

Quick Guide: Approve Requests for Time Off

Overview: There are several ways for supervisors to review and approve leave requests. Leave requests populate the timesheet once approved, but do not replace existing schedules or time entries. Timesheet editing may be required by the supervisor or the employee with timesheet editing permissions.

Supervisor tasks include:

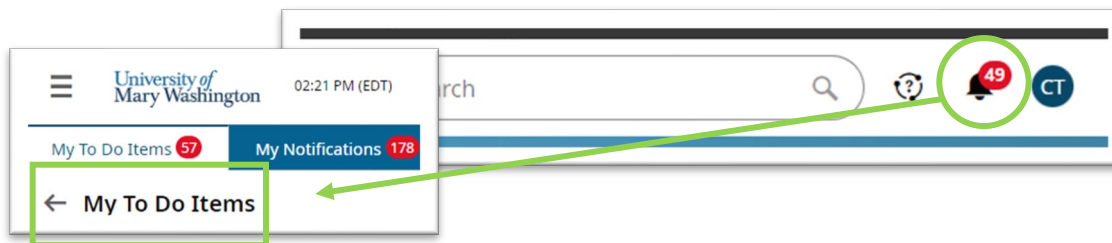
- Review, approve/reject leave requests
- [Edit timesheets](#) for those who do not have edit capability
- [Request leave](#) for those who are unable to do so

How to review and approve Leave Requests:

- Review Leave Requests via the [Bell Icon](#) **OR**
- Review Leave Requests via the [Time off awaiting my approval widget](#)

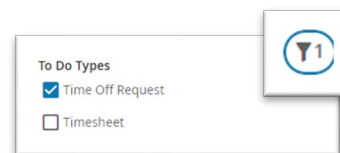
Review Leave Requests via the Bell icon

Navigation: Login to Dashboard > Bell icon > My To Do Items



Filter by *Leave Requests*:

1. Select the filter icon and choose *Time Off Requests* > *Apply*
 - *Leave Requests* are listed in the left-hand column.



Select all (1/3) Saved: [System]

- Approve/Reject Time Off Request
Test70 Tester70
Annual Time
Created 07/16/2024 01:51 pm
- Approve/Reject Time Off Request
Vanessa Koszyk
Annual Time
Created 08/06/2024 12:06 pm
- Approve/Reject Time Off Request
Vanessa Koszyk
Annual Time
Created 08/06/2024 02:59 pm
- Approve/Reject Time Off Request
Vanessa Koszyk
Annual Time
Created 08/12/2024 02:49 pm

Approve/Reject Time Off Request
Annual Time

Vanessa Koszyk

[Comment](#) [View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Supervisor: Vickie L. Chapman Grand Supervisor: Julie R. Smith Cost Centers: Training and System Support/Vickie Chapman/000423-00/302516/1111-10620

Created	08/12/2024 02:49 pm	Time Off	Annual Time	Date	Aug 12, 2024
Total Hours	8.00				

[Reject](#) [Approve](#)

Elements of a Leave Request

- **Employee information:** name, supervisor(s), Grand supervisor and primary *Cost Center* (job).
- **Leave details:** submit date, leave type and requested hours
- Select **Comment** to view comments entered by the employee.
 - Note: if comments were not added to the request, the comment button will not be visible
- Select **Modify** to edit the request
- Select **Open Timesheet** to view the impact of the change.
 - While on the timesheet, use the *Timesheet Edit back arrow* to return to the Leave Request
- Select **Approve or Reject**
 - The comment box is displayed. Comments are only required if you reject the request
 - The employee will receive a system notification of the approval/rejection and comments

Select all (2/2) Saved: [System]

- Approve/Reject Time Off Request
Vanessa Koszyk
Annual Time
Created 08/06/2024 01:59 pm
- Approve/Reject Time Off Request
Vanessa Koszyk
Annual Time
Created 08/06/2024 12:06 pm

Note: Multiple Leave Requests may be approved by selecting the check box beside each employee name then clicking the *Reject* or *Approve* buttons.

