


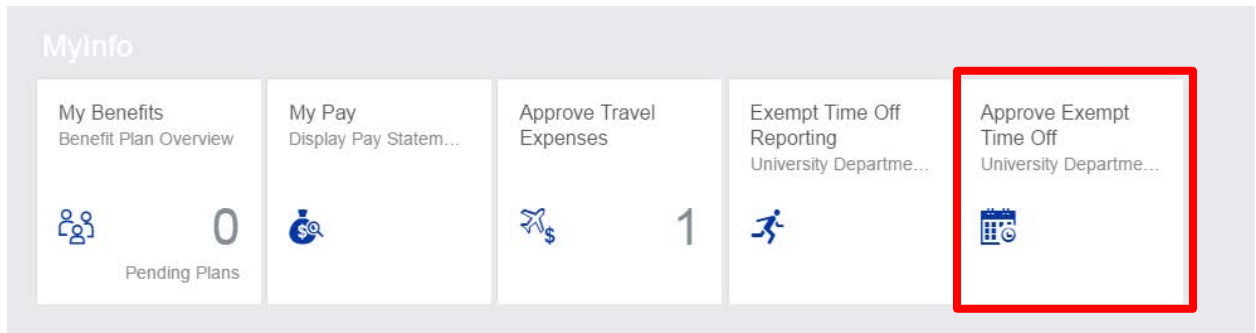
# Duke Mobile


## Approving and Entering Exempt Time Off on your Mobile Device – Duke University and School of Medicine

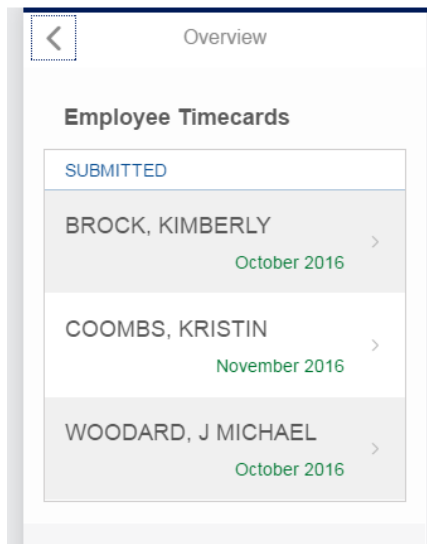
*Please note: screen displays may vary based upon your mobile device. These instructions provide general guidance for all mobile devices. For instructions on how to download Duke Mobile, visit <https://oit.duke.edu/what-we-do/applications/dukemobile>.*

### To Approve Exempt Time Off for a University/School of Medicine (Company 0010) Employee

1. From the Duke Mobile App, select the Duke@Work icon . Multi-factor Authentication is required.
2. From “MyInfo”, select the “Approve Exempt Time Off” box.



3. You will see a list of all employees for which you approve time off. Select the employee whose time report you would like to approve. Select the arrow in the upper left hand corner  to return to the overview screen.



- Once the employee's name is selected, his/her time report will display. You will need to scroll down to see the comments section.

Employee Timecards

SUBMITTED

BROCK, KIMBERLY  
October 2016

COOMBS, KRISTIN  
November 2016

WOODARD, J MICHAEL  
October 2016

Day	Leave Type	Hours
04-FRI	VAC	4.00
24-THU	HOL	8.00
25-FRI	HOL	8.00

November Balances

Type	Begin	Taken	Bal
VAC	59.39	4.00	55.39
SICK	157.27	0.00	157.27
DISC	0.00	0.00	0.00

Approve Return

Time off entered by the employee.

Employee's balances.

Scroll down to see comments and certification history. Action buttons remain in the same location.

Employee Timecards

SUBMITTED

BROCK, KIMBERLY  
October 2016

COOMBS, KRISTIN  
November 2016

WOODARD, J MICHAEL  
October 2016

Type	Begin	Taken	Bal
VAC	59.39	4.00	55.39
SICK	157.27	0.00	157.27
DISC	0.00	0.00	0.00

Existing Comments

\* 01/19/2017 16:50:11 EST Kristin Coombs (KAB81) Phone 919-668-5827  
11/4 - approved vacation day, thanks KAC

