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│              OLD DOMINION UNIVERSITY                      │
│     Quick Reference for Employee Self Service            │
│             Time Entry - Approvers                        │
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1. Using **Internet Explorer**, log on to http://www.leoonline.odu.edu.

2. Click on Enter Leo Online News and Secure Area; scroll down and Click on Enter Secure Area.

3. Login using your MIDAS ID and PASSWORD. Click LOGIN. If you need assistance with your MIDAS ID or PASSWORD, contact Information Technology Services (ITS) at 757-683-3192.

4. Click the link labeled EMPLOYEE and then click TIMESHEET or LEAVE REPORT.

5. Click APPROVE OR ACKNOWLEDGE TIME and then click SELECT.

6. Choose the appropriate pay period from the drop down menu. If you need to approve more than one department, they will be listed separately on the left side of the screen. (See the Approver User Guide for detailed instructions on approving multiple departments). Choose the appropriate department and the pay period. You will need to approve timesheets and leave reports for each department separately. Click SELECT.

7. Employees will appear in one of the following statuses:

    a. PENDING – employee has submitted a time sheet or leave report and it is awaiting approval
    b. NOT STARTED – employee has not started their time sheet or leave report
    c. IN PROGRESS – employee is in the process of entering time for the pay period
    d. RETURNED FOR CORRECTION – employee time sheet or leave report is being returned for correction; employee must make corrections and resubmit to you
    e. APPROVED – employee time sheet or leave report has been approved by you and is ready for payroll to process
    f. COMPLETED – payroll received and processed an employee's time sheet or leave report

Note: The employee's time sheet or leave report must be in a "pending" status to be approved.

8. To view an employee's time sheet or leave report, click on the employee's name. Review hours entered for accuracy. Click NEXT to view next employee. Click PREVIOUS MENU to return to the summary page.

9. Click the appropriate check box, APPROVE or RETURN FOR CORRECTION, for each employee. Once this is done, click SAVE. The screen will display a confirmation message.

Note: When returning time sheets or leave reports for correction, employees must be notified and the approver must document the reason for returning the time sheet or leave report in the comment field.

Note: Only approve records after all necessary changes have been made. Once submitted you will not be able to edit your entries. Time sheets will automatically go to Payroll and leave reports will automatically update the employee's leave records.

10. Click EXIT in the upper right hand corner of your screen to log off.