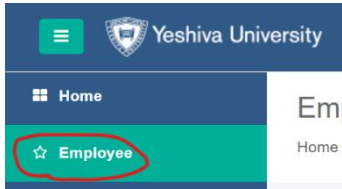


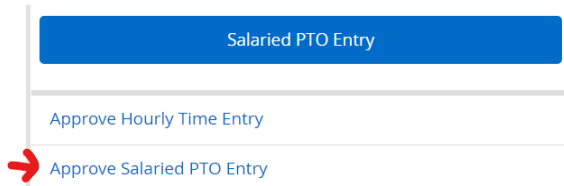
Reviewing and Approving Monthly Salaried PTO Entry Reports

Step 1: Log into [InsideTrack](#)

Step 2: Select the Employee tab and click on Employee Dashboard.



Step 3: Click on Employee Self-Service and then go to the **My Activities** section on the right and click on **Approve Salaried PTO Entry**



Step 4: Review statuses of the **Salaried PTO Entry** reports. Follow up with those that are either "In Progress" or "Not Started" by the employee (change the status dropdown to view those Not Started).

***Those who did not take time off must still submit blank Salaried PTO Entry reports.**

Approvals - Salaried PTO Entry Proxy S
You are a

Approvals Hourly Time Entry Salaried PTO Entry

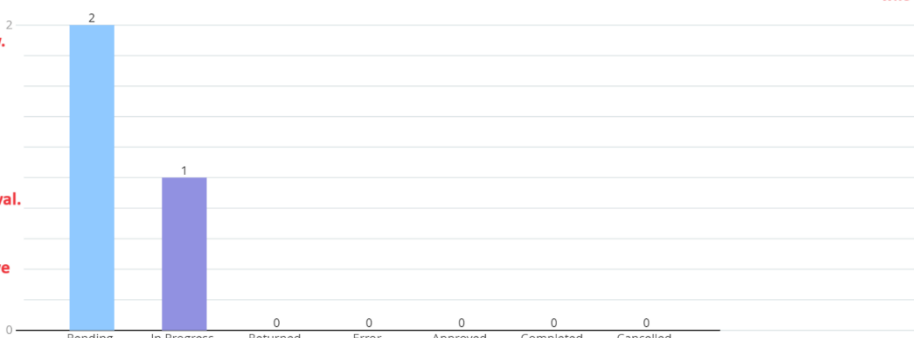
Salaried PTO Entry 06/01/2024 - 06/30/2024 (2024 MN 6) All Departments All Status except Not Started SEARCH BY NAME/ID
Enter ID/Name

Distribution Status Report - Salaried PTO Entry

CHANGE PAY PERIOD **CHANGE STATUS TO "NOT STARTED"**
(to view and act on those who haven't started yet)

SALARIED PTO ENTRY STATUSES:

- Not Started: Change status dropdown to view.**
- Your Action: Remind employee to start.
- In Progress: Started but not Submitted.**
- Your Action: Remind employee to submit by their deadline.
- Pending: Submitted and awaiting your approval.**
- Your Action: Review and approve
- Completed: You have approved and their leave balances have been updated.**
- Your Action: None



MASS

APPROVE Pending 2 **CLICK ON PENDING RECORDS TO REVIEW/APPROVE SALARIED PTO ENTRIES**


Employee Name	ID	Organization	Hours/Days/Units	VIEW WARNING
<input type="checkbox"/> [Redacted] Payroll and Tax Specialist, CS9814-00	[Redacted]	Y-821201, University Human Resources	19.00 Hours	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> [Redacted] Project Manager, CS9841-00	[Redacted]	Y-822201, ITS - Off of Chief Info Officer	5.00 Hours	<input type="checkbox"/> <input checked="" type="checkbox"/>

In Progress 1

Step 5: Click on “Pending” Salaried PTO Entries and review their submitted time off or blank submission.

Payroll and Time Specialist, CS9773-00, Y, 821201, University Human Resources					
Pay Period: 03/16/2024 - 03/31/2024 7.50 Hours Pending Submitted On 03/26/2024, 08:33 AM					
Time Entry Detail					
Date	Earn Code	Shift	Total		
03/26/2024	VAC, Vacation Pay	1	7.50 Hours		
Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
VAC, Vacation Pay	1		7.50		7.50 Hours
Total Hours			7.50		
Routing and Status					
Name	Action				
	Originated On 03/25/2024, 02:52 PM by [REDACTED]				
	Submitted On 03/26/2024, 08:33 AM by [REDACTED]				
	Approve by 04/19/2024, 11:59 PM				
[REDACTED]	Pending Approval				