Last certified by KAB81 on 1/19/2017, 4:50:11 PM

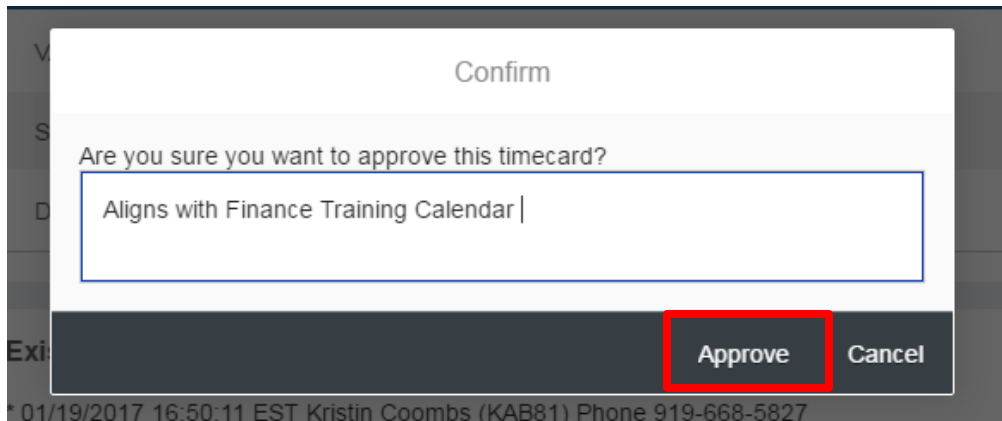
Approve Return

Comments and certification history.

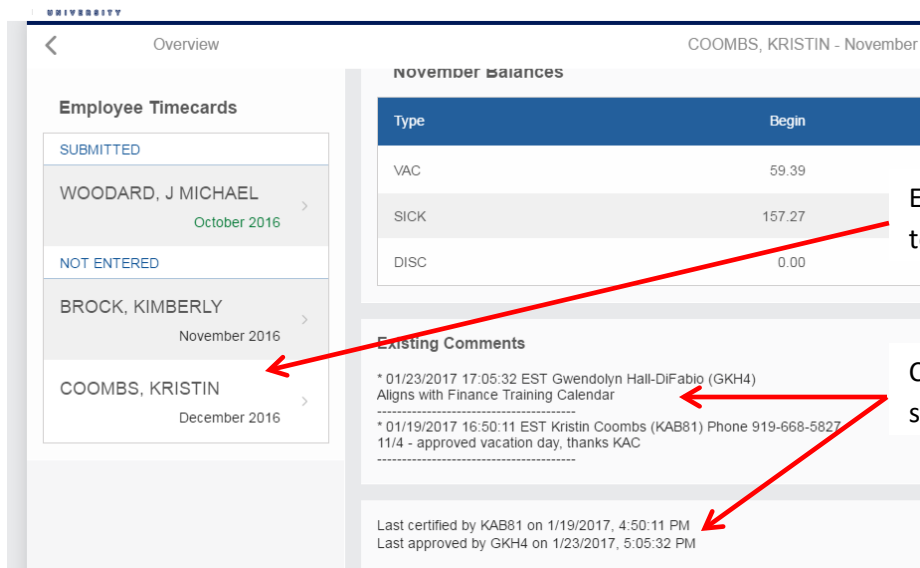
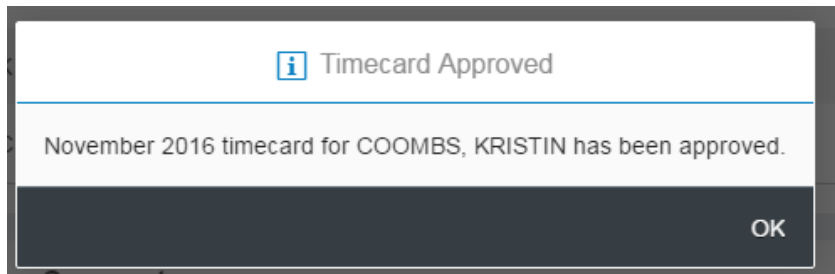
- Action buttons always display at the bottom of the screen. When the review is complete, take the appropriate action.

Approve Return

- You will be prompted to enter comments which are optional if the time report is approved and required if it is returned. Select the appropriate action button to move forward.



- You will receive a screen confirming your action. You will also notice the status of the time report change and notes added to the certification section.




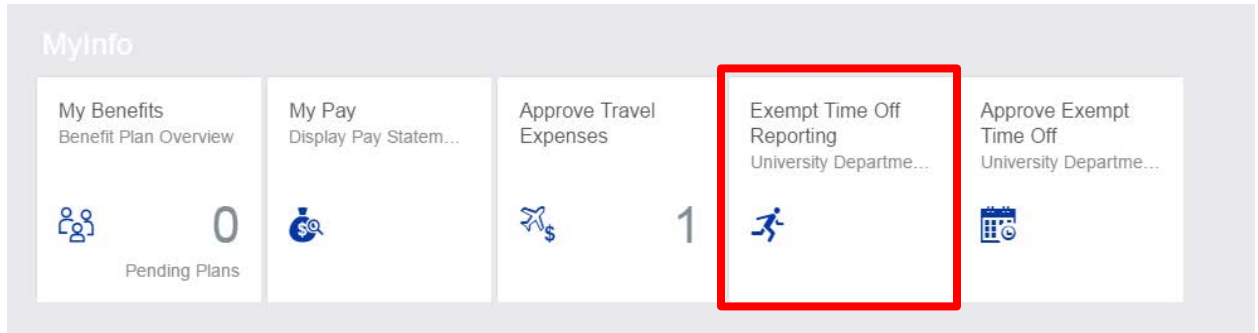
Employee time report moved to next month.


