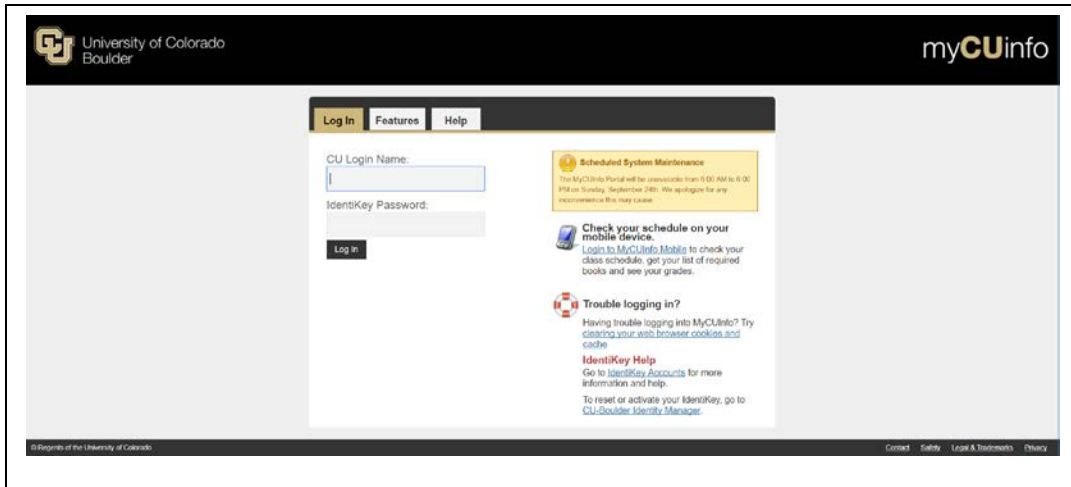


Step by Step Guide For My Leave Supervisor Approvals

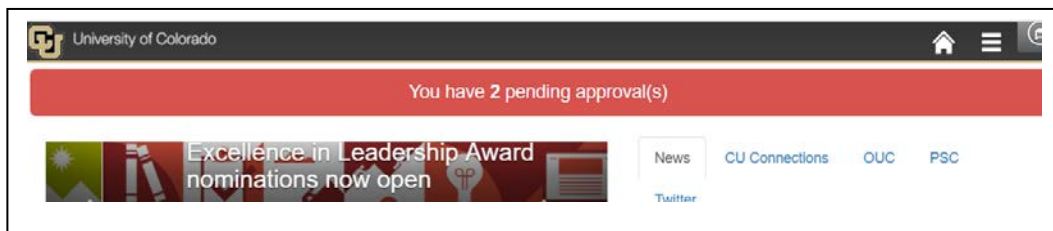
1. TO BEGIN:

Go to MyCu Portal (<http://mycuinfo.colorado.edu>)

