



Table of Contents

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>

- To view the employee's leave balance summary, click  under the employee's name. 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

OK 

Leave Type	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.
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.
Pending Earned	The total leave earned but not yet processed through payroll is displayed.
Used	The number of units of leave used as of the last pay period is displayed.
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the Available Balance field.
Available	The total number of leave units still available for use is displayed. The Available balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used
Units	Indicates the type of units (hours or days) that is used when calculating leave requests.

Click **OK** to close the window.



Back Cover