



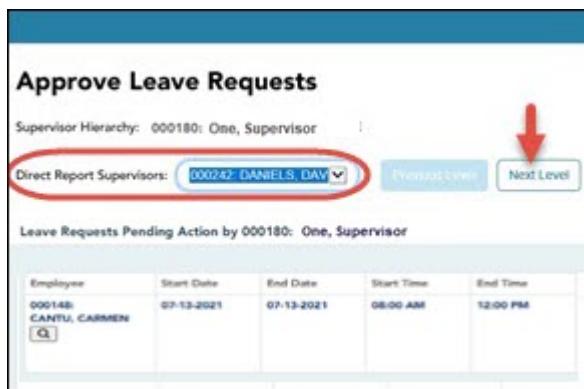


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If you have supervisors who report directly to you, click  to view a list of the supervisors.

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



**Approve Leave Requests**

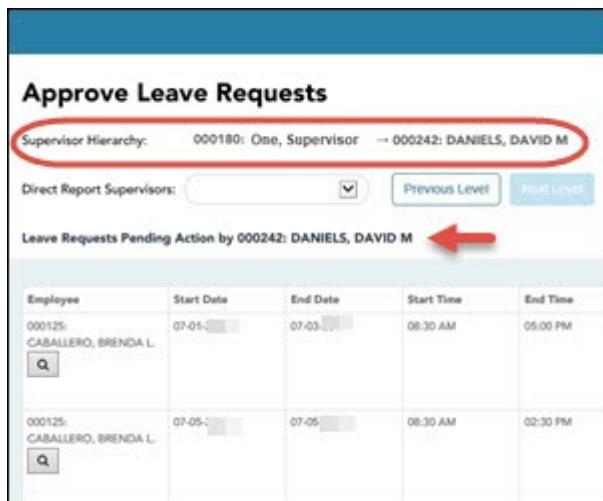
Supervisor Hierarchy: 000180: One, Supervisor

Direct Report Supervisors: 000242: DANIELS, DAVID M   

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:   

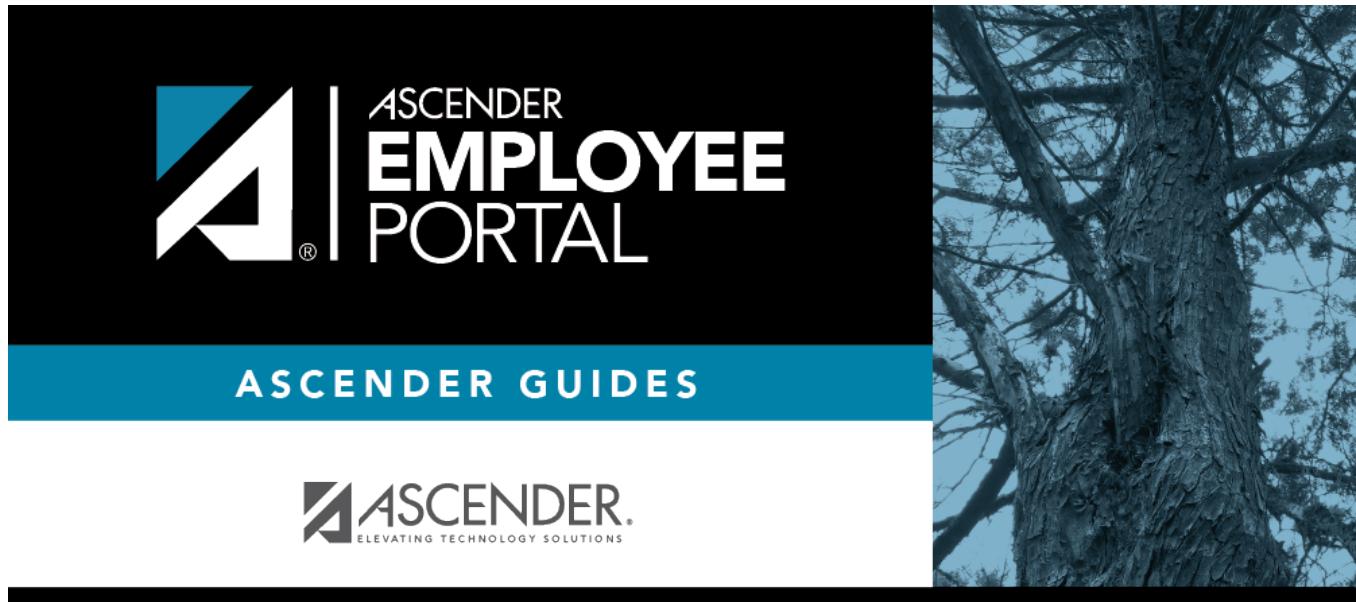
Leave Requests Pending Action by 000242: DANIELS, DAVID M 

Leave Requests Pending Action by 000242: DANIELS, DAVID M

Employee	Start Date	End Date	Start Time	End Time
000125: CABALLERO, BRENDA L. 	07-05-2021	07-05-2021	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 the 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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