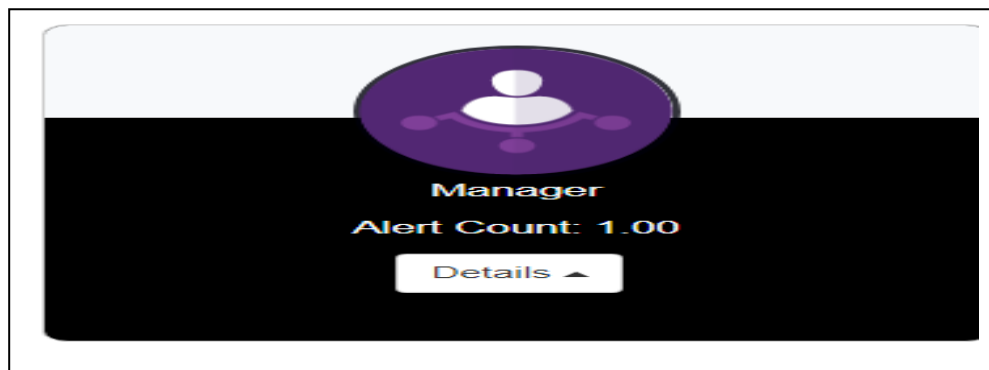


A. Put in your identikey and password. Then click on “login”

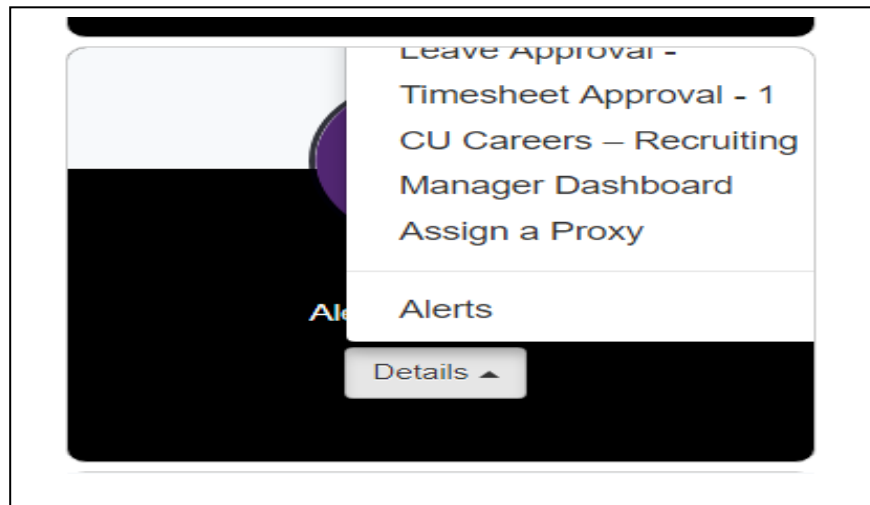
B. At the top of the page in red, it will indicate if you have any pending approvals



C. Click on Manager



- D. A small screen will pop up listing 6 items. Click on the choice of “Timesheet Approval”, where it will also show you how many timesheets you have to approve. (The picture shows 1 timesheet needing approval.)



- E. The “Approval Inbox” will pop up.

A screenshot of a web application interface titled 'Approval Inbox'. It features a search form with the following fields: 'TransactionType:' (a dropdown menu with 'CUTimesheetApproval' selected), 'Use Saved Search:' (a dropdown menu), 'Empl ID' (a text input field with a 'begins with' dropdown), 'Name' (a text input field with a 'begins with' dropdown), and 'Pay Period End Date' (a text input field with an 'equal to' dropdown). Below the search fields are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search'. The top navigation bar includes a 'Home' button, a home icon, and a menu icon, along with links for 'New Window', 'Help', and 'Person'.

- F. Enter in the Employee ID Number of the student/person you are approving time for in the “Empl ID” section. Then click on “Search”

A screenshot of the same 'Approval Inbox' search interface as in the previous image. The 'Empl ID' field now contains the text '000000'. All other fields and buttons remain the same.

G. This will bring up the “Approval Inbox” screen

The screenshot shows the 'Approval Inbox' interface. At the top, there are search filters for 'Transaction Type' (set to 'CU Timesheet/Approval'), 'Use Saved Search', and fields for 'Empl ID', 'Name', and 'Pay Period End Date'. Below these are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search'. A table titled 'Timesheet Details' is displayed, with columns: 'Select Flag', 'Name', 'Empl ID', 'Empl Record', 'Pay Period End Date', 'Start Date/Time', 'End Date/Time', and 'Status'. The first row shows a timesheet for '1' with status 'Requested'. A red arrow points to the 'Select Flag' checkbox. Below the table are 'Approve' and 'Deny' buttons.

H. You can automatically click on the “Select Flag” Box,

I. and then click on the “Approve” or “Deny Box”

OR

You can click on the “Empl ID” Number and it will bring up the two weeks of time sheets, so you can check the exact hours on the days they worked and make sure everything is correct.

If it is correct, then you just close that screen and it brings you back to the original “Approval Inbox” screen.

If it is incorrect, then at the bottom of the page of time sheets, you click on “Cancel/Rebuild” and it automatically sends the person an email that they have to correct their timesheet.

J. When you are back in the “Approval Inbox” screen, click on the box in the “Select Flag” section. Then you click on “Approve” and it will bring up a message box that the Approval is in Progress. Click on the “OK” box.

The screenshot shows a 'Message' dialog box with the text: 'Approval in Progress (26200,197)' and 'You can verify the status of the request by viewing the employee's calendar'. There is an 'OK' button at the bottom.

K. ALWAYS make sure you have logged out of MyCu when you are finished.

