Approving Leave Report in mySFA

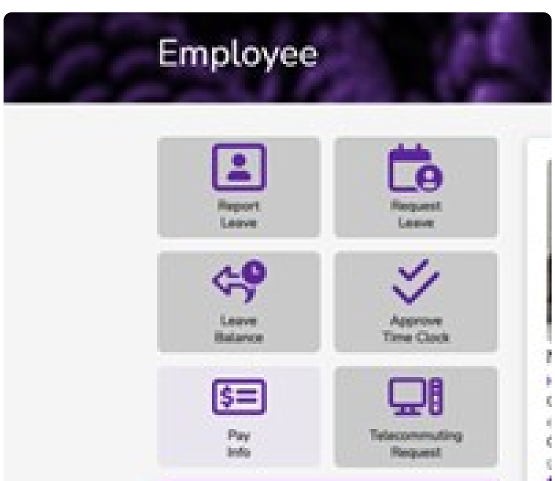
Summary

This article guides faculty and staff through the process of approving leave reports using the dynamic form in mySFA.

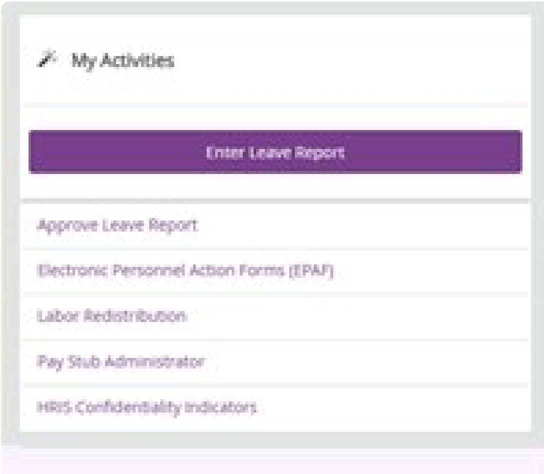
Body

Introduction
This article guides faculty and staff through the process of approving leave reports using the dynamic form in mySFA. Each step includes annotated screenshots to make navigation easy and clear. Click each image to view full size.

Step 1: Log in and Access Pay Info
Log in to mySFA.
On the Employee Dashboard, click **Pay Info**.

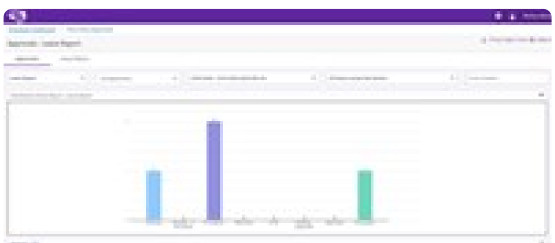


Step 2: Select "Approve Leave Report"
Under **My Activities**, click **Approve Leave Report**.

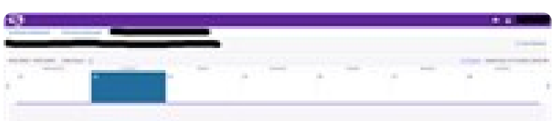


Step 3: View Employees by Leave Report Status
You'll see a dashboard listing all employees for whom you are an approver, organized by the status of their leave reports (e.g., Pending, In Progress, Completed).

- **Tip:** Click on a status (such as "In Progress") to filter employees by that status, or scroll down and select an individual employee's name to review their report.



Step 4: Review Leave Details
To review leave details by day, click **Details**.
To check an employee's leave balances, click **Leave Balances** in the top right corner.



Step 5: Approve the Leave Report
Review the summary and time entry details.
When ready, click **Approve** to finalize the leave report.

Additional Tips

- If you need to review multiple employees, use the status filter for efficiency.