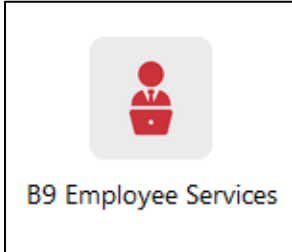
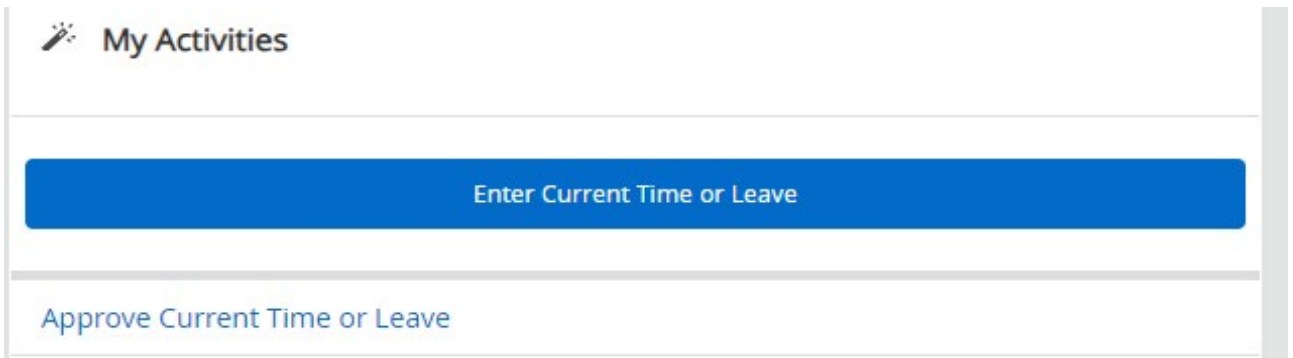


## Instructions for Supervisors on How to Approve Exception Time

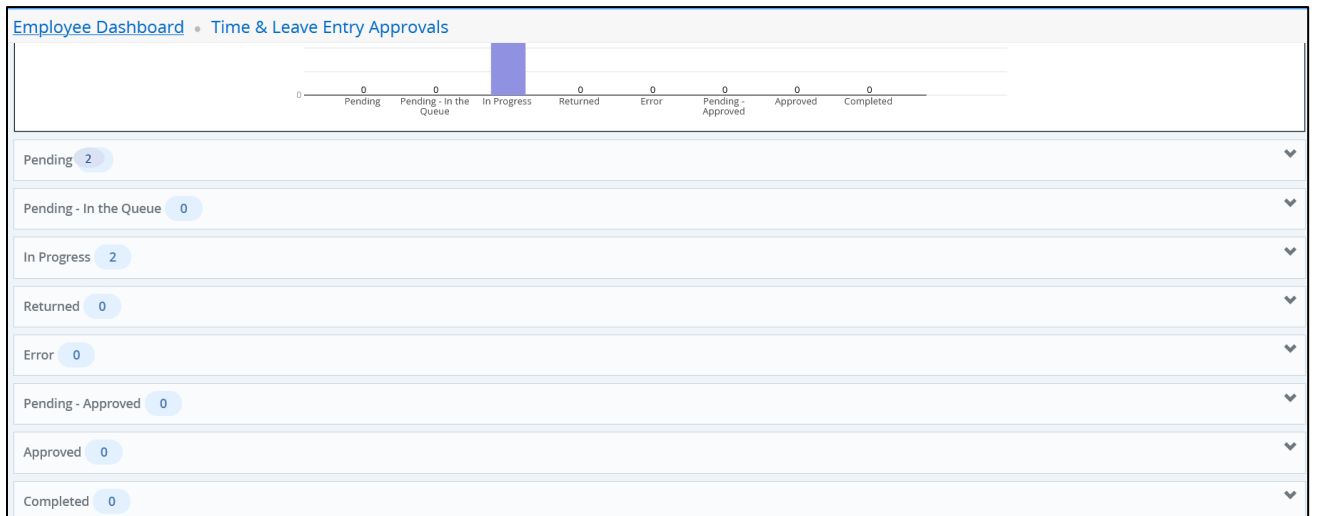
1. Login to [Cardinal Apps](#).
2. Select Banner 9 Employee Services.



3. Click on **Approve Current Leave or Time or Request Future Time Off**.



Scroll down to Pending and click on the employee's name.



4. Preview the time entered.

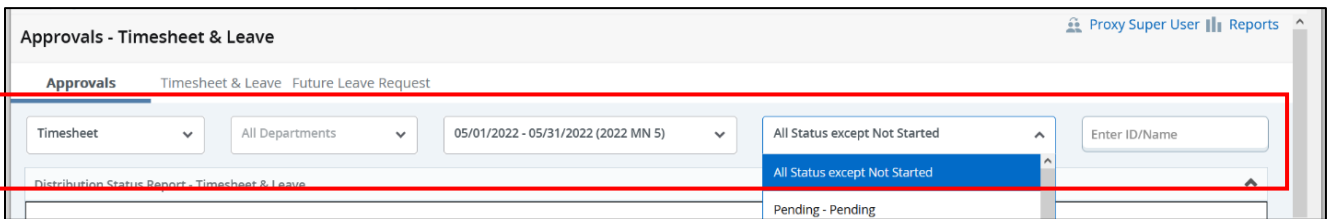
Time Entry Detail							
Date	Earn Code	Shift	Total				
02/22/2022	SIC, Sick	1	8.00 Hours				
02/23/2022	VAC, Vacation	1	8.00 Hours				
Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SIC, Sick	1				8.00		8.00 Hours
VAC, Vacation	1				8.00		8.00 Hours
Total Hours				16.00			

5. Click on Approve if everything looks correct or Return for Correction.

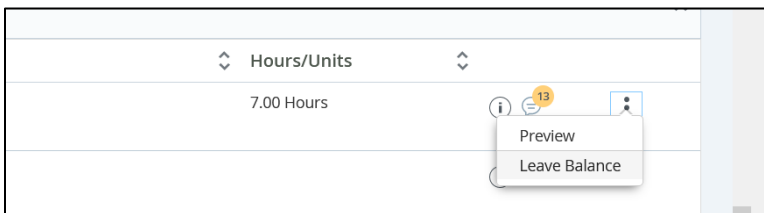


### Additional Options

1. Supervisors have several options to search by clicking on the different dropdowns on the top panel (department, time period, name, status).



2. Supervisors can view their employee's leave balances by clicking on the three dots to the right of their name and selecting **Leave Balance**.



3. Supervisors can review reports and see their employee's history of leave.

4. Supervisors can assign a Proxy. Instructions on how to Proxy are on page 3.



## Proxy Super Users

Proxy is for when a supervisor needs to assign someone to approve Exception leave time in the supervisor's absence.

1. From the **Employee Dashboard**, click on **Approve Time**.
2. Click on **Proxy Super User** on the top right-hand corner and scroll down and click **Add a new proxy**.



The screenshot shows a section titled "Existing Proxies". Below the title, there is a blue button labeled "Add a new proxy" and a dropdown menu with the text "Select Employee to add as Proxy" and a downward arrow.

3. Select the employee to proxy by using the dropdown list. If the employee's name is not on the list, you must submit the EA Authorization Form in Adobe Sign.
4. Click the employee's name and click **Navigate to Time & Leave Approvals application** on the bottom right-hand corner.
5. The employee is now listed as a Proxy to approve exception leave time.