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Introduction

The Time and Leave Reporting application provides supervisory functions such as approve or deny a leave or additional pay request, and enter comments; review, update and submit leave and overtime requests on behalf of employees that report to them. This application also allows supervisors to route approval processing to another supervisor (Routing Rules) as well as approve requests and timesheets that have been routed to them.

This application also allows a supervisor to enter their own leave requests and submit a timesheet or time reporting if applicable. In addition, they may review their previous requests, modify or delete requests, and there are a number of options to search requests. The User Guide for employee functions can be found by going to Additional Documentation section at the end of this document.

Browser and Mobile Capability

Firefox 40.0 or greater is the optimal browser that is supported for Time and Leave Reporting. Internet Explorer 9 or greater, Chrome or Safari (Mac Users) may be used for Time and Leave Reporting. Internet Explorer 8 and lower browsers are no longer supported by Microsoft. These browsers may allow access, but most functionality will not be available and these browsers should NOT be used.

Time and Leave Reporting has been modified to work on most mobile devices such as Smart Phones or Tablets. The appearance of the screens using those devices will of course be different but all functionality is available.

Preferred Name

If an employee or supervisor has provided a Preferred Name to Human Resources at any institution that they have a record, the Preferred Name will be displayed in Time and Leave Reporting.

Access Time and Leave Reporting

1. On the MnSCU Login screen, enter your Star ID and password. Click Login.
2. The Time and Leave Reporting application will display.
3. Supervisors will land on an Employee Requests page where any pending or cancel pending requests will be displayed.
4. Supervisors may review, approve or deny leave or additional pay requests directly on this landing page.
5. Supervisors may search for employee requests by choosing the Specify option, then modifying the search/filtering options by changing the start or end date, choosing an employee from the dropdown list, or changing the statuses that are displayed.
6. Go to the Employee List tab to see a list of all employees that report to you, or that are routed to you from another supervisor. See the **Employee List** section for additional Details.
7. To review and approve timesheets, go the **Timesheet** tab in the top gray menu bar. See the **Timesheet** section below for additional information.
8. To set up a routing rule or review existing routing rules, go the **Timesheet** tab in the top gray menu bar, then click on the **Routing Rules** tab. See the **Routing Rules** section below for additional information.