Review Leave Requests via the Time off awaiting my approval widget
 Navigation: Login to the Dashboard > Team Tab > *Time Off awaiting my approval widget*

1. Click on the widget name to open the Pending Approval report.

The Pending Approval report lists all pending requests within the next 365 days. Select the **calendar** to change dates.

Time off awaiting my approval

[Approve](#) [Reject](#) [Delete](#)

Requested Dates: Next 365 Days

← Pending Approval

Page 1 of 1 1-1 of 1 Rows Current: [System]

	Employee Id	Username	First Name	Last Name	Requested Weekday	Date Requested	From	To	Time	Days	Time Off	W
<input type="checkbox"/>	00466075400	vkoszyk	Vanessa	Koszyk	Wednesday	08/07/2024	-	-	8.00	-	Annual Time	C

[Approve](#) [Reject](#) [Delete](#)

Requested Dates: Next 365 Days

2. Scroll to the far right of the report to view date of request, time, leave type and comments that may have been added by the employee.
3. Use the [report icons](#) to review, modify, approve, reject or delete the requests.

	Check marking the box beside the employee's name or at the column header allows mass approval, rejection or deletion.
	View Accrual Balances. Current, taken, scheduled and projected are available in the view.
	View Employee Information such as classification, supervisors, and compensation. Use the Employee Profile back button to navigate back to the report.
	View or Modify the Leave Request- fields can be changed as necessary. Navigate back to the report for approval.
	Open the timesheet to view impact of leave, current posting and possible edit requirements once leave is approved. Use the timesheet edit back button to navigate back to the report.
	After check marking the employees, these Action buttons turn blue to Approve, Reject or Delete the selected employee requests. Notifications are sent to the employee for each action.

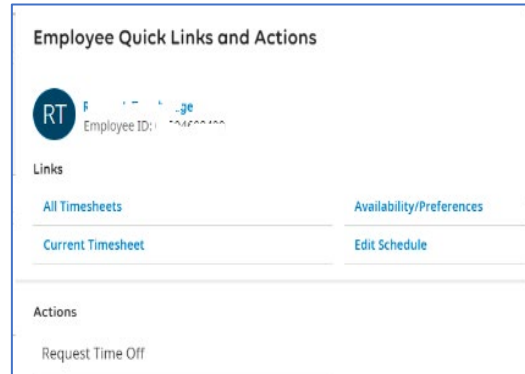
Request Time Off on Behalf of your Employee

Navigation: Login to the Dashboard>Team Tab>My Employees Icon



Select the Quick Link and Actions icon beside the employee's name

In the pop up box, under *Actions*
Request Time Off



Select


Follow the procedures in the *Quick Guide: Request Time Off* for employees.

View and Edit Leave Requests on the timesheet Time Entry tab



Leave Requests populate the timesheet Time Entry tab in addition to existent hours already posted. For example, employees with a pre-populated schedule or employees who have *Clocked In* will have the entry posted on the timesheet. The approved Request for Leave will add additional hours to whatever is already on the timesheet.

- All bulk hour leave for exempt employees will require timesheet adjustments to reflect correct *In* and *Out* times.
- All partial and full day leave for exempt employees will require timesheet adjustments
- Non-exempt employee timesheets may also require adjustment if hours have been recorded on the timesheet.
- Employees who cannot edit their timesheet will use the *Change Request* option to modify any time off requests or request adjustment to their timesheet.

Below is an example of a full day leave request. The approved Annual leave populates the first row of the *Time Entry* tab. The second row of the timesheet is the pre-populated schedule. The total hours for the day show 16 total hours.

Employees with edit abilities will need to delete the second row on the timesheet  and replace the 8 hour working schedule with the 8 hours Annual leave. Supervisors will need to adjust for employees who do not have edit capabilities.

Employees may request edits via the *Timesheet Change Request*.

▼ THU Aug 1 8a-4p 8 Hour Shift		From am	To am	8.00	8.00	Annual Time ▼
		08:00 am	04:00 pm	8.00	8.00	
	+			16.00 hrs	16.00 hrs	