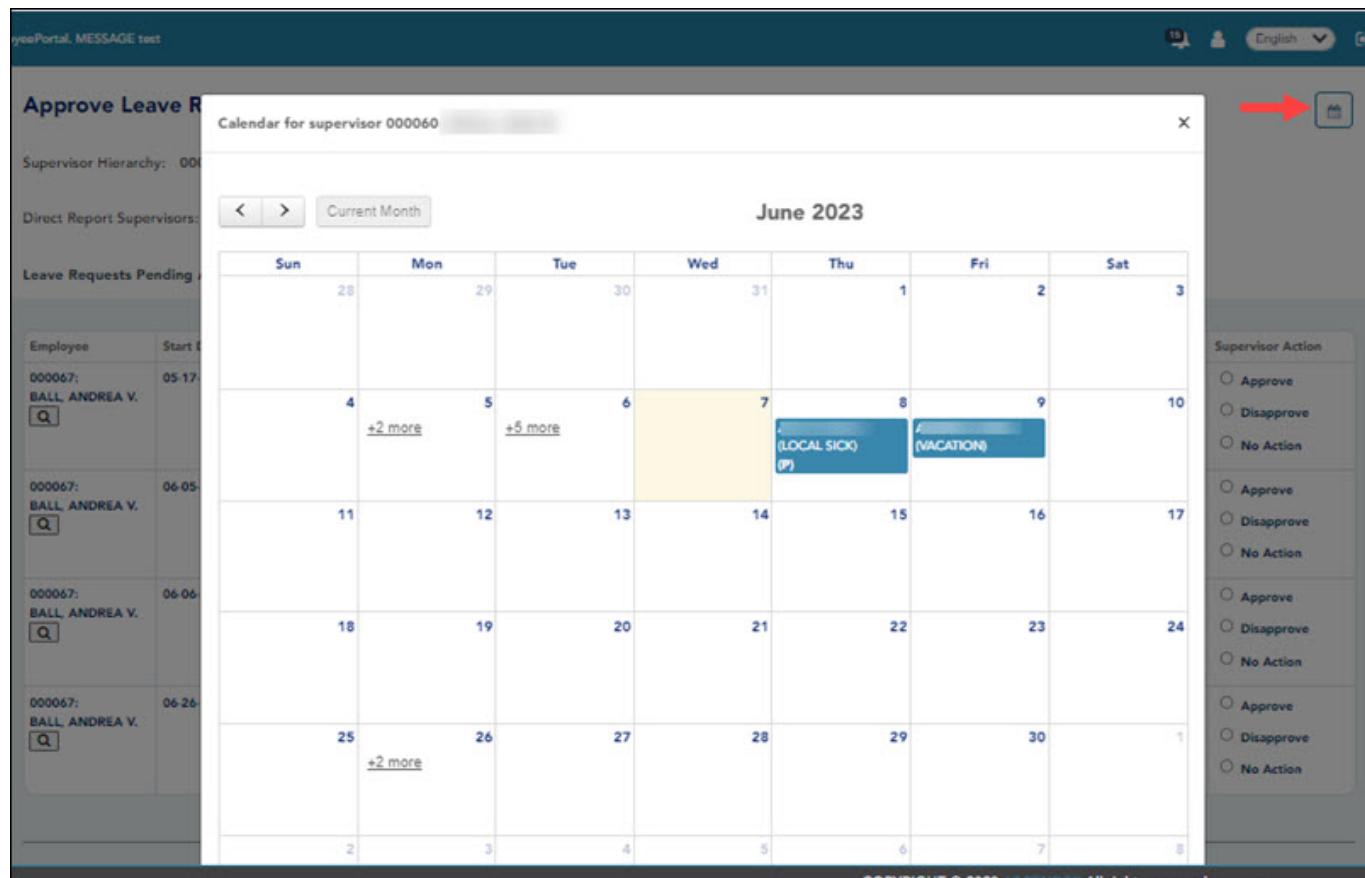




Table of Contents

In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests. This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.