MnSCU ISRS Manage Profile Home Fodge, Deandre M. Logout

Manage Requests Timesheet Routing Rules Employee Pay Details Help

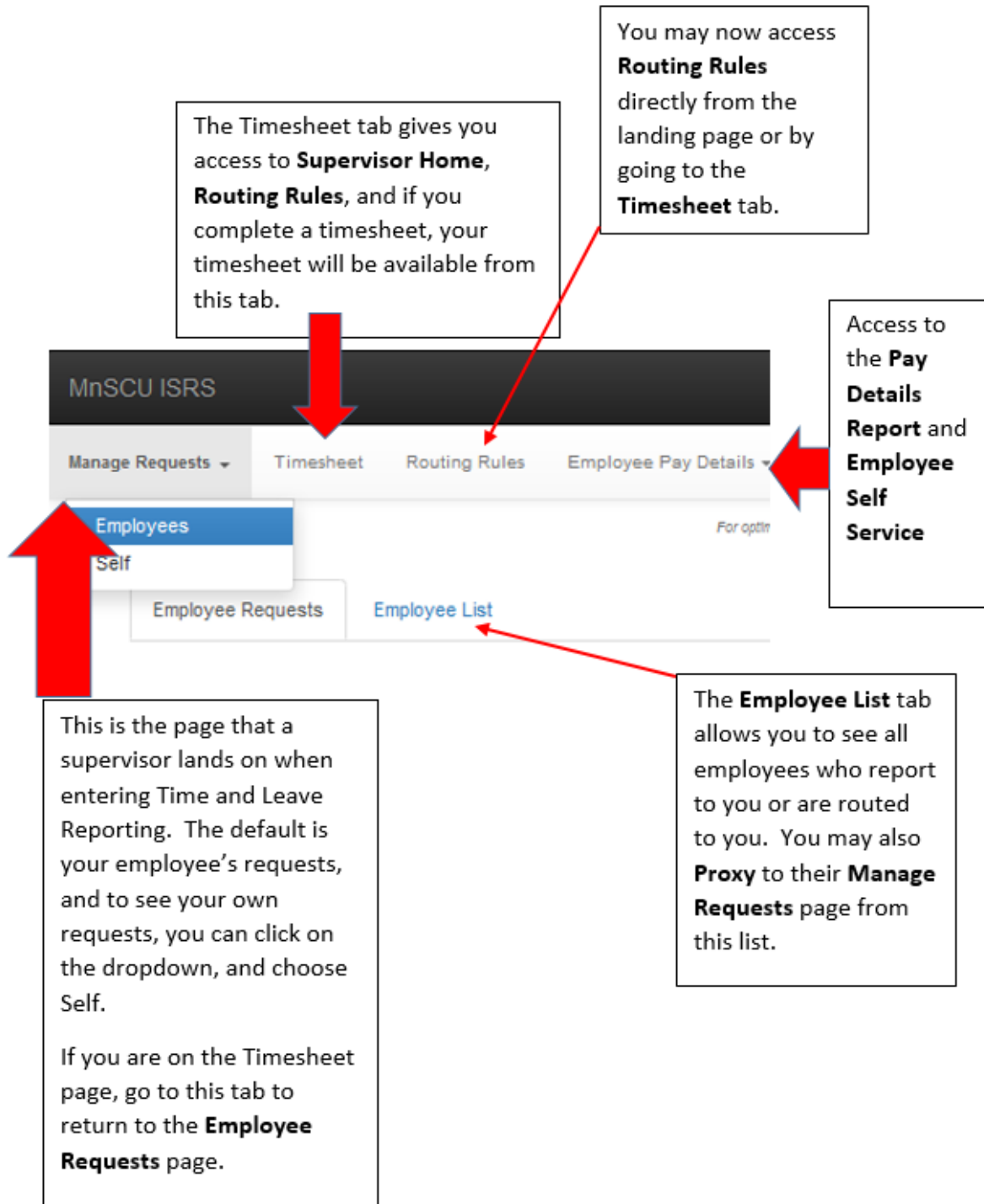
For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Employee Requests Employee List

All pending
 Specify
reset Search

Employee	Supervisor	Status	Type	Amount	Date	Action
Bartley, Bernie M. ...	Fodge, Deandre M.	Pending	VAC	4.00 h	10/07/2015	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	03/03/2016	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	03/02/2016	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	03/01/2016	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	02/29/2016	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	02/26/2016	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	02/25/2016	Approve Deny Undo
Campau, Hassan M. ...	Fodge, Deandre M.	Pending	VAC	8.00 h	02/24/2016	Approve Deny Undo

Supervisor Time and Leave Reporting Navigation



Employee Requests Page

This is the landing page for supervisors who log into Time and Leave Reporting. The default information presented includes any past, present or future requests in a pending or cancel pending status. If there are no requests in this status, a message will display that indicates “No leave requests were found. Try expanding your search”. If pending or cancel pending requests are presented, Supervisors will be able to approve or deny requests for employees that report to them, or employees who have been routed to them by another supervisor.

Employees are listed in alphabetical order by last name. By clicking on the Employee Heading above the names, you may change the sort order from Ascending to Descending. In addition to the employee name, the Supervisor or Routed from Supervisor name will be listed, the status of the request, the leave type for the request, the amount requested (presented in either hours or days depending on the employee), and the action that may be taken.

NOTE: This page replaces the Employees Leave Requests page that was previously located on Supervisor Home. The ability to approve/deny requests has been removed from the timesheets and it has been moved to this page. Supervisors **must** approve or deny requests on the **Employee Requests** page before going to the employee timesheets listed under **Timesheet**.

Since faculty do not submit timesheets, once their leave is approved on this page, no other action is needed for faculty (unless they are MSCF Customized Training in some cases).

