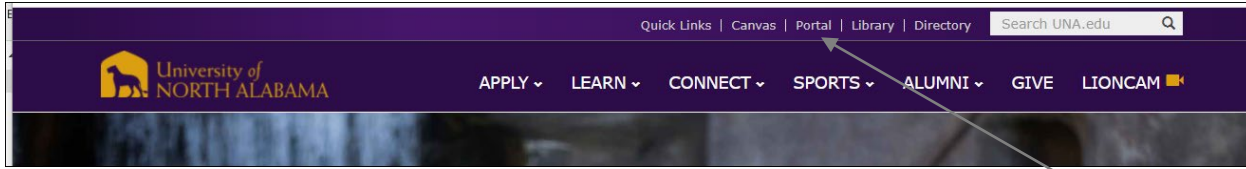


Step 1

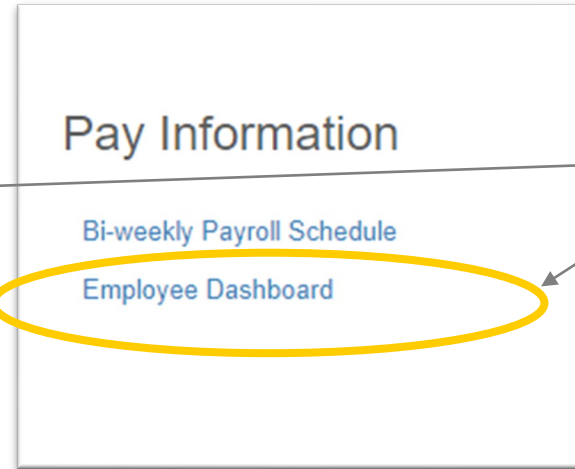
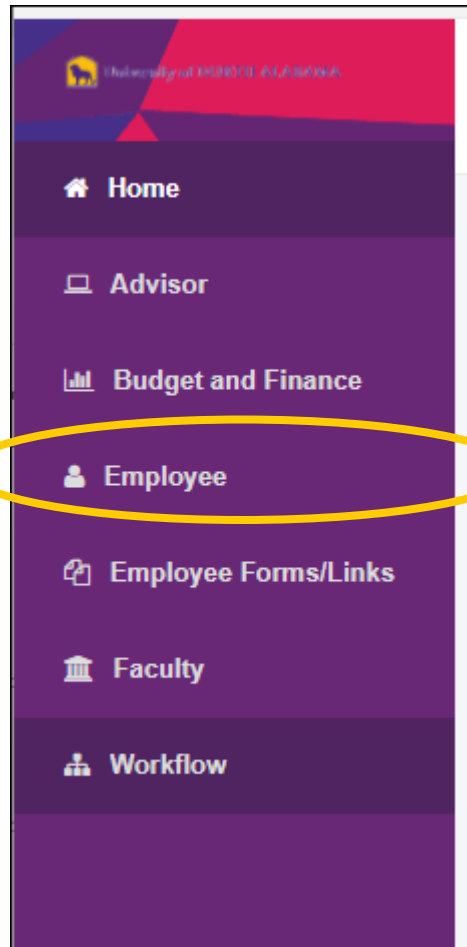


Log into Portal

Step 2

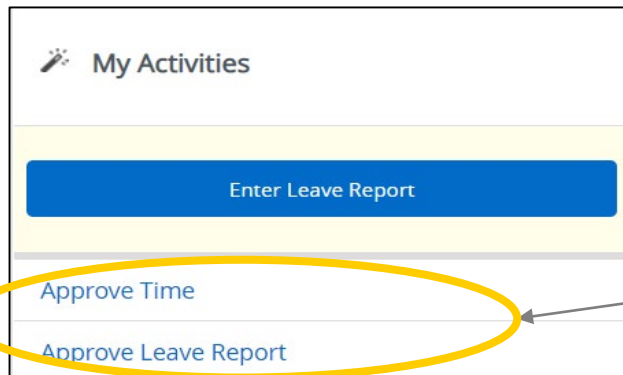
A screenshot of the "University of North Alabama Production Systems Access" login page. At the top left is the UNA seal. To its right is the text "University of North Alabama Production Systems Access". Below this is the instruction "Please enter your UNA username and password". There are two input fields: the first contains the email "leolion@una.edu" and the second contains masked characters ".....". A blue "Sign in" button is positioned below the fields. At the bottom, there is a disclaimer: "By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed [here](#). Unauthorized users should disconnect immediately."

Step 3



On the Employee menu, select "Employee Dashboard". Note: by mid-Fall, 2022, the Employee menu may take you directly to the Employee Dashboard.

Step 4



Then select Approve Time or Approve Leave.

Step 5

Approvals - Timesheet

Approvals Leave Report

Timesheet All Departments 08/28/2022 - 09/10/2022 (2022 BW 19) All Status except Not Started

From the dropdown menu, be sure to select the time/leave period you intend to approve. Also, you can select whether you want to approve time or leave here.

Step 6

Pending 2

Employee Name	ID	Organization	Hours/Units
Leo Lion		Office of the Lion Habitat	80.00 Hours
<input type="checkbox"/> The Greatest Mascot in all the World, EX4277			

Click on each person's name to view and approve their timesheet/leave report.

Step 7

Timesheet Detail Summary

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

Pay Period: 08/14/2022 - 08/27/2022 80.00 Hours Pending Submitted On 08/25/2022, 01:12 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/15/2022	BW, Biweekly Pay	1	8.00 Hours
08/16/2022	BW, Biweekly Pay	1	8.00 Hours
08/17/2022	BW, Biweekly Pay	1	8.00 Hours
08/18/2022	BW, Biweekly Pay	1	8.00 Hours
08/19/2022	BW, Biweekly Pay	1	8.00 Hours
08/22/2022	BW, Biweekly Pay	1	8.00 Hours
08/23/2022	BW, Biweekly Pay	1	8.00 Hours
08/24/2022	BW, Biweekly Pay	1	8.00 Hours
08/25/2022	BW, Biweekly Pay	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
BW, Biweekly Pay	1	40.00	32.00	72.00 Hours
NL, Annual Leave	1		8.00	8.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action	Date & Time
Ryce, Rebecca J.	Originated	08/15/2022, 12:22 PM
Ryce, Rebecca J.	Submitted	08/25/2022, 01:12 PM
White, Catherine D.	Pending Approval	

Comment (Optional):

Add Comment

00 characters remaining

Confidential Comment

Return Details Return for correction **Approve**

Review the time/leave report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select “return for correction”.

If no corrections are needed, click “Approve”.

Step 8

✔ Timesheet successfully approved.

Look for this message in the top right corner of the screen.