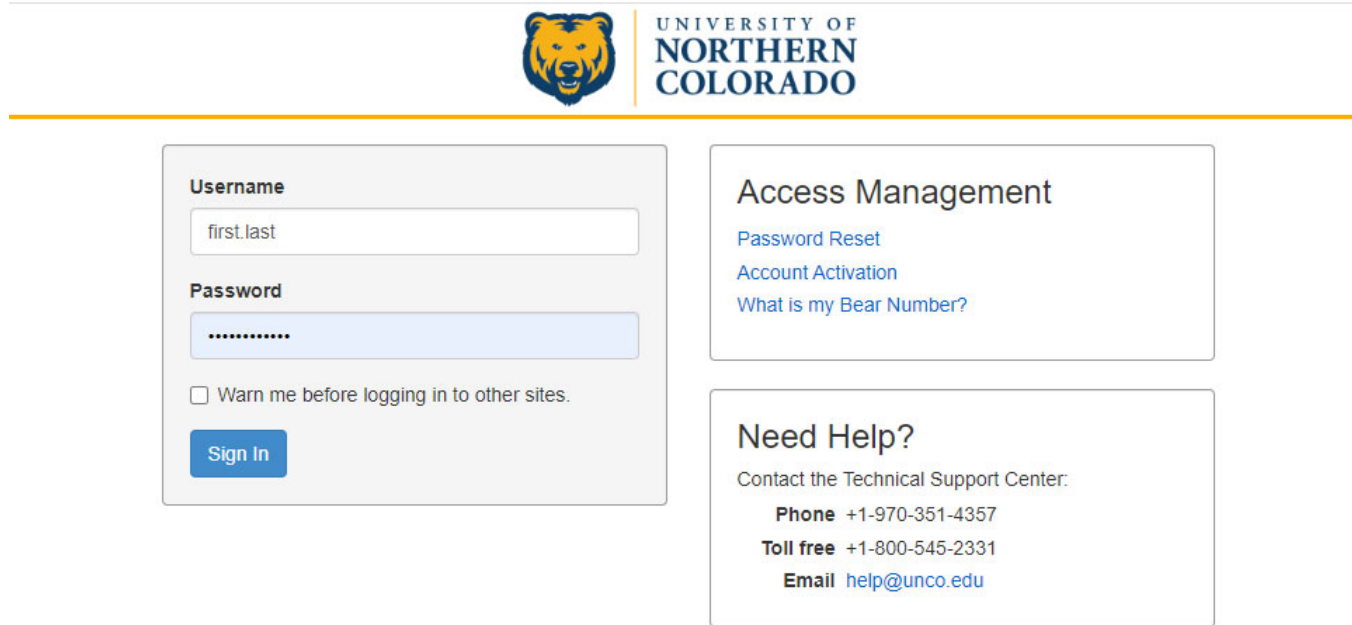


## Approve using Employee Self-Service

Approvers can use Employee Self-Service to approve leave documents.

