02/01/2022 - 02/15/2022 (2022 SM 3) Pending - Pending

Pending 2

Employee Name	ID	Organization	Hours/Days/Units	
Employee Name Job Title, Position Number	901XXXXXX	E-Org Code, Department Name	7.50 Hours	<i>i</i> <i>!</i> ⋮
Employee Name Job Title, Position Number	901XXXXXX	E-Org Code, Department Name	8.00 Hours	<i>i</i> ⋮

1. Review the leave report for accuracy.
2. Click “**Approve**” if accurate.
3. Click “**Return for corrections**” for corrections.

Employee Dashboard • Time Entry Approvals • Job Title, Position Number, E, Org Code, Department Name

Leave Report Detail Summary

901XXXXXX, Employee Name
Job Title, Position Number, E, Org Code, Department Name

Pay Period: 02/01/2022 - 02/15/2022 | 7.50 Hours | Pending Submitted On 02/16/2022, 04:07 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
02/10/2022	BRV, Bereavement Leav	1	7.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
BRV, Bereavement Leav	1		7.50		7.50 Hours
Total Hours			7.50		

Routing and Status

Return Details Return for correction Approve

Once approved, a message will appear in the top right corner that the leave report is successfully approved.

The screenshot displays the EKV Time Entry Approvals interface. At the top, there is a navigation bar with the EKV logo and a user profile icon. Below the navigation bar, a breadcrumb trail reads: Employee Dashboard • Time Entry Approvals • Job Title, Position Number, Org Code, E, Department. A green notification banner in the top right corner, circled in red, contains a checkmark icon and the text "Leave Report successfully approved." Below the notification, there is a table showing leave details for "BRV, Bereavement Leave".

Earn Code	Shift	Week 1	Week 2	Week 3	Total
BRV, Bereavement Leave	1		7.50		7.50 Hours
Total Hours			7.50		

Below the table is a "Routing and Status" section with a table showing the approval process:

Name	Action	Date & Time
Employee Name	Originated	02/15/2022, 04:07 PM
Employee Name	Submitted	02/16/2022, 04:07 PM
Supervisor/Approver Name	Approved	02/18/2022, 03:47 PM

At the bottom of the interface, there are two buttons: "Return" and "Details".

Click on the back arrow or on EKU in the top left corner to return to your dashboard.

The screenshot shows the EKU Employee Self-Service portal. The browser address bar displays the URL: `employeeess.eku.edu/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/715928/A`. The top navigation bar includes the EKU logo (circled in red) and a user profile icon. The main content area is titled "Employee Dashboard" and "Time Entry Approvals".

Earn Code	Shift	Week 1	Week 2	Week 3	Total
BRV, Bereavement Leav	1		7.50		7.50 Hours
Total Hours			7.50		

Routing and Status

Name	Action	Date & Time
Employee Name	Originated	02/15/2022, 04:07 PM
Employee Name	Submitted	02/16/2022, 04:07 PM
Supervisor/Approver Name	Approved	02/18/2022, 03:47 PM

Leave Updated for Bereavement Leav

Leave Code	Posted Hours
Bereavement leave	7.50
Total:	7.50

At the bottom right, there are two buttons: "Return" and "Details".

Questions may be directed to the
Human Resources Operation Team.

Phone: (859)622-5094

Email: Human.Resources@eku.edu



www.hr.eku.edu