Quick Reference Guide for Approvers

1. Log in
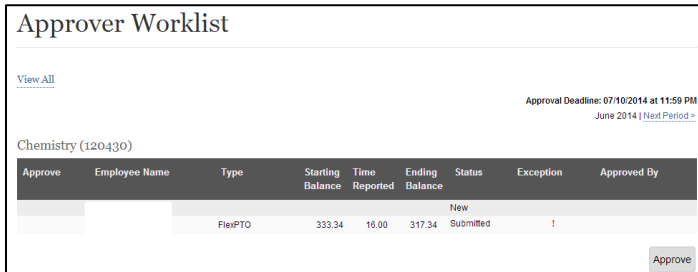https://webapp.mis.vanderbilt.edu/exemptTimeOff
You will need a VUnetID and ePassword to log in.

2. Access the Worklist
To view an employee's time off report, click on the employee's name.
- Employees listed – you are selected as their preferred approver.
- View All – list of all reports for your department(s).

3. Approve or Reject Time Off Reports
Action should be taken on all reports where the status is Submitted.

Approve – To approve multiple employees' reports:
- Click the box to the left of the Employee's name
- Click on *Approve* at the bottom of the department list. It is the Approver's responsibility to review all reports prior to using this option.
- All reports must be approved by the end of the day on the **10th calendar day** of each month.

Reject – To reject a report for time correction:
- Click *Reject* and enter a reason explaining why the report is being rejected in the Comment box. The Employee or Admin must correct and resubmit the report for approval before the deadline. *Please remember that comments explaining reason for rejection will become a part of the employee's permanent record. Maintain a professional context and protect the employee's private health information.*
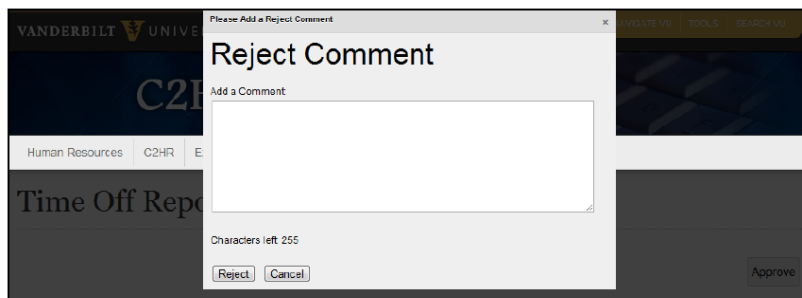
If the report has been approved but subsequently a mistake is discovered by the employee or the Approver, the Approver is then presented with the option to Recall the approved report. Click on the approved report in your worklist. The *Recall* button will be located in the bottom right corner of the Time Off Report (continued on next page).

Note: Balances do not reflect current month accruals

FMLA Time Off Summary

Recall

The Recall process then unlocks the report. A "recalled" ETO report will return to submitted status in your worklist. This enables **the approver to reject the report.** From there, the employee can make the necessary change to their report and resubmit it back to their Approver. The approver can then approve (or reject) the report.