

PHR FACULTY LEAVE APPROVER

GETTING STARTED

1. Access PHR Faculty Leave Reporting from the ARES website at www.ares.umd.edu
2. Under “Quick Links” click PHR Time Entry/Faculty Leave Reporting.
3. Login using your Directory ID and Password.

FACULTY LEAVE APPROVAL

Approving Faculty Leave Records

1. From the PHR Time Entry page, select the appropriate **Pay Period** from the drop down box.
2. Select **Approve Time/Leave Records**.
If you are responsible for approving more than one Work Group, the Time Entry Select Work Group screen will appear. You must select the appropriate **Work Group** to proceed.
3. From the Faculty Leave Reporting Supervisor Pay Period Summary/Approval screen, you may either approve from the summary screen or select each individual employee leave record to approve.

To Approve From the Summary Screen

- Select **Approved** for each employee you wish to approve.
- Select **Save Approvals**, the employee will automatically receive an email message of the approval.
- To reverse approval, the approver must de-select **Approved** and re-select **Save Approvals**, from the Faculty Leave Reporting Supervisor Pay Period Summary/Approval screen.
- To return to the Faculty Leave Reporting Menu screen select **Return to Supv Menu**

To Approve From the Individual Leave Record

- Select the employees name from the **Summary Screen**.
 - Select **Approve** at the bottom of the Leave Record, the employee will automatically receive an email message of the approval.
 - Select **Approval Summary** to return to the Faculty Leave Reporting Summary screen.
4. Select **Logout** to exit or **Return to Main Menu** to return to the PHR Time Entry Main Menu screen.

HELP/SUPPORT

Contact the **PHR Customer Service Center** for leave reporting questions
At 301-405-7575
Contact the **OIT Help Desk** for Directory ID and Password questions
At 301-405-1500

UNIVERSITY OF MARYLAND PHR SYSTEM