1. Login to myOxy and Click on the Employee Services Tab
2. Go to the Employee Information section and click on Leave Report (Salaried Employees)
3. Under the Time Reporting Section, click the radio button next to the Approve or Acknowledge Time and click the Select button

1. Under the Approver Selection heading, go to the Leave Report Section (not the Time Sheet)
	1. Choose the Department for which you will approve your leave report by pressing the radio button to the right
	2. Select the pay period (based on the PDF Leave Report attached to the Email) from the drop down menu
	3. Click the Select button to access the leave report
2. Refer to the PDF Leave Report and identify any employee with a leave report status of Pending
	1. If an Employee has a “Not Started” or “In-Progress” leave report, please contact him or her and ask them to submit their Leave Report right away so that you can review and approve
3. For those with a “Pending” status, choose that Employee’s Name under the Department Summary
	1. Review and correct his/her leave report, if necessary
	2. Check the Approve box to approve this Employee’s Leave Report and the Save button
	3. Click the browser back arrow to go back to the main leave reporting screen.
4. Follow the steps above (#4-7) to approve each Leave Report identified as Pending on the PDF Leave Report listing

Many thanks for your cooperation!