Approving Leave Requests (Supervisors)


2. To see all leave requests submitted by your staff, go to the **Request Manager Alert** icon at the top of your screen. The icon shows how many requests are currently pending in the small orange circle. Click on the icon, which will activate a drop-down window showing the type of requests.

3. Click on the **Time Off** link to open the **Request Manager** window, which will show a summary of all current requests.
4. This brings up the **Request Manager** screen with an itemized row for each pending Time-Off Request. You can select a request to get further information on by clicking on it. A selected row turns light blue.

At the bottom of the page is the **Accruals** tab, which provides information on the employee in the selected (blue) row; most importantly, the **Available Balance** on the left side.

**Notes:** It is always the employee’s responsibility to manage his/her leave. Accrual balances **DO NOT** reflect leave requests that have been approved but not used.

5. You can view details for any leave request by selecting the **Details** button, which brings up the Time Off Request Details pop-up window. If you don’t need to view details but want to go directly to Approval, then select the **Approve** button.
a. The **Time-Off Request Details** popup window shows all relevant information about that leave request. If necessary, review all applicable details of the request to confirm that it is ready for approval, then close the window.

6. To approve a request, make sure that the correct row is selected, then click on the **Approve** button in the menu bar.

7. When the **Approve Time-Off Request** pop-up window loads, you have the option of adding a **Comment** and **Notes** at the bottom that will be visible in the employee’s approval notification. **Note:** you cannot add Notes without first selecting a Comment Type in the drop-down window.

6. When you are ready to approve the request, click on the **Approve** button at the bottom right. The **Approve Time Off Request** window will then close, and that time off request will disappear from your Request Manager widget.