Review Request Details and Employee Leave Balances

For any leave request displayed, you may click on the ellipsis (3 dots) to the left of the Employee Name to review details about the request such as the Subtype (if Sick Leave was requested), the duration of the request, the name of who created the request, and when it was created, the reason if one has been entered, and current leave balances.

The screenshot shows a table with columns for Employee and Supervisor. The first row shows 'Paganelli, Willis M.' and 'Speck, Willan'. A dropdown menu is open for the first row, displaying the following information:

- Details
- When:** Fri from 08:00am to 04:30pm
- Created:** Paganelli, Willis M. on 11/19/2015
- Leave reason:** test 11/10/15 tjo
- Comp Time: 63.50 h
- Sick Leave: 806.25 h
- Vacation: 227.50 h

Only current balances will be displayed, regardless of when the leave is requested. Pending leave requests are not deducted from the current balance.

Filtering Employee Requests

The Employee Requests page by default shows leave and additional pay requests that are in a pending or cancel pending status. If there are not any leave requests or timesheets in the current pay period, there will be no requests displayed. To modify the results presented click on the *Specify* option. This will result in a number of additional search or filtering options.

- The start date defaults to today's date.
- To see requests from prior pay periods, change the start date by typing in a different date, or pick the date on the calendar and Click on the Search box.
- Choose a specific employee by clicking on the dropdown box for Employee, then click on Search.
- To search by status, indicate in the check box which status or statuses you would like to see, then click on the Search box.
- To reset the search, click on the reset button, then click on Search again.

Employee Requests Employee Lis

All pending
 Specify

Start (e.g. 12/31/2015)
12/02/2015

End (e.g. 12/31/2015)
12/02/2025

Employee
-ALL-

Statuses:
 Approved
 Cancelled
 Denied
 Pending

reset Search

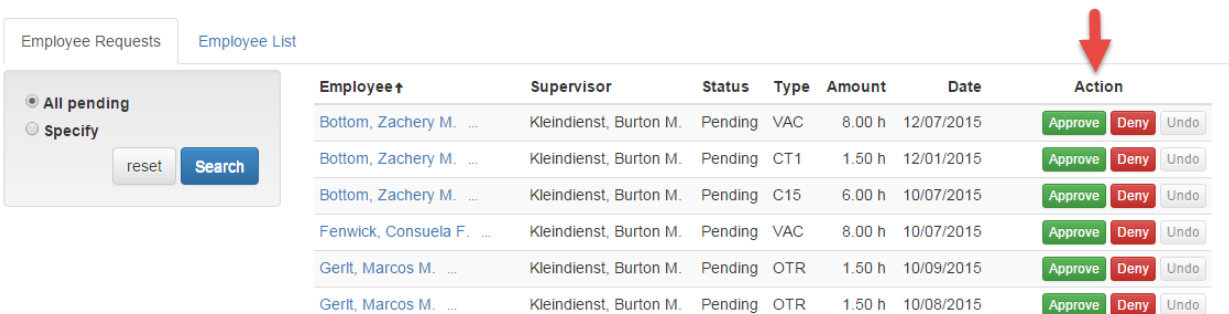
Locked Leave Requests

Once payroll processing for the pay period has begun, payroll will lock timesheets. If you need to add or edit an employee's leave or additional pay request for a period where the timesheet is locked, you will need to contact your institution's payroll office to have the timesheet unlocked. MSUAASF leave requests will not appear in a locked status in Time and Leave Reporting.

Approve or Deny a Pending Leave Request

On the Employee Request page, you have the option to approve or deny a request.

- To approve the request, click on the green Approve button.
- To deny a request, click on the red Deny button. If you choose to deny a request, you must enter a denial reason in the box that is presented when you click Deny.
- If a decision needs to be changed, click the Undo button. For more information see the Undo an Approved or Denied Request section.



The screenshot shows the 'Employee Requests' interface. On the left, there are filters for 'All pending' (selected) and 'Specify', along with 'reset' and 'Search' buttons. The main table lists requests with columns for Employee, Supervisor, Status, Type, Amount, Date, and Action. The Action column contains 'Approve', 'Deny', and 'Undo' buttons. A red arrow points to the 'Approve' button for the first request.

