

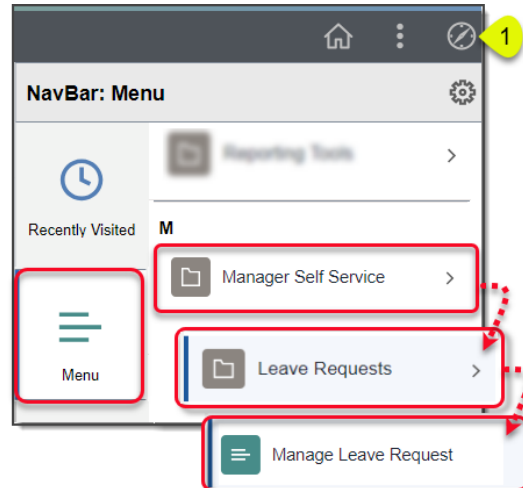
How to Manage Leave Requests

Manage Leave Request page provides managers the ability to approve, deny, or tentatively approve (requests for a future date more than two (2) months in advance) leave request.

Approve a Leave Request

1. Navigate to **Manage Leave Request** page within Manager Self Service:

- Click **Navbar**.
- Select **Menu**.
- Select **Manager Self– Service**
- Select **Leave Request**.
- Select **Manage Leave Request**.

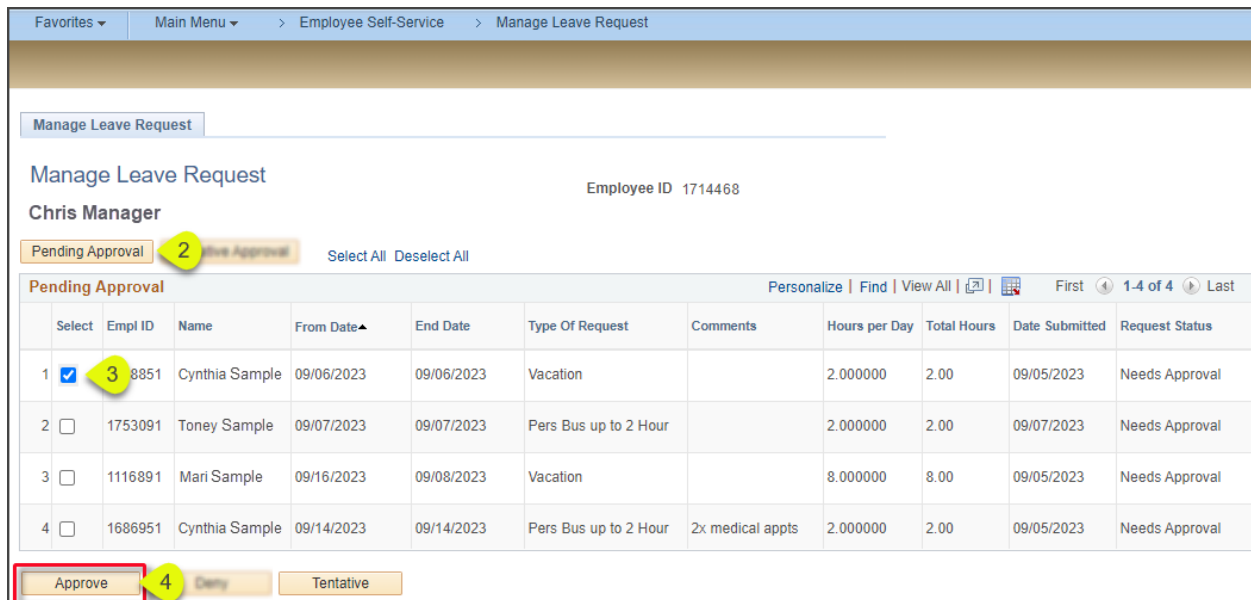


2. **Manage Leave Request** page opens on the Pending Approval tab displaying leave requests that are pending approval.

3. Select box of leave request row to approve.

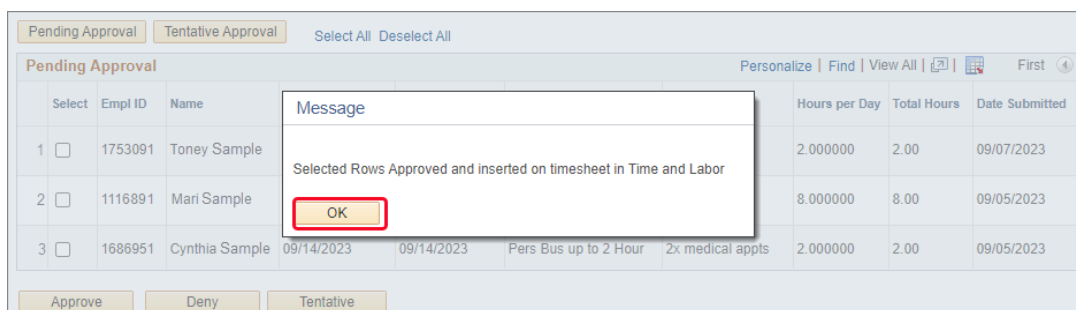
Note: Use “**Select All or Deselect All**” link to approve all leave request rows.

4. Click **Approve**.



IMPORTANT! Requests approved by manager go directly into employee timesheet.

5. Click **OK** on the timesheet message.



How to Manage Leave Requests

Deny a Leave Request

1. On **Manage Leave Request** page, select box of leave request row to deny. **Note:** Use “**Select All or Deselect All**” link to approve all leave request rows.
2. Click **Deny**.

Manage Leave Request

Employee ID 1714468

Chris Manager

Pending Approval Tentative Approval Select All Deselect All

Select	Empl ID	Name	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status
<input checked="" type="checkbox"/>	53091	Toney Sample	09/07/2023	09/07/2023	Pers Bus up to 2 Hour		2.000000	2.00	09/07/2023	Needs Approval
<input type="checkbox"/>	1116891	Mari Sample	09/16/2023	09/08/2023	Vacation		8.000000	8.00	09/05/2023	Needs Approval
<input type="checkbox"/>	1686951	Cynthia Sample	09/14/2023	09/14/2023	Pers Bus up to 2 Hour	2x medical appts	2.000000	2.00	09/05/2023	Needs Approval

Approve Deny Tentative

3. Click **OK** on the denied message.

Pending Approval Tentative Approval Select All Deselect All

Select	Empl ID	Name	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status
<input type="checkbox"/>	1116891	Mari Sample	09/16/2023				8.000000	8.00	09/05/2023	
<input type="checkbox"/>	1686951	Cynthia Sample	09/14/2023		to 2 Hour	2x medical appts	2.000000	2.00	09/05/2023	

Message

Selected Rows Denied

OK

Approve Deny Tentative

Tentatively Approve a Request (For future leave requests two (2) months or more in advance).

1. On **Manage Leave Request** page, select box of leave request row to deny.
2. Click **Tentative**.

Manage Leave Request

Employee ID 1714468

Chris Manager

Pending Approval Tentative Approval Select All Deselect All

Select	Empl ID	Name	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status
<input checked="" type="checkbox"/>	116891	Mari Sample	11/20/2023	11/20/2023	Vacation		8.000000	8.00	09/05/2023	Needs Approval

Approve Deny Tentative

3. Click **OK** on the denied message.

Pending Approval Tentative Approval Select All Deselect All

Select	Empl ID	Name	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status
<input type="checkbox"/>	1686951	Cynthia Sample	09/14/2023		Hour	2x medical appts	2.000000	2.00	09/05/2023	

Message

Selected Rows tentatively approved

OK