Leave Keeper – Quick Guide

As a Leave Keeper, you will be responsible for approving the Leave entries of the employees in your department by the published due date for each month. This step-by-step quick guide shows how to approve an organization’s leave. Once you approve Leave, Payroll uploads information from Leave Keeper to Banner one or two days after the published approval due date. *(If you’re already familiar with logging into the eWeber portal, skip to Step 3.)*

1. Go to [www.weber.edu](http://www.weber.edu) and click on the person icon to get to the log-in screen.

2. Log into the eWeber portal using your Wildcat username and password. Click on the “Log In” button or press enter. Take notice of the active links in purple if you need assistance logging into the portal.
3. Once logged in, type “Leave Tracker” in the search bar and press enter.

4. This screen displays the search results for Leave Tracker. (At this point, you can “save” the Leave Tracker app to your Favorites list by clicking on the gray “Favorite” box within the app and following the prompts.) To open the Leave Tracker app, click inside the Leave Tracker box.

5. Once in Leave Tracker, this next screen will appear with your name and display a Select Function option.
6. To approve your department, select the ‘Approve Organization’s Leave’ function from the drop down menu. Next, from the drop down menu, select the department you want to approve.

Your department org code and name displayed.

IMPORTANT! The last day to approve leave for the current month.

List of employees you supervise in alphabetical order.

Employees’ hour totals listed leave taken in each column and a “Y” or “N” indicating if leave has been submitted.

If the ‘Submitted’ column has an N by any employee, contact the employee to enter their leave and submit it by the deadline.

If needed, you can review hours again. Click on the ‘Select’ link for any employee and you will be taken to that employee’s ‘Enter Your Leave’ screen.

If needed, you can enter or edit leave for any employee, but you are required to enter a comment.
7. Click on the ‘Approve’ button once all employees have submitted their leave for the month.

Once all Leave Keepers have verified Leave by the deadline, that data is uploaded into Banner.

This is the end of the Leave Keeper Quick Guide. For additional questions, contact Payroll at x6031.

(For additional details if desired, go to the eWeber portal to access the online Leave Tracker Guide.)