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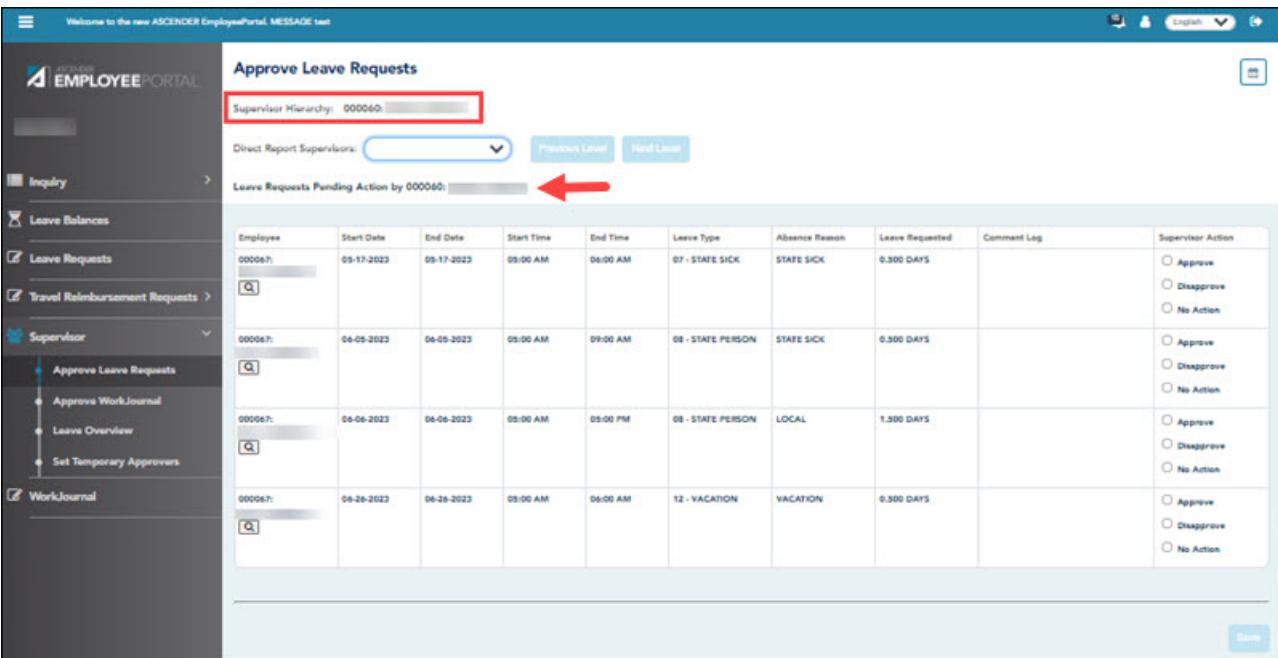
## EmployeePortal > Supervisor > Approve Leave Requests

This page is used to approve or disapprove employee leave requests. Additionally, you can review and take action on any leave requests that are submitted to your direct report employees who are supervisors.

If a direct report employee submits a leave request, an email message is automatically sent to the email address listed on your demographic record prompting you to take action on the leave request. Or, if a direct report employee deletes a leave request that has already been approved, you will receive an email message to notify you of this change. Therefore, it is important that all approvers in the approval path have an email address listed on their demographic record in Personnel. Additionally, you will receive a message notification in the top-right corner of the page.

### 1. View leave requests.

When you access the Approve Leave Requests page, your name is displayed in the **Supervisor Hierarchy** field and a list of leave requests pending your action is displayed if any.



The screenshot shows the 'Approve Leave Requests' page. The 'Supervisor Hierarchy' field is populated with '000060'. The 'Leave Requests Pending Action by 000060:' section is highlighted with a red arrow. The table lists four leave requests:

Employee	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Supervisor Action
000067	05-17-2023	05-17-2023	09:00 AM	06:00 AM	07 - STATE SICK	STATE SICK	0.500 DAYS		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> No Action
000067	06-05-2023	06-05-2023	09:00 AM	09:00 AM	08 - STATE PERSON	STATE SICK	0.500 DAYS		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> No Action
000067	06-06-2023	06-06-2023	08:00 AM	08:00 PM	08 - STATE PERSON	LOCAL	1.500 DAYS		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> No Action
000067	06-28-2023	06-28-2023	09:00 AM	06:00 AM	12 - VACATION	VACATION	0.500 DAYS		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> No Action

Field	Description
<b>Supervisor Hierarchy</b>	<p>Your employee number and name are displayed.</p> <p>Under <b>Leave Requests Pending Action</b>, a list of all pending leave requests from your direct report employees is displayed.</p> <p>Follow the steps in the <b>Approve or disapprove a leave request</b> section to take action on applicable leave requests.</p> <p>If you want to view pending leave requests that are awaiting action from one of your direct report supervisors. Select the supervisor's name from the <b>Direct Report Supervisors</b> drop-down field.</p>

- If you need to approve leave requests for any of your direct report supervisors, change the

## Supervisor Hierarchy.

<b>Direct Report Supervisors</b>	<p>If you have supervisors who report directly to you, click  to view a list of the supervisors.</p> <p>Select the supervisor's name. The <b>Next Level</b> button is enabled. Click <b>Next Level</b>.</p> <p>The selected supervisor's name is moved to the <b>Supervisor Hierarchy</b> level and a list of leave requests pending their approval is displayed.</p> <p>Follow the steps in the <b>Approve or disapprove a leave request</b> section to take action on the applicable leave requests.</p> <p>Click <b>Previous Level</b> to return to the list of pending leave requests for the previous level of supervisor hierarchy.</p>
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- To view the employee's leave balance summary, click  under the employee's name.

