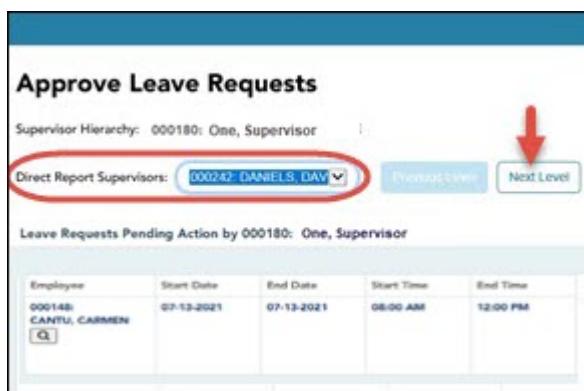




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Click  to view a list of your direct report supervisors.

- Select the supervisor's name. The **Next Level** button is enabled. Click **Next Level**.



Approve Leave Requests

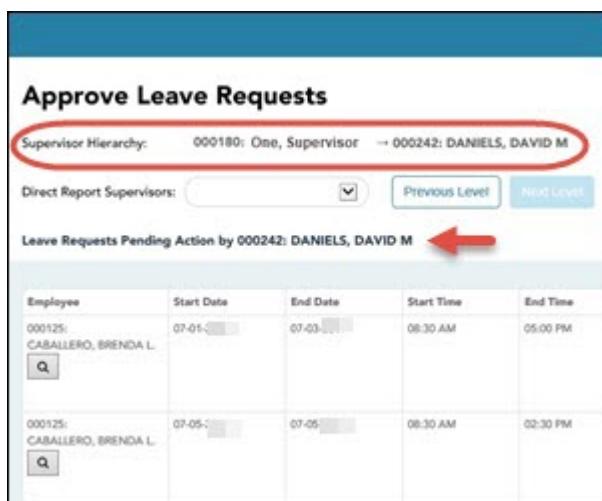
Supervisor Hierarchy: 000180: One, Supervisor

Direct Report Supervisors: **000242: DANIELS, DAVID**   **Next Level** 

Leave Requests Pending Action by 000180: One, Supervisor

Employee	Start Date	End Date	Start Time	End Time
000148: CANTU, CARMEN	07-13-2021	07-13-2021	08:00 AM	12:00 PM

- The selected supervisor's name is moved to the **Supervisor Hierarchy** level and a list of leave requests pending their approval is displayed.



Approve Leave Requests

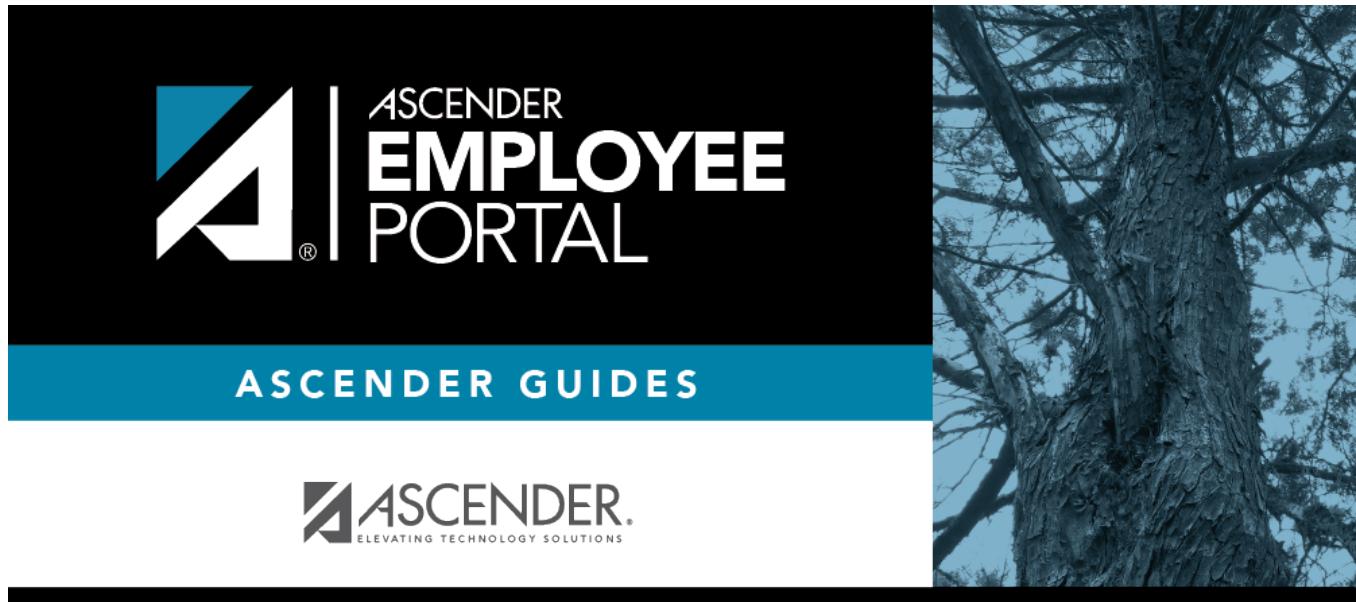
Supervisor Hierarchy: 000180: One, Supervisor → 000242: DANIELS, DAVID M 

Direct Report Supervisors:   **Next Level**

Leave Requests Pending Action by 000242: DANIELS, DAVID M 

Employee	Start Date	End Date	Start Time	End Time
000125: CABALLERO, BRENDA L.	07-01-2021	07-03-2021	08:30 AM	05:00 PM
000125: CABALLERO, BRENDA L.	07-05-2021	07-05-2021	08:30 AM	02:30 PM

- Follow the steps in the **Approve or disapprove a leave request** section to take action on applicable leave requests.
- Click **Previous Level** to return to the list of pending leave requests for the previous level of supervisor hierarchy.



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