Access to Reporting, Viewing, and Approving Administrative Leave Time

1. Using a computer that is connected to the Internet, go directly to the **ClarkYOU** home page located at: https://you.clarku.edu/
   - Alternatively, you can also navigate to the main University web site (http://www.clarku.edu/) and click on one of the **ClarkYOU** navigational links.

2. Once you are on the ClarkYOU sign in page, type your Clark Username and Password into the login box.

3. Once logged in, select the **"Main Menu"** option located under the **"CU Web"** section of the navigation menu (upper-left corner).

4. After you click on **"Main Menu"** you will be directed to a self-serve page within Banner where you will be presented with an **"Employment Information"** tab.

5. After you click on the **"Employment Information"** tab you will be presented with a variety of menu options.

The following pages provide detailed instructions on viewing leave balances, reporting leave, and approving leave.

Viewing Leave Balances

1. Select **"Pay Information"** and you will be directed to **"Leave Balances"**.

2. Upon selecting **"Leave Balances"** you will be directed to your balances.

Reporting Leave Time

1. Select **"Leave Reporting – Administrative Employees"** you will be directed to the **"Access my Leave Report"**.

2. Select **"Access my Leave Report"** to record leave time used (vacation, sick, etc…)

   Note: Regardless of whether any leave time is used during a month a, Leave Report must be submitted.

3. Using the down arrow under the **"My Choice Leave Report Period and Status"** block, select the appropriate month for which you are recording leave time and click on the **"Leave Report"** button.

4. After selecting the appropriate month to report your leave time, you will be presented with the list of leave categories and calendar to enter days.

5. To report leave time click on **"Enter Days"** option (on the date leave time was used) for the appropriate leave category

6. Click the **"Save"** button when complete.
   - Once saved, leave time appears on the calendar.

   Note: Leave time may only be used in ½ day increments (entered as .50)

7. Use of the **"Comment"** field is encouraged and recommended to document University Business events (conference/meetings), indicating "No Time Off this Month", etc…

8. After entering and saving leave time for the month, or indicating "No Time Off This Month" in the comment field, click **"Preview"** button to verify leave information.

9. If necessary, you may clear the monthly leave report calendar by clicking the **"Restart"** button.

10. Once verified click **"Submit for Approval"** and the **"Submitted for Approval By:"** will populate. This will allow your approver to preview your monthly leave time and approve or return for correction.

11. To exit click **"Position Selection"**

    Note: Leave taken and available leave balances are updated after the approver approves the monthly leave report.

Approving Leave Time

1. If you are an approver, select **"Leave Reporting – Administrative Employees"** and you will be presented with a variety of options, one being **"Approve or Acknowledge Time"**

2. Selecting **"Approve or Acknowledge Time"** will then allow you to choose the leave period being approved.

   Note: Regardless of whether any leave time is used during a month administrators must submit a leave report

3. Choose the month that leave time is being approved and click **"Select"**
   - Approvers will only see the month that leave time is being reported.

4. You will be presented with a screen that allows you to view leave report status for administrators that report to you, the option to view their leave balance, and preview any submitted leave report.

5. To approve a leave report, select the administrator by clicking on the name (highlighted in blue).

6. You will be presented with a preview of the leave report, leave balances, and the option to provide a comment, return for correction, or approve.

7. After reviewing the leave report you have the option to approve, return for correction, change the record, delete the leave report or add a comment.

   Note: If you are returning for correction or making any changes to the leave report, the system does not send a notification to the administrator. You will need to notify them (via email, phone..)

8. Once approved, the **action** and **date of the action** will appear at the bottom of the screen.