Leave Requests Pending Action by 000060:									
Employee	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Supervisor Action
000067: 	05-17-2023	05-17-2023	05:00 AM	06:00 AM	07 - STATE SICK	STATE SICK	0.500 DAYS		<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action
000067: 	06-05-2023	06-05-2023	05:00 AM	09:00 AM	08 - STATE PERSON	STATE SICK	0.500 DAYS		<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action

The Leave Balance Summary window opens with the employee's leave balance details.

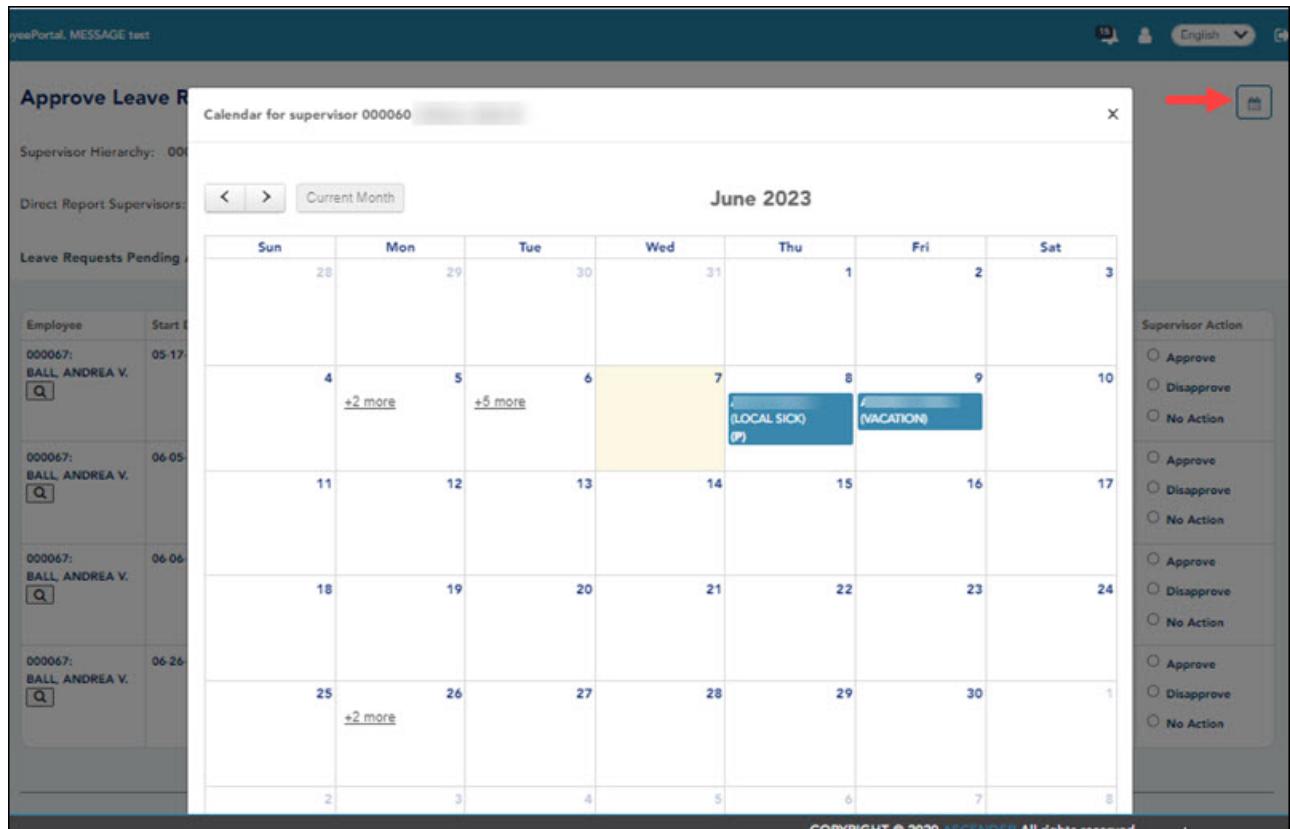
Leave Balance Summary for 000067:							
Payroll Frequency: Semimonthly CYR							
Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available	Units
							

<b>Leave Type</b>	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
<b>Beginning Balance</b>	The leave balance as of the beginning of this year for each leave type is displayed.
<b>Advanced/Earned</b>	The number of units of leave advanced or earned as of the last pay period is displayed.
<b>Pending Earned</b>	The total leave earned but not yet processed through payroll is displayed.
<b>Used</b>	The number of units of leave used as of the last pay period is displayed.
<b>Pending Used</b>	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the <b>Available Balance</b> field.
<b>Available</b>	The total number of leave units still available for use is displayed. The <b>Available</b> balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used
<b>Units</b>	Indicates the type of units (hours or days) that is used when calculating leave requests.