1. Log into ursa <https://ursa.unco.edu/default>



**UNIVERSITY OF NORTHERN COLORADO**

**Username**  
first.last

**Password**  
.....

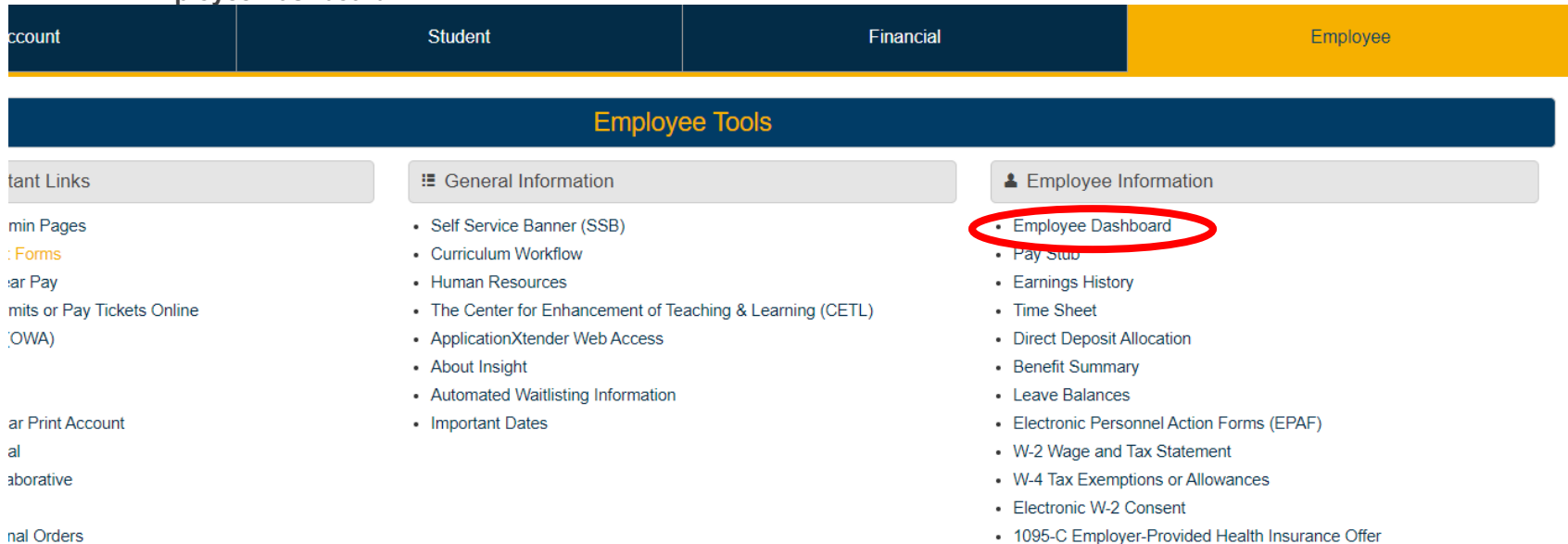
Warn me before logging in to other sites.

**Sign In**

**Access Management**  
[Password Reset](#)  
[Account Activation](#)  
[What is my Bear Number?](#)

**Need Help?**  
Contact the Technical Support Center:  
**Phone** +1-970-351-4357  
**Toll free** +1-800-545-2331  
**Email** [help@unco.edu](mailto:help@unco.edu)

2. Access the **Employee Dashboard**.



Account Student Financial **Employee**

**Employee Tools**

**Important Links**

- Account Pages
- Forms
- Pay
- Prints or Pay Tickets Online (OWA)
- Print Account
- al
- aborative
- nal Orders

**General Information**

- Self Service Banner (SSB)
- Curriculum Workflow
- Human Resources
- The Center for Enhancement of Teaching & Learning (CETL)
- ApplicationXtender Web Access
- About Insight
- Automated Waitlisting Information
- Important Dates

**Employee Information**

- **Employee Dashboard**
- Pay Stub
- Earnings History
- Time Sheet
- Direct Deposit Allocation
- Benefit Summary
- Leave Balances
- Electronic Personnel Action Forms (EPAF)
- W-2 Wage and Tax Statement
- W-4 Tax Exemptions or Allowances
- Electronic W-2 Consent
- 1095-C Employer-Provided Health Insurance Offer

3. Select Approve Leave Reports or Approve Leave Requests.

2020      [All Pay Stubs](#)      [Direct Deposit Information](#)

My Activities

- Enter Leave Report
- Request Time Off
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Effort Certification
- Labor Redistribution
- Campus Directory

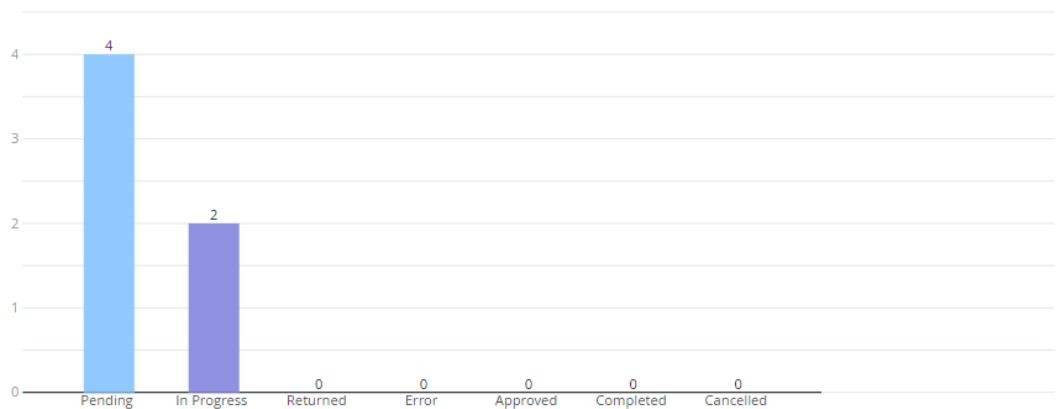
4. Select the timeframe and your department to approve.

