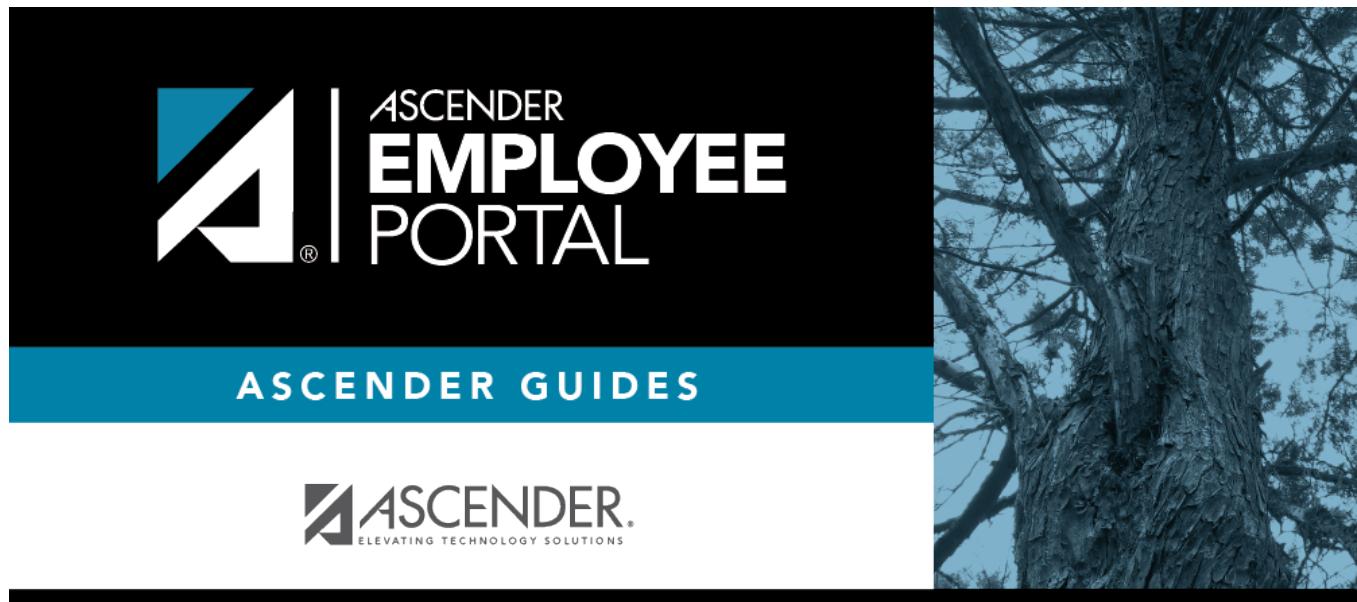




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When you access the Approve Leave Requests page, your name is displayed in the **Supervisor Hierarchy** field and a list of leave requests pending your action is displayed below if any.

Supervisor Hierarchy	<p>Your employee number and name are displayed.</p> <p>Under Leave Requests Pending Action, a list of all pending leave requests from your direct report employees is displayed.</p> <p>Follow the steps in the Approve or disapprove a leave request 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 Direct Report Supervisors drop-down field.</p>
Direct Report Supervisors	<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 Next Level button is enabled. Click Next Level.</p> <p>The selected supervisor's name is moved to the Supervisor Hierarchy level and a list of leave requests pending their approval is displayed.</p> <p>Follow the steps in the Approve or disapprove a leave request section to take action on the applicable leave requests.</p> <p>Click Previous Level to return to the list of pending leave requests for the previous level of supervisor hierarchy.</p>



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