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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.

The screenshot shows the 'Approve Leave Requests' page. The 'Supervisor Hierarchy' field is highlighted with a red box. A red arrow points to the 'Leave Requests Pending Action by 000060' section, which displays a list of pending leave requests for a supervisor. The list includes columns for Employee, Start Date, End Date, Start Time, End Time, Leave Type, Absence Reason, Leave Requested, Comment Log, and Supervisor Action (Approve, Disapprove, No Action).

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="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> 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="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action
000067:	06-06-2023	06-06-2023	09:00 AM	05:00 PM	08 - STATE PERSON	LOCAL	1.500 DAYS		<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action
000067:	06-26-2023	06-26-2023	09:00 AM	06:00 AM	12 - VACATION	VACATION	0.500 DAYS		<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action

Supervisor Hierarchy	Your employee number and name are displayed. Under Leave Requests Pending Action , a list of all pending leave requests from your direct report employees is displayed. Follow the steps in the Approve or disapprove a leave request section to take action on applicable leave requests. 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.
Direct Report Supervisors	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 . The selected supervisor's name is moved to the Supervisor Hierarchy level and a list of leave requests pending their approval is displayed. 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.

To view the employee's leave balance summary, click under the employee's name. The Leave Balance Summary window opens.

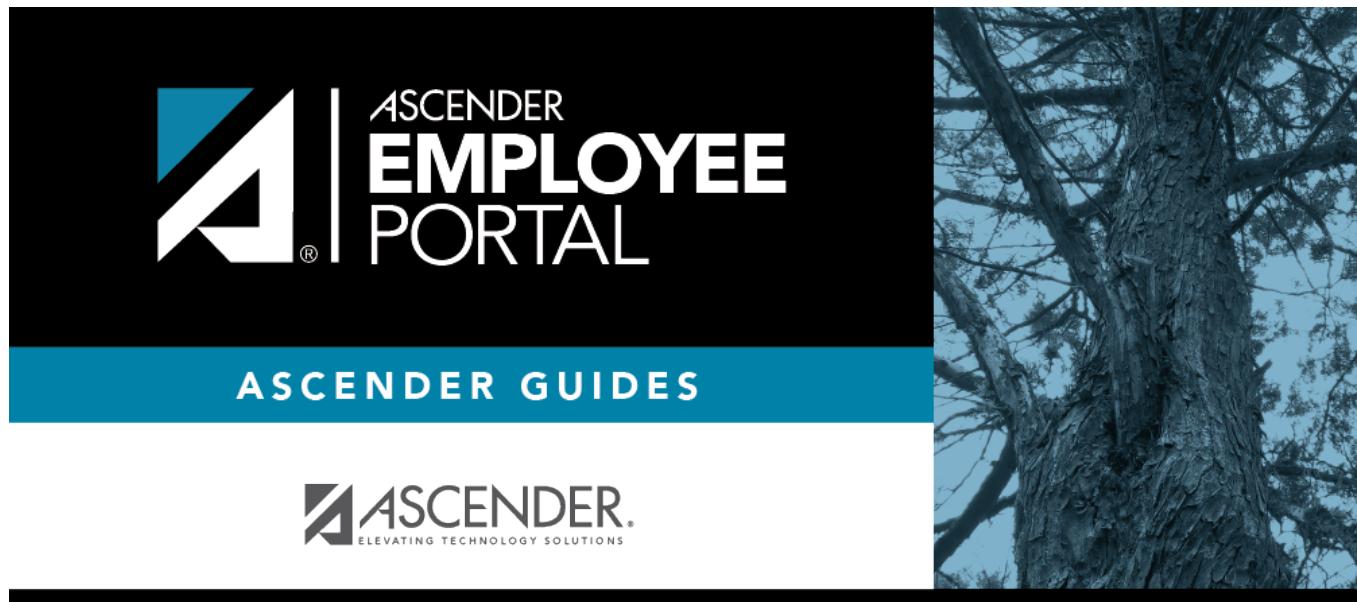
Leave Balance Summary for 000067:

Payroll Frequency: Semimonthly CYR

Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available	Units
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OK

Click **OK** to close the window.



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