Employee ↑	Supervisor	Status	Type	Amount	Date	Action
Bottom, Zachery M. ...	Kleindienst, Burton M.	Pending	VAC	8.00 h	12/07/2015	Approve Deny Undo
Bottom, Zachery M. ...	Kleindienst, Burton M.	Pending	CT1	1.50 h	12/01/2015	Approve Deny Undo
Bottom, Zachery M. ...	Kleindienst, Burton M.	Pending	C15	6.00 h	10/07/2015	Approve Deny Undo
Fenwick, Consuela F. ...	Kleindienst, Burton M.	Pending	VAC	8.00 h	10/07/2015	Approve Deny Undo
Gerit, Marcos M. ...	Kleindienst, Burton M.	Pending	OTR	1.50 h	10/09/2015	Approve Deny Undo
Gerit, Marcos M. ...	Kleindienst, Burton M.	Pending	OTR	1.50 h	10/08/2015	Approve Deny Undo

Undo an Approved or Denied Request

If necessary, a supervisor may “Undo” a decision on a leave request, which will change the status of the request back to pending. You must then take some other action such as modifying the request using proxy mode, contact the employee or your Human Resources office, or approve or deny the request so that the status is changed from pending.

If the request is in a *Processed* status for faculty or administrators, you will not have the ability to Undo the decision on the request.

Approve or Deny a Cancel Pending Request

When an employee cancels (deletes) a request you previously approved, you will have the opportunity to approve or deny the request. It will appear on the Employee Requests page with a status of “Cancel Pending”.

- If you approve the cancellation, the status will change to Cancelled.
- If you deny the cancellation, the status will change to Approved (Cancel Denied).

NOTE: You must provide a reason if you deny a cancellation request.

- If the timesheet is locked, you will not be able to make any updates to the request, even if the timesheet is unlocked.

Preapproved Leave

Some leave types such as Family Medical Leave (FMLA), Jury Duty, or Military leave require pre-approval. Pre-Approvals must be entered by Human Resources. Once a pre-approval has been entered by Human Resources at one institution, the employee will be able to use that pre-approved leave at all MnSCU institutions where they are leave eligible.

Note: The Time and Leave Reporting system does not limit the FMLA earn codes. If there is an FMLA pre-approval, all FMLA earn codes will be displayed. The Human Resources office at your institution will be able to identify the appropriate leave types for an employee.

Employee List Page

The **Employee List** page provides a supervisor with a list of all employees that are assigned to them, or that have been routed to them. The list displays employees in alphabetical order by last name, with the supervisor of the employee listed to the right of the name. This page allows a supervisor easy access to all employees, where they can then proxy to the employee's **Manage Requests** page to perform a number of proxy functions. See the **Supervisor Proxy** section for additional information on proxy rights.

Employee	Supervisor
Angerstein, Hope	Fodge, Deandre M.
Bartley, Bernie M.	Fodge, Deandre M.
Campau, Hassan M.	Fodge, Deandre M.
Carbine, Mechelle F.	Fodge, Deandre M.
Deutz, Joseph M.	Fodge, Deandre M.
Havins, Cleo	Fodge, Deandre M.
Hyink, William	Fodge, Deandre M.
Mais, Nydia F.	Fodge, Deandre M.

Supervisor Proxy

There are two ways to proxy to an employee or routed Employee.

1. Select the Employee's underlined name from the Employee Requests page, if they have pending requests.
2. Go to the Employee List and click on the name of the employee.

NOTE: If there are no current or pending requests for an employee, the leave request list may be blank. Change the filter to *Current Fiscal Year* or *Show all fiscal years* for a full list of leave requests for the employee.

Entering a Proxy Leave or Additional Pay Request

To enter a leave request, click on the *New Request* button, then choose the date or dates, leave type and sub-type if Sick Leave; then choose the duration and enter any comments and submit. Notice that the status is immediately set to approved so you don't have to take the additional step of approving the request you just created for the employee.

