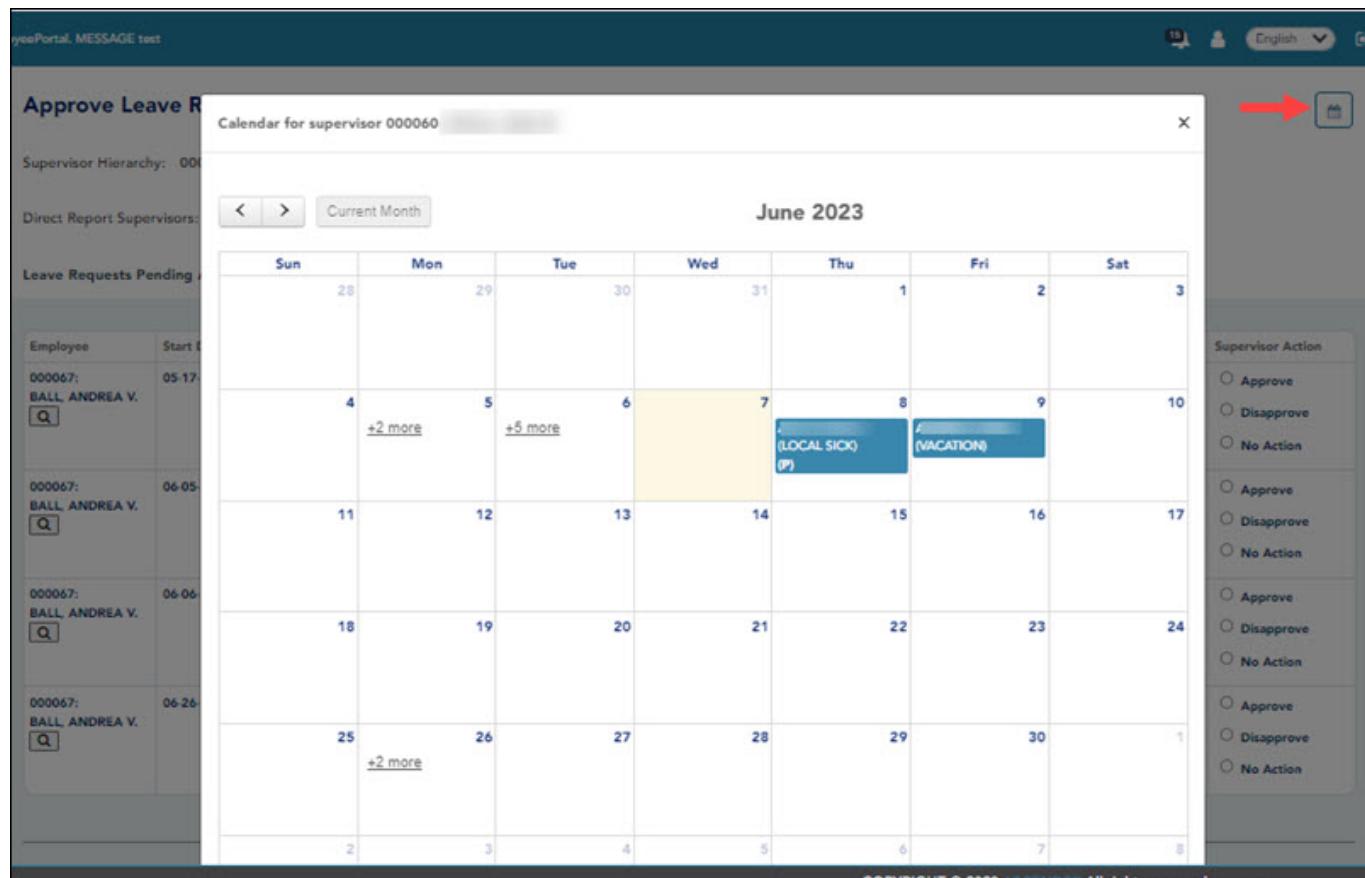


Table of Contents

- 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 Approval

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

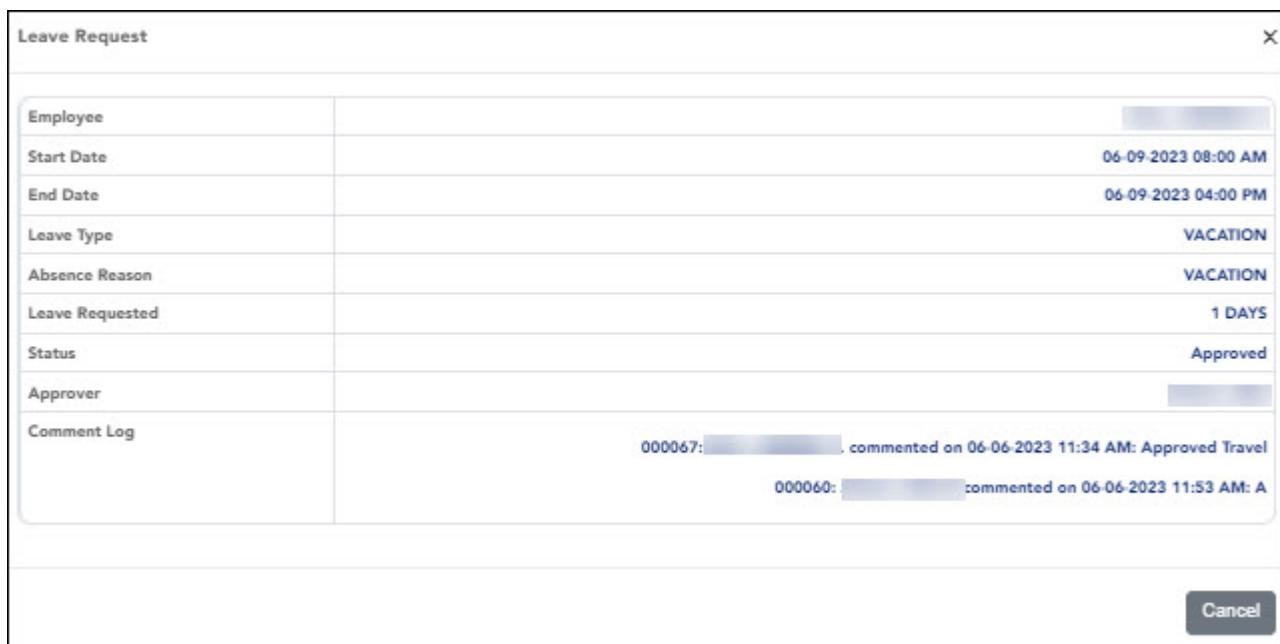
Calendar for supervisor 000060

June 2023

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

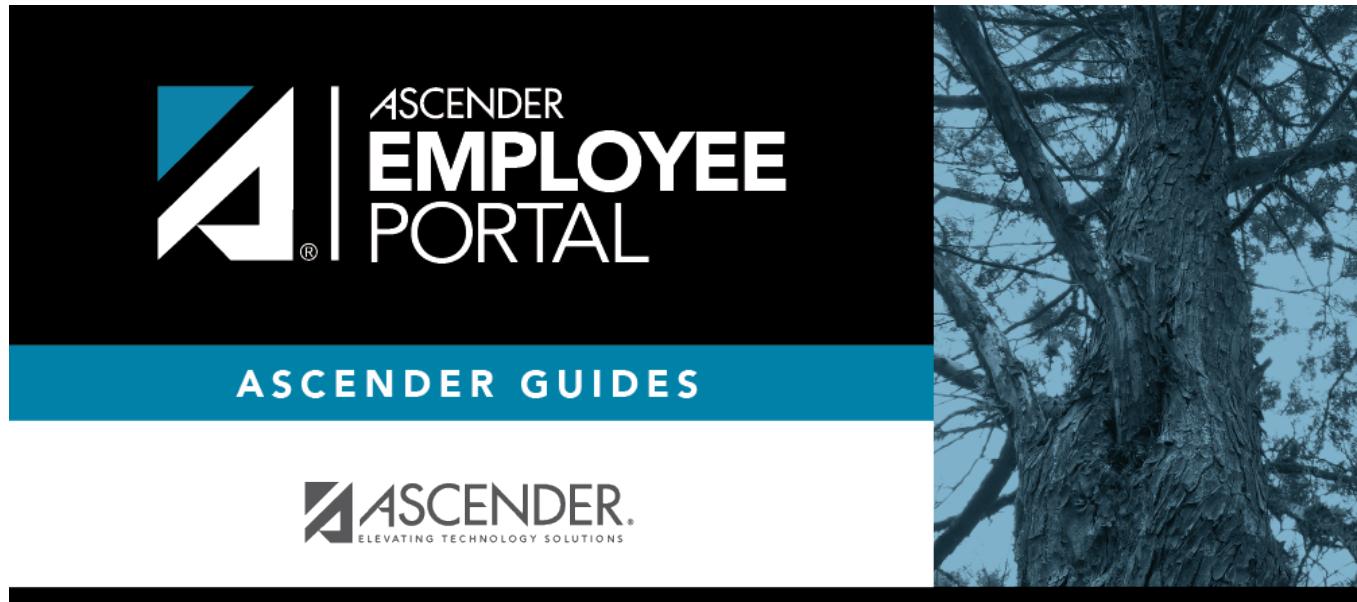
Employee	
Start Date	06-09-2023 08:00 AM
End Date	06-09-2023 04:00 PM
Leave Type	VACATION
Absence Reason	VACATION
Leave Requested	1 DAYS
Status	Approved
Approver	000060
Comment Log	<p>000067: [REDACTED] commented on 06-06-2023 11:34 AM: Approved Travel</p> <p>000060: [REDACTED] commented on 06-06-2023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

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 use the scroll bar to scroll down and view the **Close** button.



Back Cover