Comments and approval stamp added.

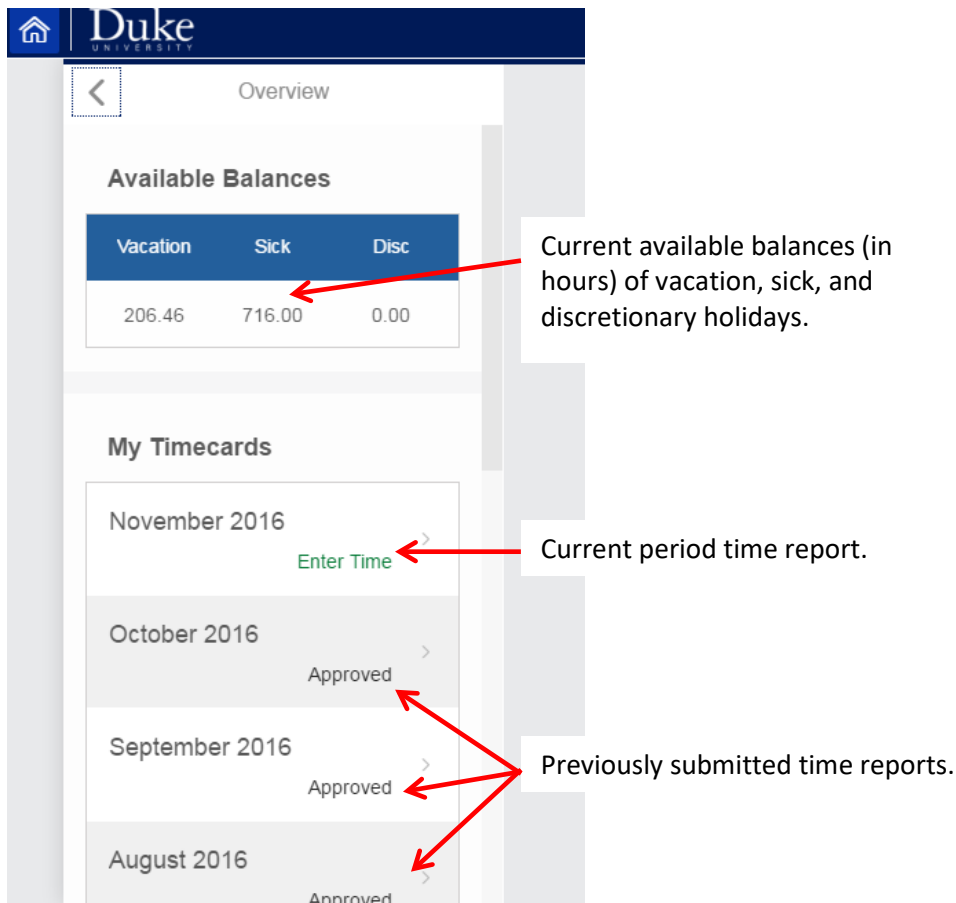
Please note: Approvers can only approve submitted time reports in Duke's mobile app. If an approver needs to take other action on behalf of the employee, work directly through the My Employee tab found through the Duke@Work website.

## Entering Time Away from Duke into An Exempt Time Report

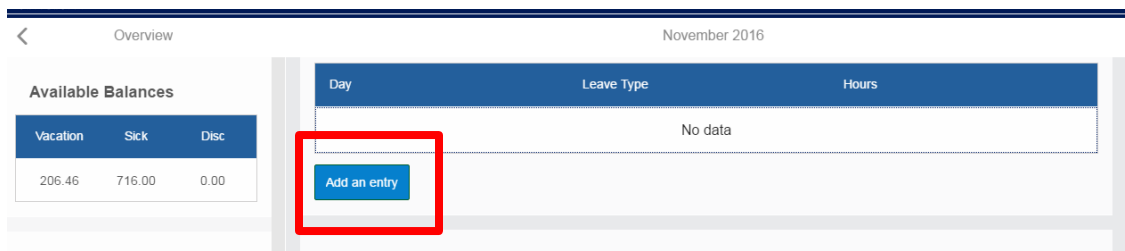
1. From the Duke Mobile App, select the Duke@Work icon . Multi-factor Authentication is required.
2. From "MyInfo", select the "Exempt Time Off Reporting" box.