Editing a Proxy Leave or Additional Pay Request

If editing a leave request, find the request in the list, click on the checkbox on the left side and the *Edit* button will become active. You may then edit the start or end time, total hours per day, or the comments. To change the leave type or date, you must delete the request and recreate it with the correct leave type and date. The status of the request is immediately set to Approved.

Deleting a Proxy Leave or Additional Pay Request

To delete a request, find the request in the list, click on the checkbox on the left side and the *Delete* button will become active. Once you choose delete, you will need to confirm this by clicking *Confirm Delete*. Once a request is deleted, it cannot be retrieved, a new request must be submitted if necessary.

NOTE: Return to **Employee Requests** by clicking on the Manage Requests Tab, Employees in the top Gray navigation bar.

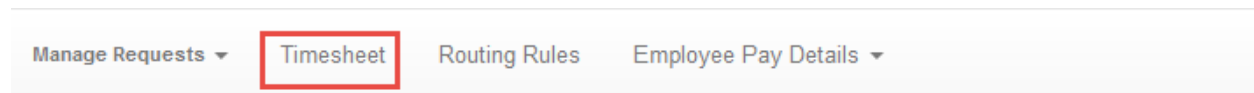
Timesheet

The Timesheet tab consists of **Supervisor Home** where a supervisor has access to timesheets for any pay period where they have employees assigned to them, and **Routing Rules** where a supervisor may assign routing to another supervisor, or they may review routing that has been assigned to them.

NOTE: If a supervisor also completes a timesheet, or submits time for approval, there will be a Timesheet tab on this page as well. If they do not submit a timesheet, that tab will not be available under Supervisor Home.

Access Timesheet

A supervisor will access Timesheet and Routing Rules by going to the **Timesheet** tab in the top gray navigation bar in Time and Leave Reporting.



Supervisor Home

On the Supervisor Home tab, a supervisor may review timesheet statuses, review and approve current pay period timesheets, search for and approve prior pay period timesheets and submit their own timesheet if applicable.

MnSCU ISRS Manage Profile Home Fodge, Deandre Mike Logout

Manage Requests Timesheet Help ▾

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Supervisor Home Routing Rules Timesheet

Select Pay Period End

Pay Period Ending:
Dec 15, 2015 Change

Current Pay Period

Employee Name: Fodge, Deandre Mike
Supervisor: Panting, Lawrence Mike
Work Title: Building Maintenance Supervisor
Record: 0

Approve Prior Pay Period: No pending approvals Change

Time and Leave Reporting for Pay Period Dec 2, 2015 - Dec 15, 2015

8 not submitted 0 ready for approval 0 already approved show all

Find employee: View Employee

Supervisor Home and Timesheet Statuses

Not Submitted: Select the *Not Submitted (Red)* button to see timesheets that have not yet been submitted by employees.

Ready for Approval: Select the *Ready for Approval (Green)* button to return to timesheets and leave requests that are ready for approval by the supervisor. When a supervisor enters the screen, this is the default that appears, and the items will be displayed if there are any timesheets of requests for the current pay period that are ready for approval.

Already Approved: Select the *Already Approved (Blue)* button to see approved timesheets.

Show All: Select *Show All (Yellow)* to see all employees with timesheets. Employees in this list will include direct reports, and employees who have been routed to you for approval.

- Employees whose timesheet is approved are highlighted in blue.
- Employees whose time and leave are ready for approval are highlighted in green.
- Employees who should submit a timesheet but have not yet submitted one are highlighted in red.

Once the list of all employees appears, you may view all records by clicking on **Expand All** on the right side of the screen. This will expand the view of all employees and if there are any pending approvals for the pay period, they will then appear for the employee. NOTE: Any pending approvals must now be taken care of on the Time and Leave Reporting/Employee Requests page.

Approve Prior Pay Period: To find pay periods where there are pending timesheet approvals, click on the dropdown to see a pay period(s), and choose change. See **Approve Prior Pay Period** section for additional details.

