Indiana State University
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Approvers & FYI Step by Step Instructions for Leave Reporting on the Web

Payroll Office
812-237-3533
Fax: 812-237-8893
http://web.indstate.edu/payroll

- Log on to http://portal.indstate.edu
- On the Homepage, click on the Employee Self-Service Badge
- Click on Employee Dashboard - View Pay, Tax, Earnings, and Deduction information
- Under "My Activities", click "Approve Leave Report"
- If you approve more than one organization, choose the Department you are approving from the drop down.
  - Note: If you are a Proxy for the approver, you must click on Proxy Super User in the upper right corner. From the drop down select the person for whom you wish to proxy.
- Select the Pay Period to report on from the drop down.
- Employees who have submitted their leave for approval appear under a box titled **Pending**
- Employees who have begun entering their leave but not submitted to the approver are under a box titled **In Progress**
- Employees who have not entered or opened their leave information for this pay period are under a box labeled **Not Started**
- To look at the employee's detail leave information click on that employee's name. A summary of hours claimed per week will appear. You may approve from here or click on "Details" to view the leave report in calendar form.
- If you are a FYI, click the acknowledge button from the summary box.
- If you are the Approver, either click the Approve square or Return to Correction if there are changes the employee needs to make
- Comments may be entered if communication is desired
- Comments from the employee can be viewed by clicking on the callout button.
- Once leave has been approved balances are reduced.
- All Approvers must assign a Proxy who will act in their absence. For detailed instructions on assigning Proxies please go to https://www.indstate.edu/payroll/leave-reporting/leave-reporting-exempt-employees and click on Step by Step for Approvers Assigning a Proxy.
- For detailed instructions, please refer to the .pdf document on https://www.indstate.edu/payroll/leave-reporting/leave-reporting-exempt-employees and click on Employee Web Approving Detailed