Step 6: Select one of the options from the bottom of the page:

- **Details:** To modify their entries and/or view their ; (more details on next page). Explain any changes in the Comments section.
- **Return for Correction:** Avoid using this feature. Click on “Details” to modify their Salaried PTO Entry report for them on their behalf. You may also have the employee “Recall” their Salaried PTO Entry report from their end.
- **APPROVE:** Approves Salaried PTO Entry report and updates their balances in the Banner system (status will change to “Completed”)

Details	Return for correction	Approve
---------	-----------------------	---------

Accruals:

Salaried employees will accrue vacation and sick time on every pay date. However, the time-off taken that they add to their Salaried PTO entry report will be applied to their leave balances only once they submit it and the Manager subsequently approves it.

Modifying Entries (Optional):

Click on **Details** to modify their entries and/or view their **Leave Balances**.

The detailed view showing the daily calendar will appear. Click into the calendar date box/es that you would like to edit. You may either:

- Edit entry
- Delete entry
- Copy entry onto other days
- Add Earn Code** to select an Earn code and then add their time off.

05/16/2024 - 05/31/2024 10.00 Hours Pending Submitted On 05/03/2024, 12:15 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
16 CLICK! ↓	17 ↑ CLICK!	18	19	20 CLICK! →	21 7.50 Hours ↑	22 CLICK! ↓

Add Earn Code

Vacation Pay 7.50 Hours

Total: 7.50 Hours

Earn Code

Select Earn Code

- Vacation Pay
- Sick Pay
- Family Sick Day
- ... Floater Holiday

To begin entering or modifying time, select an **Earn Code** from the drop-down menu and then add in the hours.

- Note that **Floating Holiday** can only be applied to YU-designated days that are listed on the YU Holiday Schedule. Any usage on an unauthorized day will be applied to Vacation time without notice.
- **University Approved Time** may be used only for HR-approved time (e.g., voting hours).
- Holidays are no longer automatically populated on the timesheets.
- An "Insufficient Balance" warning message may occur on some earn codes where there are no accruals in place. You may ignore these warnings.

IMPORTANT: Click **Save** after each entry that is added, edited, or deleted.

Click copy to add hours from one day onto other days:

Copy Time Entry

Regular: 7.50 Hours (05/07/2024, TUESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 05/04/2024 - 05/17/2024

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7 7.50 hours	8	9	10	11
12	13	14	15	16	17	18

Cancel Save

Save changes, click **Preview** (bottom right of screen) and then add a **Comment** explaining your change/s.

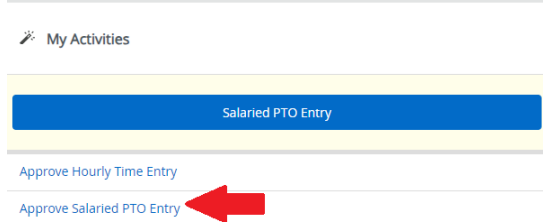
Cancel Save **Preview**

Comment (Optional):

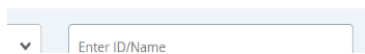
Add Comment

Assign a Proxy as your backup approver in the event of your absence.

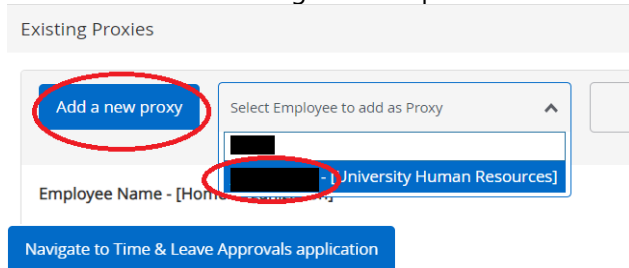
Step 1: Return to the Employee Dashboard and then click on “Approve Salaried PTO Entry” (the button may also be named “Approve Leave Report”).



Step 2: Click on the “Proxy Super User” button on the top-right of the screen:

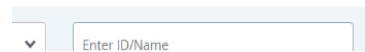
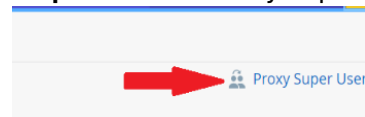


Step 3: Click on “Add a new Proxy” and then select the individual from the new dropdown. Lastly, click the “Navigate” button on the bottom-right to complete.



Acting as a Proxy/Backup Approver for another Manager:

Step 1: Select “Proxy Super User” on the top right corner of the screen:



Step 2: Select the person’s name in the “Act as a Proxy for” dropdown menu. Lastly, click the “Navigate” button on the bottom-right to complete.