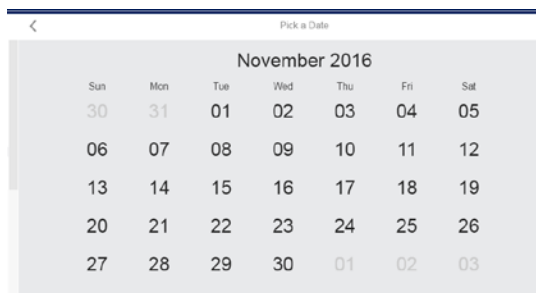
3. Select the month for the exempt time report you want to create. You can also view available balances and view previously submitted exempt time reports. Select the arrow in the upper left hand corner  to return to the overview screen.



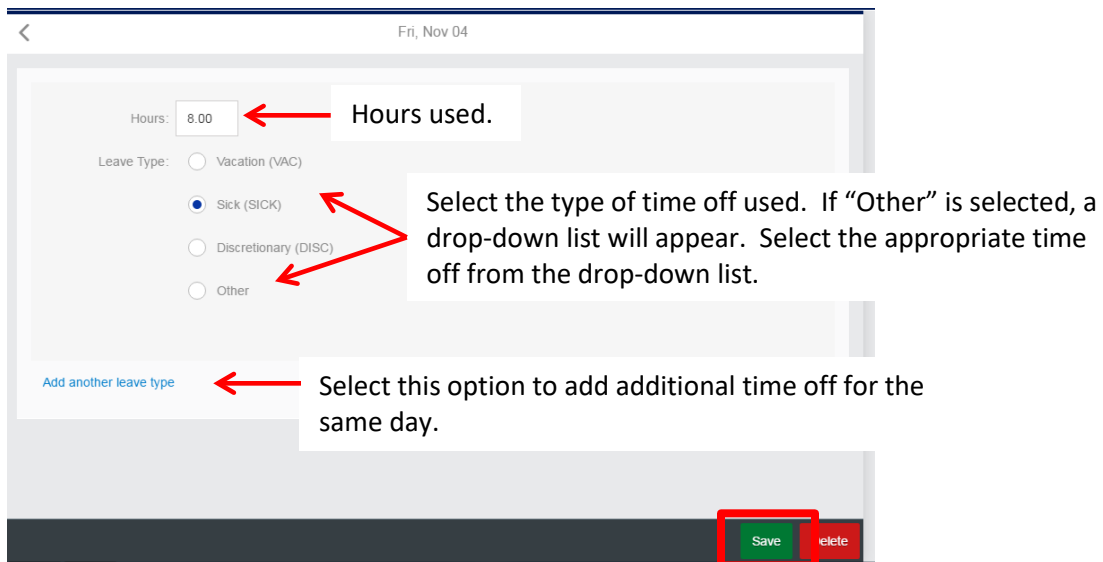
- The exempt time report is divided in three sections. In the first section, select “Add an entry” to enter the days of the month in which vacation, sick, or discretionary holiday hours were used. Designated holidays will pre-populate once the time report is saved.



- Select the day of the month time off was taken. Use the arrow < attached to the calendar to return to the previous screen. Please note: Time off can only be entered one day at a time in the Mobile App. If you want to submit consecutive days, please use the My Time tab available in Duke@Work website.



- Provide details on the type of time off used. Enter time off in hours. Once all information is entered, select “Save”.



Repeat steps 4 – 6 to enter time for different days taken off during the month.

- When all time off for the month has been entered, enter any comments (not required). Check the "I certify that the time is accurate" box. This serves as your electronic signature. Select "Submit Timecard" to submit the time report to your approver.

November 2016

November Balances

Type	Begin	Taken	Bal
VAC	206.46	0.00	206.46
SICK	716.00	8.00	708.00
DISC	0.00	0.00	0.00

Existing Comments

-None-

Add Comment

Sick day communicated through | department process.

I certify that this time is accurate.

**Submit Timecard**

- Confirm the submission of your time report to the approver provided in the pop-up box to complete the submission process.

Submit Timecard

This action will submit your timecard to ROBIN P MILLER. Are you sure?

**Yes** No

- You will receive a confirmation indicating the exempt time report has been submitted. Also, you will notice the certification with a date and time stamp displays and the report status has changed.

Overview

November 2016

Available Balances

Vacation	Sick	Disc
206.46	708.00	0.00

My Timecards

November 2016 **Submitted**

October 2016 Approved

September 2016 Approved

August 2016

November Balances

Type	Begin
VAC	206.46
SICK	716.00
DISC	0.00

Existing Comments

\* 01/23/2017 19:50:37 EST Gwendolyn Hall-DiFabio (GKH4)  
Sick day communicated through department process.

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Last certified by GKH4 on 1/23/2017, 7:50:37 PM