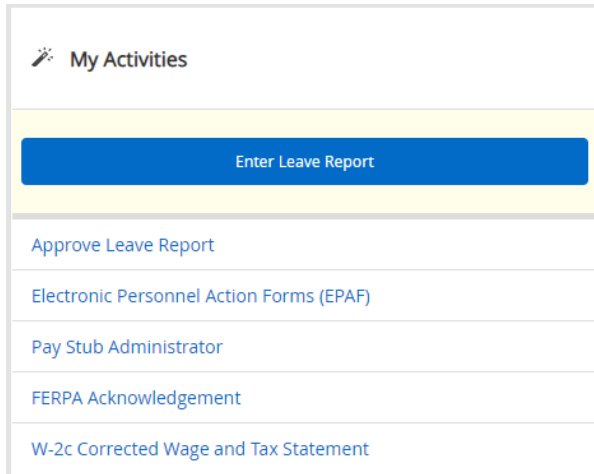


Approvers & FYI Step by Step
Instructions for Leave Reporting on the
Web

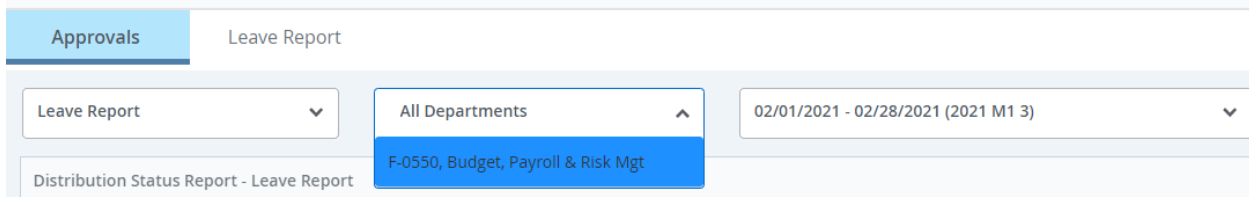
Payroll Office
812-237-3533
Fax: 812-237-8893
<http://web.indstate.edu/payroll>

- 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.

Approvals - Leave Report



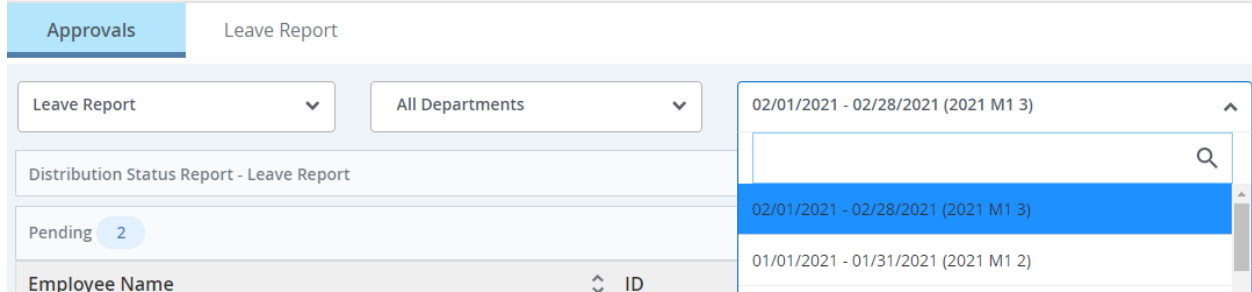
- Note: If you are a Proxy for the approver, you must click on Proxy Super User in the upper right corner. From the drop down select the person for whom you wish to proxy.



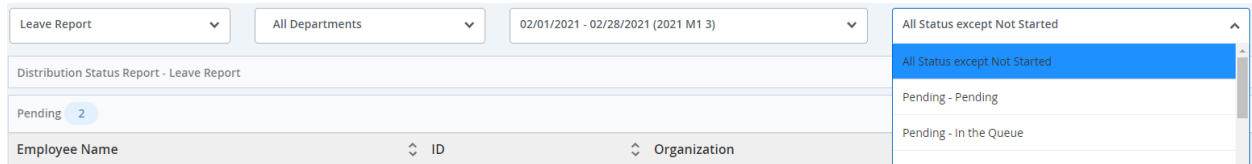
Approvers & FYI Step by Step
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- Select the Pay Period to report on from the drop down.

Approvals - Leave Report



- Select the Leave Report Status you wish to see from the drop down. The default is all except those Not Started.



- Employees who have submitted their leave for approval appear under a box titled **Pending**

Pending 2

Employee Name	ID	Organization	Hours/Days/Units
[REDACTED]	991 [REDACTED]	F-0550, Budget, Payroll & Risk Mgt	52.50 Hours

- 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**.

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

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- 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.

Preview X

Pay Period: 02/01/2021 - 02/28/2021 | 6.00 Hours
Submitted On: 02/22/2021, 09:41 AM

Earning Distribution	
Earn Code	Total
Vacation Pay	6.00
Total Hours	6.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	6.00
Week 2	0.00
Week 3	

- 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 for Correction if there are changes the employee needs to make.

Pay Period: 02/01/2021 - 02/28/2021 | 52.50 Hours
Submitted On: 02/23/2021, 10:24 AM

Earning Distribution	
Earn Code	Total
Vacation Pay	52.50
Total Hours	52.50
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	


Details

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

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<http://web.indstate.edu/payroll>

- Comments may be entered if communication is desired
- Comments from the employee can be viewed by clicking on the callout button.

Pending 2

Employee Name	ID	Organization	Hours/Days/Units	
[REDACTED] AR9671-00	991 [REDACTED]	F-0550, Budget, Payroll & Risk Mgt	52.50 Hours	
[REDACTED] AR9352-00	991 [REDACTED]	F-0550, Budget, Payroll & Risk Mgt	6.00 Hours	

- 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.