University System *of* New Hampshire **Leave Reporting**   **Approvers & Proxies Quick Reference Guide**

TIPS & REMINDERS

- Leave Report Approval Deadline: **The deadline for approving Leave Reports is 9:00 pm on the 10th day of the month following the Leave Period.**
- Be on the lookout for proper use of the **Earning Codes**.
- The **deadline** for approving Leave Reports is **9:00 pm on the 10th day of the month following the leave reporting month.**
- Remind employees to check thei**r Leave Balances**.
- **Return for Correction** should only be used if sufficient time exists for the employee to make changes and resubmit their Leave Report while still allowing enough time for you to approve the Leave Report and meet the approval deadline. If there isn't enough time you should add Comments to the Leave Report, make the changes, and communicate the changes to the employee.
- **Retain a copy of all communication regarding changes for permanent record**.
- Before assigning an individual as a proxy, your department head must be consulted for authorization to delegate your authority to the proxy.
- The approver and proxy should NEVER approve their own Leave Report

THE LEAVE REPORT SUMMARY: APPROVERS

1. Log into the **ECG VPN**
   a. Go to http://ecgvpn.unh.edu and select Enterprise VPN
   b. Enter your AD user and password and proceed as directed.
2. Log into **wise.unh.edu**.
3. Click the **Employee** tab.
4. Click the **Leave Reporting** link.
5. Click the **My Choice** radio button for **Approve or Acknowledge Time**.
   Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy.
6. Click the **Select** button.
7. Click the **My Choice** radio button for the **Department and Description** you want to approve.
8. Select the leave period from the **Leave Period**.
9. Select the **Sort Order** type.
10. Click the **Select** button.

DESIGNATING A PROXY

A proxy is a person who is able to act as the Approver when the Approver is not available. Before assigning an individual as a proxy, consult with the department head for authorization to delegate your authority to the proxy.
1. On the *Selection Criteria* page, click the **Proxy Set Up** link.
2. From the **Name** drop down box, select the person you want designated as a proxy.
3. Choose **Add**.
4. Click the **Save** button.
   5. Email proxy name and TS Orgn Code to:
   USNH.HR.Production@usnh.edu.

REVIEWING & APPROVING A LEAVE REPORT

1. In the **Other Information** column, look for links like *Comments*.
2. In the **Name and Position** column, click the employee's *name*.
3. *Review* the submitted Leave Report in detail. Be sure to scroll to view all information.
4. Click the **Approve** button.
    Note: The page will refresh and display a message that the Leave Report was approved.
   (OR… Return for Correction only if sufficient time exists for corrections to be made and still meet approval deadlines.)
5. Click the **Previous Menu** button.

RETURNING A LEAVE REPORT FOR CORRECTIONS

If you find problems on a Leave Report that the employee must correct, use **Return for Correction** as follows:
1. Click the **Add Comment** button.
2. Type a **message** to the employee *explaining* what corrections are needed for their Leave Report to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to the Leave Report.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary page.

OVERRIDING A LEAVE ENTRY

As an Approver you may need to correct an employee's Leave Report.
1. Click the **Change Leave Record** link in the *Other Information* column.
2. Click the **link** for the Earning and date to be added/changed.
3. **Type** the correct units (0, .5 or 1).
4. Click the **Save** button. *Note: The units for the date will be updated*.
5. Click the **Comments** button.
6. **Type** a message regarding the corrections you've made.
7. Click the **Save** button.
8. Click the **Previous Menu** button to return to the Leave Report.
9. Click the **Approve** button. *Note: The page will refresh and display a message that the Leave Report was approved.*
10. Click the **Previous Menu** button to return to the *Summary* page.
11. Notify the employee of the change.
12. Keep a record of the change and acceptance of the change on file for future reference during an audit.

Leave Period	Month following Leave Period
1st => $28^{th}/30^{th}/31^{st}$	1st => 7th

1. Leave Reports should be submitted by the employee by the 7th day of the month following the Leave Period.

Month following Leave Period
10th

2. Leave Reports must be approved by **9:00 pm on the 10th day of the month following the leave period**

3. Leave balances are updated immediately when the approval is applied.

Who's Responsible for What

Employee Responsibilities

1. Confirm your e-mail address in WISE. In the future USNH will be providing automated e-mail notification for Leave Reporting deadlines.
   a. Select **Personal Information** then select **View Addresses.**
2. Record your leave usage accurately.
3. Select the correct leave period before opening your Leave Report.
4. Use appropriate Earning Codes to ensure leave usage is appropriate per USNH and Campus policy.
5. Check your leave balances to verify availability of hours claimed.
6. Add **Comments** to your Leave Report to document any special circumstances, variations and/or changes to your normal work schedule.
7. Review your Leave Report for accuracy **BEFORE** submitting it for approval.
8. Submit your Leave Report prior to the deadline of the 7th of the month following the Leave Period.
9. It is expected that changes should be rare. As the employee originating the entry your approver/supervisor should have knowledge of your work schedule and time actually worked.

   However, after you submit your Leave Report if changes are necessary you cannot make them. You will need to email the changes to your approver/supervisor.

   If it is prior to the approval being applied, your approver/supervisor can either return the Leave Report to you for correction or make the changes on your behalf. If you make the corrections it is necessary to re-submit the Leave Report for approval.

   If it is after the approval has been applied, your approver/supervisor must communicate with the Campus HR Office providing an explanation of the change needed to your leave balances and why.

   In all cases your approver/supervisor should notify you via email of the actions they have taken.

Approver Responsibilities

1. Confirm your e-mail address in WISE. In the future USNH will be providing automated e-mail notification for Leave Reporting deadlines.
   a. Select **Personal Information** then select **View Addresses.**
2. Designate at least one Proxy to perform your responsibilities.
3. Notify your proxy to review and approve Leave Reports on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all employees have submitted their Leave Reports for approval by the deadline of the 7th day of the month following the leave period. Notify employees that they need to submit their Leave Report when they have not done so.
5. Review all submitted Leave Reports in detail.
6. Make corrections as necessary. In all cases you should notify your employee via email of the actions you have taken.
   a. If time permits, return Leave Reports with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their Leave Reports.
   b. If time doesn't permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference. Note: The Approver is the FINAL chance to find and fix errors.
   c. If the Leave Report has been approved, review the details. If a change is necessary you will need to communicate with the Campus HR Office providing an explanation of the change needed to the employees leave balances and why, as well as the employee name, the last 4 digits of their University ID.

GSC:	maggie.hyndman@granite.edu
KSC:	vhodge@keene.edu
PSU:	pplante@plymouth.edu
UNH:	joyce.cleary@unh.edu
USNH:	susan.poole@usnh.edu

7. Add Comments documenting changes you made to a submitted Leave Report.
8. Approve all Leave Reports prior to the **DEADLINE - 9:00 p.m. on the 10th day of the month following the leave period**. Once a Leave Report is approved, it is FINAL.