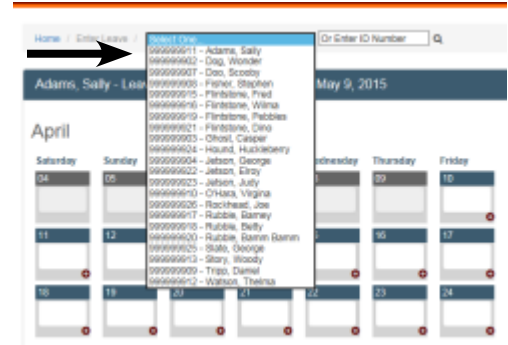# Approve/Reject Report for Staff Non-Exempt Employees
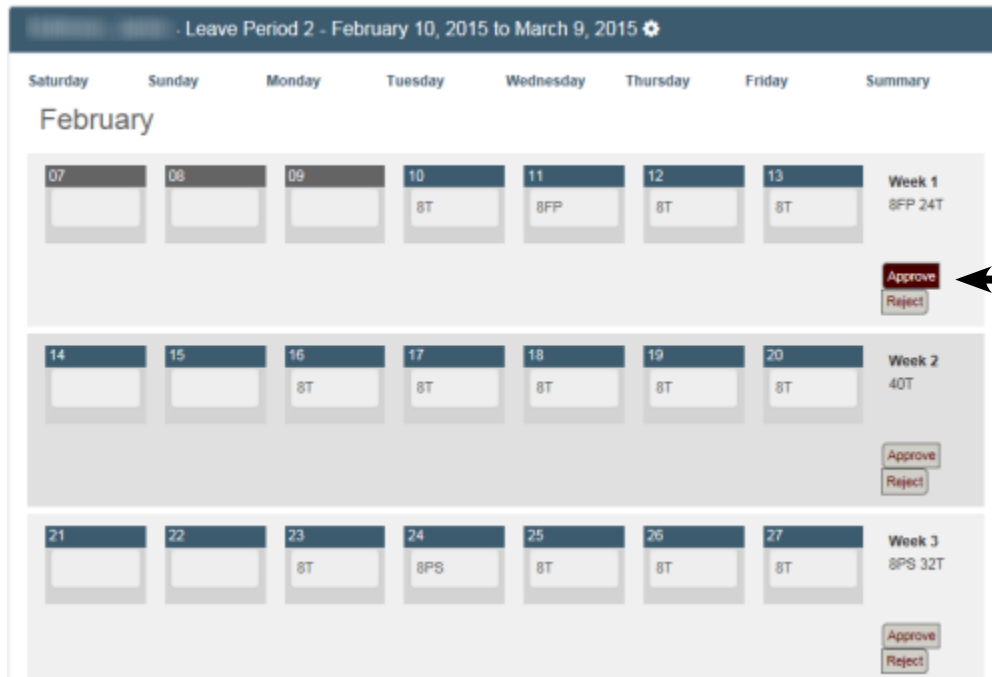
Follow these steps to approve or reject reports that have been submitted for staff non-exempt employees.

1. Log into **http://www.hr.vt.edu/leavereport** using your PID and PID password.

2. Under the **Pending Tasks** section on the home page click on **Approve employee leave** then click the leave period for review.

3. At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.

4. Review each work week. If the time worked and/or leave usage is correct then click on the **Approve** button beside each week. If there needs to be a correction to the work week then click on the **Reject** button.
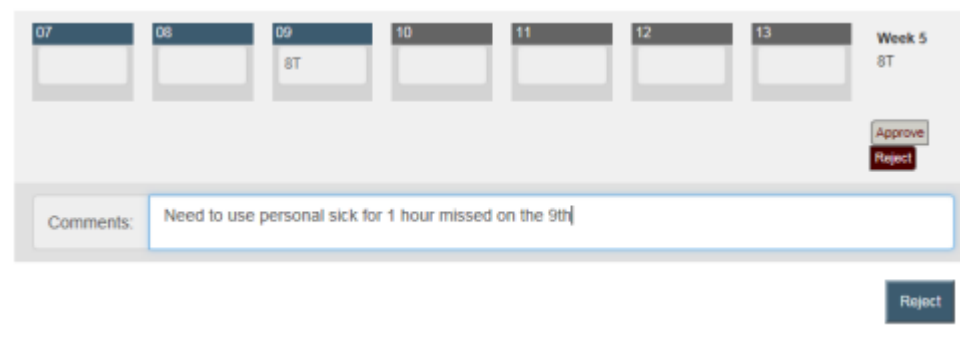
Please Note: The Approve or Reject button must be selected for each work week before the report can be submitted.

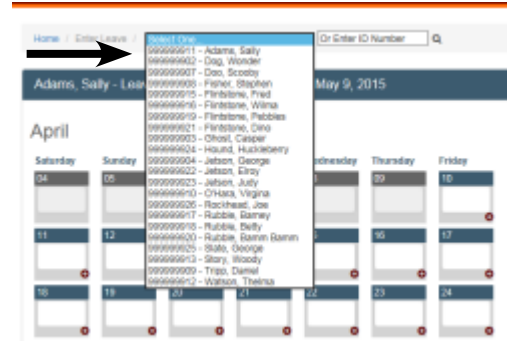5. If the report is ready to be approved then click on the **Approve** button at the bottom of the screen.

If the report needs to have a correction a comment field will appear once a reject button is selected. An explanation on why the report is being rejected will need to be entered. This information will be sent in an email to the person who submitted the report so that they can make the correction and re-submit it.

Approve/Reject Report for Faculty/Staff Exempt Employees

Follow these steps to approve or reject reports that have been submitted for faculty/staff employees.

1. Log into **http://www.hr.vt.edu/leavereport** using your PID and PID password.

2. Under the **Pending Tasks** section on the home page click on **Approve employee leave** then click the leave period for review.

3. At the top the screen click on the drop list to select an employee's name or enter a VT ID number and click on the search icon.

4. Review the leave usage. If the leave usage is correct then click on the **Approve** button at the bottom. If there needs to be a correction then click on the **Reject** button.

If the report needs to have a correction a comment field will appear once a reject button is selected. An explanation on why the report is being rejected will need to be entered. This information will be sent in an email to the person who submitted the report so that they can make the correction and re-submit it.