





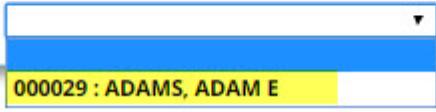
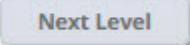
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Click ▾ to view a list of your direct report supervisors.

Select a supervisor name and click **Next Level** to view pending leave requests from the selected supervisor's direct report employees.

Supervisor Hierarchy: 006993 : moreno, elizabeth 

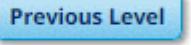
Direct Report Supervisors:   

000029 : ADAMS, ADAM E
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The selected supervisor name is moved to the **Supervisory Hierarchy** level, and a list of pending leave requests for the selected supervisor is displayed. Follow the steps in the Approve or disapprove a leave request section to take action on each leave request.

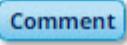
Leave > Supervisor > Approve Leave Requests

Supervisor Hierarchy: 006993 : moreno, elizabeth → 000029 : ADAMS, ADAM E 

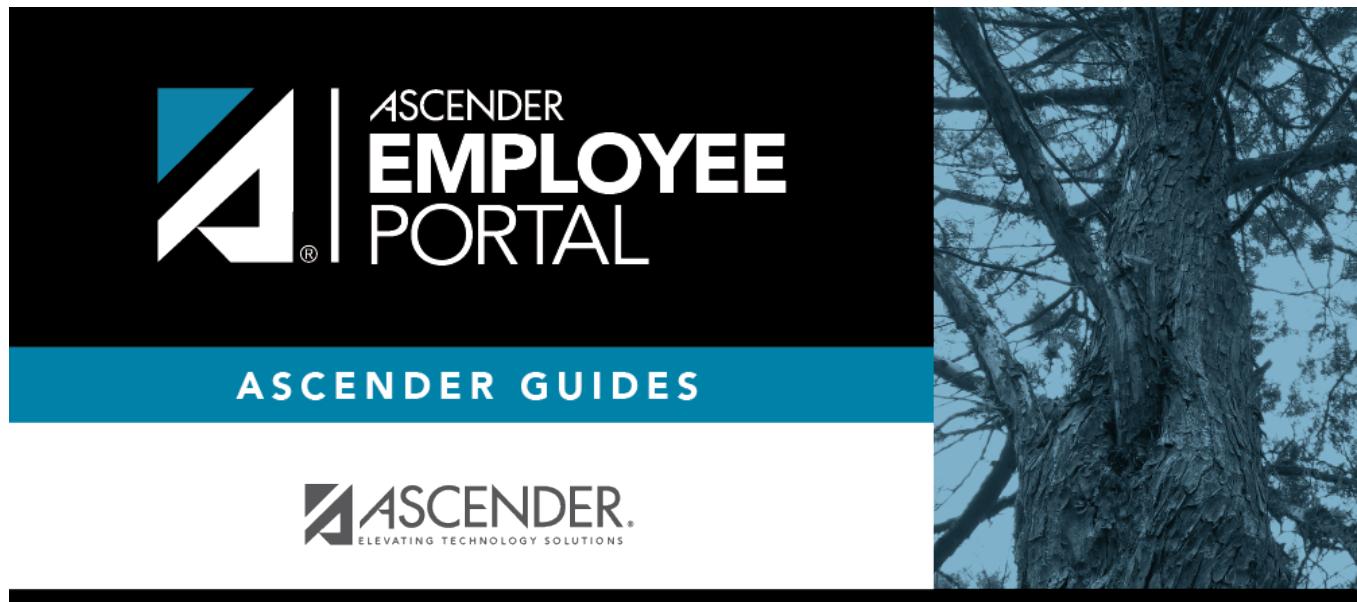
Direct Report Supervisors:   



Leave Requests Pending Action by 000029 : ADAMS, ADAM E

Supervisor Action	Supervisor Comment	Employee
<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action		000280 : ANNO,AMBER F 

Click **Previous Level** to return to the previous supervisor's pending leave requests.



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