Find Employee: Use **Find employee** to search for any employee that you supervise or have Routing Rules assigned. To search, begin typing the first letters of the employee's last or first name, select the employee name from the dropdown list, then choose the View Employee button. Faculty will not show up in this list since they do not submit timesheets.

Find employee:

NOTE:

The Find Employee search within Supervisor Home is not case sensitive.

Select Pay Period: To change the pay period, go to the Select Pay Period End option in the left navigation, and click on the dropdown for a list of pay periods. Select the pay period by scrolling through the list, and then choose the Change button. To return to the current pay period, choose the Current Pay Period button in the left navigation.

Select Pay Period End
Pay Period Ending:
Dec 15, 2015

Approve an Employee's Timesheet

1. If the timesheet is **Ready for Approval**, the full timesheet will be displayed by scrolling down on the page.

NOTE: If there are any pending leave requests, make sure you go back to the **Manage Requests** tab to approve them. The Time and Leave Reporting application will allow you to approve a timesheet even if you have not approved the requests, but you must still go back and approve the pending requests.

2. Scroll down to review the timesheet then click in the *"I have reviewed, entries are correct, and I approve"* checkbox.
3. Click in the Approve Time Reporting box which is available at the top and the bottom of the timesheet listing.

4. A Decision Confirmation box will appear to confirm that the timesheet was approved. NOTE: This confirmation/message box may also contain other messages, which may require action such as approving pending leave.
5. To return to Supervisor Home, click on the link: Return to [Supervisor Home](#).

Edit an Employee's Timesheet

It may be necessary to edit an employee's timesheet if the hours are incorrect. This may occur if they make changes such as adding additional pay requests or leave after the timesheet was initially submitted, or if an employee's schedule changes. Here are the steps to complete if a timesheet needs to be edited.

1. To edit an employee's timesheet information go to the pay period when the timesheet must be edited.
2. If the timesheet is Ready for Approval, the full timesheet will be displayed by scrolling down on the page.
3. If the timesheet is not Ready for Approval, click on the yellow **Show All** button to see a list of all timesheets for the pay period.
4. Click the employee's name to open their timesheet.
5. If you need to edit the employee's leave or additional pay request, complete that step before updating the timesheet, see the **Supervisor Proxy** section for more information.
6. Click on the blue *Edit Timesheet* button. This opens the timesheet in edit mode.
7. Adjust the timesheet entries as necessary.
8. Click on the *Approve Time Reporting* button to save your changes and approve the timesheet.

NOTE: Part-time exempt employees do not have the ability to view or edit their hours in Time and Leave Reporting. Per MnSCU Labor Relations this option is not available. Labor Relations has indicated that HR must diligently maintain the work schedule for these employees, and supervisors (and payroll) are the only ones who can view/edit the hours.

Approve Prior Pay Period Timesheets

If there are leave requests pending for prior pay periods, there will be a message on the screen that indicates: *Notice: There are approvals pending in prior pay periods.*

Approve Prior Pay Period: Select pay period ▾ Change Notice: There are approvals pending in prior pay periods.

Time and Leave Reporting Pay Period Nov 18, 2015 - Dec 1, 2015

34 not submitted 0 ready for approval 0 ready approved show all

Select pay period
 May 19, 2015
 Jun 2, 2015
 Jul 14, 2015
 Oct 6, 2015
 Oct 20, 2015
 Nov 3, 2015
 Nov 17, 2015

Complete the following steps to approve prior pay period requests:

1. Click on the *Select pay period* dropdown in the left navigation on the Supervisor Home page.
2. Choose a pay period that is displayed in the dropdown, and click on *Change* to change the pay period end displayed.
3. If there are leave or additional pay requests that are ready for approval for the pay period chosen, they will be displayed.
NOTE: You must go to the Time and Leave Reporting, Employee Requests list to approve these requests.
4. Scroll down to review the timesheet then click in the *"I have reviewed, entries are correct, and I approve"* checkbox.
5. Click in the Approve Time Reporting box which is available at the top and the bottom of the timesheet listing.

