## **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.
- 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.

Fa	vorites ·	• M	ain Menu 👻 🔷 >	Employee Sel	f-Service > M	anage Leave Request							
Ma	nage L	eave Requ	lest										
Ma Ch Per	Ianage Leave Request  Employee ID 1714468    hris Manager  ending Approval												
Per	nding /	Approval	~				Person	alize   Find   Vie	ew All   🔄	📕 🛛 First 🕚	1-4 of 4 🛞 Last		
	Select	Empl ID	Name	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status		
1		3 8851	Cynthia Sample	09/06/2023	09/06/2023	Vacation		2.000000	2.00	09/05/2023	Needs Approval		
2		1753091	Toney Sample	09/07/2023	09/07/2023	Pers Bus up to 2 Hour		2.000000	2.00	09/07/2023	Needs Approval		
3		1116891	Mari Sample	09/16/2023	09/08/2023	Vacation		8.000000	8.00	09/05/2023	Needs Approval		
4		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		
	Approv	re 4	Deny	Tentative									

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

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

P	ending A	pproval	Tentative Approval	Select All Deselect All			
P	ending	Approval		Pers	onalize   Find   Vie	ew All   🔄	😱 First 🕢
	Select	Empl ID	Name	Message	Hours per Day	Total Hours	Date Submitted
		1753091	Toney Sample	Selected Rows Approved and inserted on timesheet in Time and Labor	2.000000	2.00	09/07/2023
1	2	1116891	Mari Sample	ОК	8.000000	8.00	09/05/2023
	3 🗆	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
	Approv	/e	Deny	Tentative			







# **How to Manage Leave Requests**

### Deny a Leave Request

- 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.

				1714468	Employee ID	Manage Leave Request Chris Manager									
Pending Approval Tentative Approval Select All Deselect All															
Pending Approval Personalize   Find   View All   🕢   🧱 First 🕢 1-3 of 3 🕢 Last															
Request Status	Date Submitted	Total Hours	Hours per Day	Comments	Type Of Request	End Date	From Date	Name	Empl ID	Select					
Needs Approval	09/07/2023	2.00	2.000000		Pers Bus up to 2 Hour	09/07/2023	09/07/2023	Toney Sample	1 53091	•					
Needs Approval	09/05/2023	8.00	8.000000		Vacation	09/08/2023	09/16/2023	Mari Sample	1116891						
Needs Approval	09/05/2023	2.00	2.000000	2x medical appts	Pers Bus up to 2 Hour	09/14/2023	09/14/2023	Cynthia Sample	1686951						
	09/05/2023	2.00	2.000000	2x medical appts	Pers Bus up to 2 Hour	09/08/2023	09/16/2023 09/14/2023 Tentative	Cynthia Sample	1116891	Approv					

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

P	ending A	pproval	Tentative Approva	Select All De	eselect All						
Р	Pending Approval Personalize   Find   View All   🔄   🧱 First										
	Select	Empl ID	Name	From Date+	Message	est	Comments	Hours per Day	Total Hours	Date Submitted	
	1	1116891	Mari Sample	09/16/2023	Selected Rows Denied			8.000000	8.00	09/05/2023	
	2	1686951	Cynthia Sample	09/14/2023	ОК	to 2 Hour	2x medical appts	2.000000	2.00	09/05/2023	
	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    Pending Approval  Personalize   Find   View All   20   III  First (A) 1-1 of 1 (A) Last											
	Select	Empl ID	Name	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status
		1 16891	Mari Sample	11/20/2023	11/20/2023	Vacation		8.000000	8.00	09/05/2023	Needs Approval

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

Pending Approval Tentative Approval Select All Des					Message		Persona	alize   Find   Vie	w All   [フ]	First 🕢
	Select	Empl ID	Name	From Date-	Selected Rows tentatively approved		Comments	Hours per Day	Total Hours	Date Submitted
1		1686951	Cynthia Sample	09/14/2023	ОК	Hour	2x medical appts	2.000000	2.00	09/05/2023



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Additional resources and training opportunities can be found on the **PeopleSoft site**, <u>found here</u>. Or follow this navigation path: **SDUSD > Staff Portal > Applications & Support >IT Department >** Select **PeopleSoft** from the **IT Resources drop down menu**.