- Click **OK** to close the window.

## 2. View leave in a calendar format.

- 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.



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



- 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.

### 3. Approve or disapprove a leave request.

Under **Leave Requests Pending Action**, a list of leave requests pending action is displayed with the following details:

<b>Employee</b>	The employee number and name are displayed.
<b>Start and End Date</b>	The start and end date range for the leave request is displayed in the MMDDYYYY format.
<b>Start and End Time</b>	The start and end time range for the leave request is displayed in the HH MM format.
<b>Leave Type</b>	The leave type requested is displayed.
<b>Absence Reason</b>	The absence reason for the leave request is displayed.
<b>Leave Requested</b>	The total amount of requested leave and unit type (i.e., hours or days) is displayed.
<b>Comment Log</b>	Any employee comments that were added to the leave request are displayed.

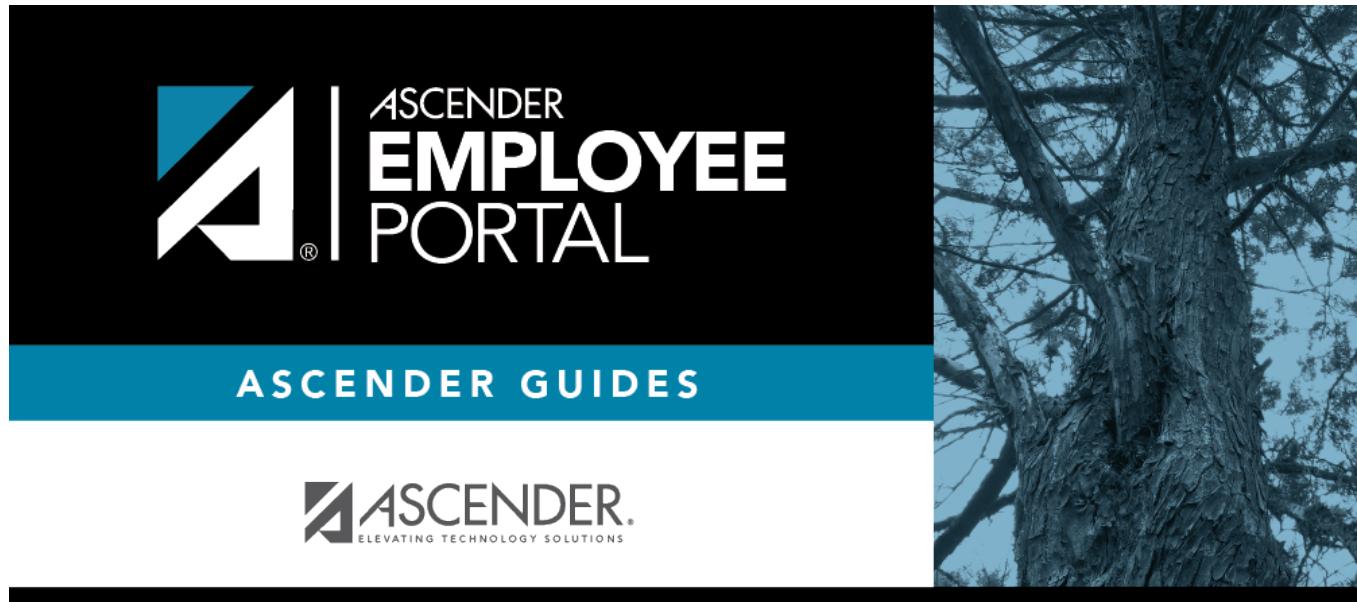
- Under **Supervisor Action**, select the appropriate action (**Approve**, **Disapprove**, or **No Action**).

<b>Comment Log</b>	<b>Supervisor Action</b>
No coverage, select another date.	<input type="radio"/> <b>Approve</b> <input checked="" type="radio"/> <b>Disapprove</b> <input type="radio"/> <b>No Action</b>

- The Comment Log text box is enabled if **Approve** or **Disapprove** is selected. Type any comments related to the leave request.
- If you approve the leave request, a comment is not required.
  - If you disapprove the leave request, a comment is required. This comment is included in the email message that is sent to the employee notifying them of the action taken.
- Click **Save**. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/disapproved) taken on the request.
- If the request is approved or disapproved, the request is no longer displayed in the list of pending leave requests.

- If no action is taken, the request remains in the list of pending leave requests.

**Admin Note:** The payroll department will use the Utilities > Import Online Leave Requests page in the ASCENDER Payroll application to import the leave request(s) from EmployeePortal and create a leave transmittal to be processed by payroll. After a leave transmittal has been created in Payroll, the employee can no longer edit or delete the leave request.



## Back Cover