Employee Dashboard • Time Entry Approvals

Approvals    Leave Report    Leave Request

Leave Report    07/01/2020 - 07/31/2020 (2020 MN 7)    Q-54010-Human Resource...    All Status except Not Started    Enter ID/Name

Distribution Status Report - Leave Report



Status	Count
Pending	4
In Progress	2
Returned	0
Error	0
Approved	0
Completed	0
Cancelled	0

5. Select the employee you want to review from the list of available employees.

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> Romero Swick, Hannah E. Employee Service Coordinator, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	184.00 Hours
<input type="checkbox"/> Mathes, Kyle Employment Hiring Specialist, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	48.00 Hours
<input type="checkbox"/> Chase, Sarah Asst. Dir. of HR & Payroll, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	40.00 Hours
<input type="checkbox"/> Parks, Marshall J. Director of Human Resources, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	56.00 Hours

6. Select the comment box to view any employee comments regarding leave time.

Pending 4 Approve/Acknowledge ^

Employee Name	ID	Organization	Hours/Days/Units
<input checked="" type="checkbox"/> Romero Swick, Hannah E. Employee Service Coordinator, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	184.00 Hours
<input type="checkbox"/> Mathes, Kyle Employment Hiring Specialist, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	48.00 Hours
<input type="checkbox"/> Chase, Sarah Asst. Dir. of HR & Payroll, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	40.00 Hours
<input type="checkbox"/> Parks, Marshall J. Director of Human Resources, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	56.00 Hours

**Comments**

Romero Swick, Hannah E.

Pending On 07/22/2020 | 12:35 PM

Comment: [REDACTED]

7. Select **Preview** to approve a single employee time document.

<input checked="" type="checkbox"/> Mathes, Kyle Employment Hiring Specialist, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	48.00 Hours	<input type="checkbox"/> <span style="float: right;">⋮</span>
<input checked="" type="checkbox"/> Mathes, Kyle Employment Hiring Specialist, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	48.00 Hours	<input type="checkbox"/> <span style="float: right;">Preview Leave Balance</span>
<input type="checkbox"/> Chase, Sarah	[REDACTED]	Q-54010, Human Resources Office	40.00 Hours	<input type="checkbox"/> <span style="float: right;">⋮</span>

**Preview** ✕

**[REDACTED] - Mathes, Kyle**

Employment Hiring Specialist, [REDACTED] 54010, Human Resources Office

Pay Period: 07/01/2020 - 07/31/2020 | 48.00 Hours

Submitted On: 07/20/2020, 10:00 AM

Earning Distribution	
Earn Code	Total
Vacation Leave	48.00
<b>Total Hours</b>	<b>48.00</b>
<b>Total Units</b>	<b>0.00</b>

Weekly Summary

Details

Return for correction Approve

8. You can view the current leave balance for the employee by selecting Leave Balance.

<input type="checkbox"/> Pending <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">4</span> <span style="float: right;">Approve/Acknowledge <span>▲</span></span>				
Employee Name	ID	Organization	Hours/Days/Units	
<input checked="" type="checkbox"/> <b>Romero Swick, Hannah E.</b> Employee Service Coordinator, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	184.00 Hours	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="background-color: #FFD700; border-radius: 50%; padding: 1px;">1</span>  Preview            Leave Balance         </div>
<input type="checkbox"/> <b>Mathes, Kyle</b> Employment Hiring Specialist, [REDACTED]	[REDACTED]	Q-54010, Human Resources Office	48.00 Hours	

**Employee Leave Balance** ✕

**[REDACTED]** - Romero Swick, Hannah E.

**Vacation Leave**

Beginning Balance	164.50
Banked	0.00
Earned	16.00
Taken	0.00
<b>Vacation Leave in hours</b>	<b>180.50</b>

**Sick Leave**

Beginning Balance	0.00
Banked Available 07/01/2021	65.50
Earned	0.00
Taken	0.00
<b>Sick Leave in hours</b>	<b>0.00</b>

9. Add comments as necessary.

**Preview** ✕

Weekly Summary

Week	Total Hours
Week 1	24.00
Week 2	8.00
Week 3	
Week 4	8.00
Week 5	8.00

Comment (Optional):

Add Comments

Details

Return for correctionApprove

10. Approve or Return for correction as appropriate.