MSUAASF Employee Approvals

MSUAASF employees will submit timesheets. MSUAASF employees may be eligible for overtime or compensatory time, which they will enter on their Manage Requests page. Supervisors of MSUAASF employees will then need to approve these requests and approval is required for all MSUAASF timesheets.

Note: If a timesheet needs to be modified, see the Supervisor Home section above.

Supervisor Notifications

Supervisors will receive email notifications when a timesheet is available for approval, or when there is a change to an approved timesheet or leave request. The message subject line will contain the following text:

Action Required: Time and Leave Reporting Approval

The message will indicate the name of the employee who submitted the timesheet or change, and the pay period end date of the entry. A link to Time and Leave Reporting is provided within the email as well.

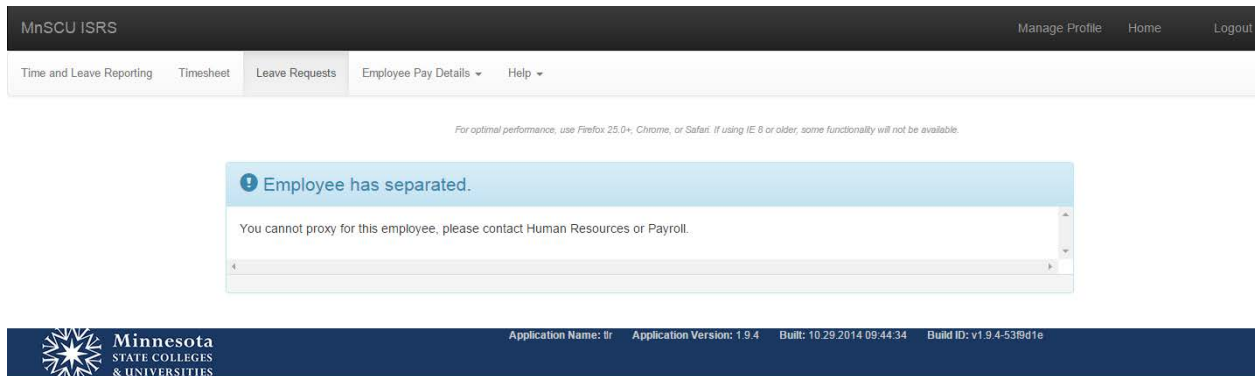
Timesheet Warning or Error Messages

The following messages may be presented when approving employee timesheets. These are warning messages to help ensure accurate time and leave reporting is submitted.

Attention

- Regular hours plus leave exceeds 80 hours for Halpin, Darrel Mike 96.0
- Requested leave exceeds available balance for Halpin, Darrel Mike Request type SIK 14.0


1. Total of leave plus regular hours doesn't match the employee's work schedule. This shows whether the reported hours are greater or less than the scheduled hours.
2. Requested leave for the current pay period exceeds the employee's available balance.



The screenshot shows the MnSCU ISRS interface. At the top, there is a navigation bar with 'MnSCU ISRS' on the left and 'Manage Profile', 'Home', and 'Logout' on the right. Below this is a secondary navigation bar with 'Time and Leave Reporting', 'Timesheet', 'Leave Requests', 'Employee Pay Details', and 'Help'. A small note below the navigation bar reads: 'For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.' The main content area displays a blue error message box with a warning icon: 'Employee has separated. You cannot proxy for this employee, please contact Human Resources or Payroll.' At the bottom of the page, there is a dark blue footer with the Minnesota State Colleges & Universities logo and text, and technical details: 'Application Name: Ifr Application Version: 1.9.4 Build: 10.29.2014 09:44:34 Build ID: v1.9.4-53f9d1e'.

This message is presented if a supervisor attempts to enter leave on behalf of an employee that has separated from the institution. Contact Human Resources or Payroll for assistance with this entry.

Timecard(s) Approved



The screenshot shows a blue message box with the text: 'Koether, Tyrone Time reporting for Pay Period Ending 12/15/2015 is Approved. There are one or more Pending Leave/OT requests for this employee.' Below the message box, there are two links: 'Return to Supervisor Home.' and 'Link to return to Supervisor Home'. The second link is circled in red, and a red callout bubble points to it from the first link.