Approve Leave Requests

Supervisor Hierarchy: 000060

Direct Report Supervisors:

Leave Requests Pending:

Employee	Start Date
000067: BALL, ANDREA V.	05-17-2023
000067: BALL, ANDREA V.	06-05-2023
000067: BALL, ANDREA V.	06-06-2023
000067: BALL, ANDREA V.	06-26-2023

Calendar for supervisor 000060

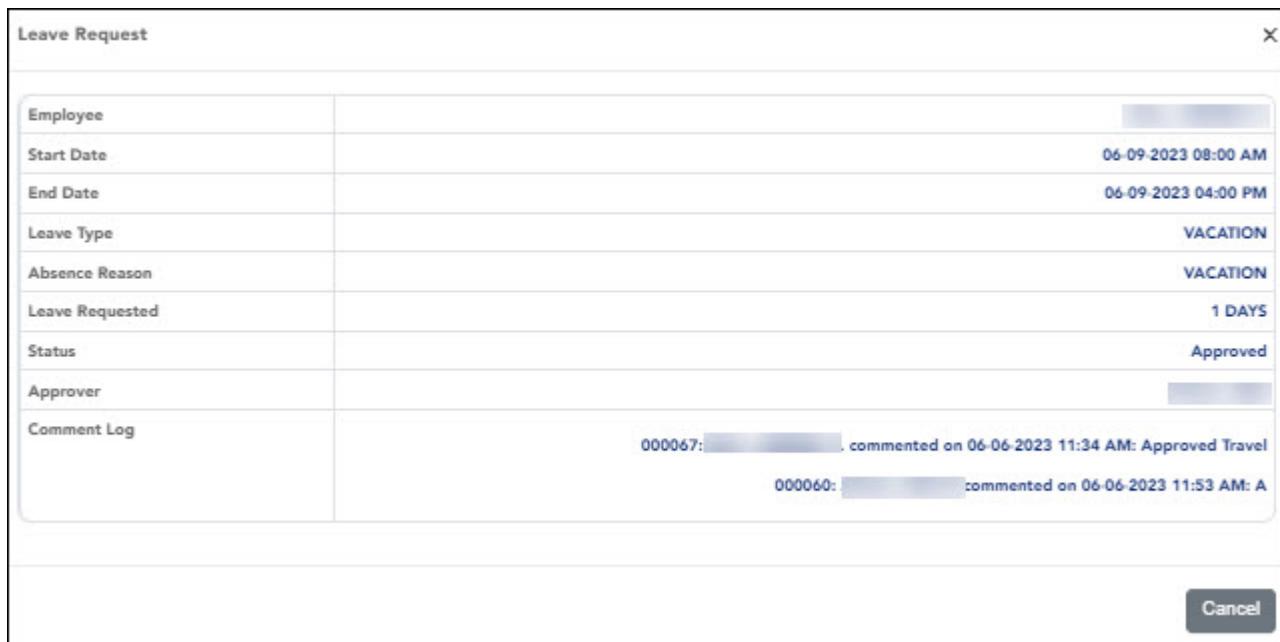
June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Supervisor Action

- Approve
- Disapprove
- No Action
- Approve
- Disapprove
- No Action
- Approve
- Disapprove
- No Action
- Approve
- Disapprove
- No Action

Click a leave request entry from the calendar to open a window with the leave request details.



Leave Request

Employee	
Start Date	06-09-2023 08:00 AM
End Date	06-09-2023 04:00 PM
Leave Type	VACATION
Absence Reason	VACATION
Leave Requested	1 DAYS
Status	Approved
Approver	
Comment Log	000067: [REDACTED] commented on 06-06-2023 11:34 AM: Approved Travel 000060: [REDACTED] commented on 06-06-2023 11:53 AM: A

Cancel

- Click  to view the previous month.

- Click  to view the next month.
- Click **Current Month** to view the current month. The **Current Month** button is only enabled if you are viewing a prior or future month.
- Click **X** or **Close** to close the calendar view and return to the table view.

Note: You may have to scroll down to view the **Close** button.



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