

Supervisory - Approving Leave Requests			
Date Created:	2-26-2016	Date Revised:	5/11/16
Created by:	NTI Professional Services	Approval:	

Summary

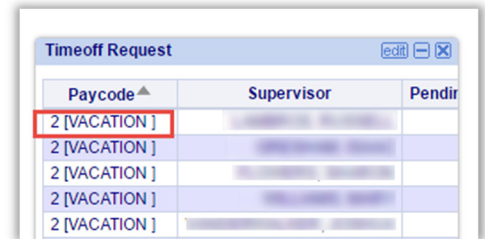
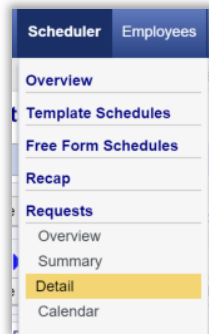
The purpose of this document is to provide instructions for supervisors on how to approve employee leave requests.

Detail

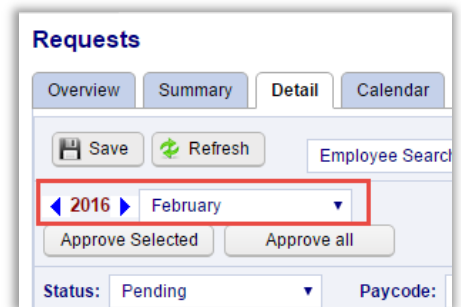
■ **NOTE – Supervisors are advised to check for, and approve, pending leave requests prior to approving timecards. Doing so will allow approved requests to be automatically populated on employee’s timecards. In addition, assure benefits balances exist for the time requested prior to submission.**

■ Go to Scheduler / Requests / Detail

Under the Scheduler Tab there are several sub-tabs, one of which will be Requests. Under the Requests tab select “Detail.” Clicking on the dashboard “Timeoff Requests” gadget will take you to the same location.



Note that the date defaults to Pending requests in the current month. If needed, select the correct month or select “all months.” Using the “All months” is recommended to ensure that leave requests that span two months are all addressed.



The pending requests for the date range selected will be displayed in table format:

Requests

Overview Summary Detail Calendar

Save Refresh Employee Search [] Go

2016 February

Approve Selected Approve all

Status: Pending Paycode: All Group: All Supervisor: All

Post Paycode Data task has been submitted.

Employee ID	Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
99995	EMPLOYEE, TEST SALARY	0[WKHR]	02/04/2016		<input type="checkbox"/>	Pending		02/05/2016 11:26AM
99995	EMPLOYEE, TEST SALARY	0[WKHR]	02/05/2016		<input type="checkbox"/>	Pending		02/05/2016 11:26AM
99995	EMPLOYEE, TEST SALARY	0[WKHR]	02/06/2016		<input type="checkbox"/>	Pending		02/05/2016 11:26AM

To approve a leave request:

There are several options in considering a leave request: Pending, Approved, Declined, Remove.

Option 1: To approve multiple selected requests in one step
 Check the Select box for each request to be approved
 Click the "Approve Selected" box under the date box in the upper left.

Option 2: To approve all visible pending leave requests in one step
 Click "Approve All".

- Option 3: To approve individual requests and respond with a message
- Click the "Pending" box in the desired row.
 - This opens a message window that displays any message the employee may have written with the request. Using the drop down box marked Status: select the action (e.g., Approved or Declined), write a message back to the employee (optional), then click OK.
 - Click SAVE button in upper left corner.

Date	Hours Requested	Select	Status	Hours Available
02/01/2016	4.00	<input type="checkbox"/>	Pending	51.40

99999 [HOURLY, TEST] - 11/25/2015 - 2[VAC] - 4.00 hours

Status: Pending OK Cancel

Employee's comment :
 want to take the afternoon off. will leave at 1:00

Supervisor's comment:

To view requests in Approved or Declined status:
 Click in the Status box in the upper left and select Approved, Declined, or All. You can then change the approval level to the new desired status.

Requests

Overview Summary Detail Calendar

Save Refresh Employee Search []

2016 April

Approve Selected Approve all

Status: Pending Paycode: All Gr

The P Pending Process was completed at 03/02/2016 01:35 I

Employee Name Davr