This message is presented if a timesheet has been approved, but there are still one or more pending requests for the pay period. A supervisor should return to Time and Leave Reporting to approve or deny these requests.

Locked Timesheets

Once payroll processing for the pay period has begun, payroll will lock timesheets. If you need to edit an employee's leave request or a timesheet for a period where the timesheet is locked, you will need to contact your institution's payroll office to have the timesheet unlocked.

MSUAASF timesheets and corresponding leave requests will not appear in a locked status in Time and Leave Reporting.

Routing Rules

Routing Approval to another Supervisor

Complete the following steps to temporarily route timesheets and leave requests to another supervisor. You may route to only one supervisor at a time so if there is routing to another supervisor for the same period, you will not be allowed to enter another routing rule until the other one is deleted.

1. Go to the **Timesheet** tab, which will bring you to the **Supervisor Home** screen.
2. Select Routing Rules from the navigation menu. The *Routing Rules* screen is then displayed.
3. Enter the **Begin Date** and **End Date** for the period of time when you want another supervisor to approve your employees' timesheets and requests. Do NOT set a date more than one year in the future as employment statuses change, and routing rules are not institution specific so a supervisor's transfer to another institution will not inactivate a routing rule.
4. Begin typing the Last Name, and select an **Assigned Supervisor** to whom you want to route approvals during your absence. (Note: This search field is case sensitive)
5. Click **Save Routing Rules**. The information you entered is displayed at the bottom of the list of *Supervisors Routed To*.

NOTE: If any other supervisor has routed their employees to you, that information is displayed under *Supervisors Routed To You*.

Employee Name: Speck, Willard Mike	Leave Balances as of: 09/22/2015
Supervisor: Hemans, Cicely Florence	Floating Holiday: 1.0 days
Work Title: Physical Plant Manager	Sick: 2581.0 hrs
Record: 0	Vacation: 330.25 hrs

Begin Date End Date Assigned Supervisor begin typing employee's last name[Save Routing Rules](#)

Supervisors Routed To

	Supervisor Name	Begin Date	End Date
<input type="checkbox"/>	Cicely Hermans	12/03/2015	12/07/2015

[Delete Routing Rules](#)

Supervisors Routed To You

Supervisor Name	Begin Date	End Date	Routing Type
Shaun Simao	02/17/2012	02/28/2012	A
Shaun Simao	11/09/2012	11/20/2012	A
Jerrell Beebee	11/23/2015	11/27/2015	A

Deleting Routing Rules

- If a routing rule needs to be changed and there is a current routing rule in place, that routing rule must be deleted.
- Do not set routing rules for more than one year in the future.
- A supervisor must delete routing rules prior to separating or transferring, since the routing rule will continue to stay in effect after a transfer or separation.

Supervisors Routed To

	Supervisor Name	Begin Date	End Date
<input checked="" type="checkbox"/>	Cicely Hermans	12/03/2015	12/07/2015

[Delete Routing Rules](#)

Routing View Access to Another Employee

Some administrators have the ability to allow view access to timesheets and leave requests to another employee. These administrators may only assign view rights to one employee at a time and the person who has been granted view access will **not** be able to approve or deny employees' time and leave reporting.

1. Go to the Supervisor Home screen.
2. Select *Routing Rules* from the navigation menu. The Routing Rules screen is then displayed.
3. Go to the *Allow View Only Access to Employee Timesheet and Leave/OT Requests* section. Enter the Begin Date and End Date for the period of time when you want another supervisor to View your employees' timesheets and requests.
4. Begin typing the Last Name, and select an Assigned Supervisor to whom you want to allow to view employee requests, balances, etc.
5. Click *Save View Access*. The information you entered is displayed at the top of the list of *Employees Routed To*.

Log Out

To log out of Time and Leave Reporting, click on *Logout* in the top right of the screen.

Additional Documentation

User Guides can be found by clicking on the **Help** dropdown, then selecting **User Guide** in the Time and Leave Reporting navigation bar.

Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal: <https://servicedesk.mnscu.edu>

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