



# Quick Reference Guide

## How to Process Leave Requests

### Step 1: Access Leave Requests

The supervisor's **Your People** tab displays direct report employees. If employees entered leave requests, the **Approval Requests** menu item will display. ❶ Click Approval Requests to review and process leave.

- Select an Employee
- Approval Requests (2)**
- Monthly Certification
- Org Chart
- Summary
- Transactions
- Record TimeOut
- Remove TimeOut
- Make Adjustments
- Vacation Payout
- Profile
- Policy History
- Monthly Reporting Logs
- Activity Log
- Work Week
- How do I...?

### Steps 2, 3, 4: Process Leave Requests

❷ For each employee's request, click **Process** to review the information.

Process Approvals for Michael Fox		Print
Salvatore Rotolo is requesting vacation from Wed 15-Jun-2011 to Thu 16-Jun-2011.	<a href="#">process</a>	
Steve Hill is requesting sick from Wed 15-Jun-2011 to Fri 17-Jun-2011.	<a href="#">process</a>	
Olya Klein is requesting vacation from Mon 13-Jun-2011 to Fri 17-Jun-2011.	<a href="#">process</a>	

❸ Click **Decide Later**, **Accept**, or **Reject** on each date requested to process the leave request. Use the **Show Calendar** link to view the monthly calendar of all your employees which will help determine if too many employees are requesting the same days off. If **Reject** is selected, comments are required. The employee will receive e-mail notification when leave requests are processed. Additionally, your responses to leave requests will display on the employee's Approval Response Page. The employee will be able to make changes, such as add/delete days if they did not take requested time off.

❹ After making selections on each date requested, click **Submit**. As a shortcut, use **Accept All** or **Reject All** for all of the dates requested. The **Back** button is available if you do not want to process any of the dates requested at the time of viewing.

Approve TimeOut for Salvatore Rotolo						Print
Salvatore Rotolo is requesting vacation from Wed 15-Jun-2011 to Thu 16-Jun-2011.						
Date Requested	Decide Later	Accept	Reject	Description	New Balance	
Wed 06/15/11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vacation 8.00 hours	122.00	
Thu 06/16/11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vacation 8.00 hours	114.00	
Your comments:						
<input type="text"/>						
<a href="#">Show Calendar</a>						
<a href="#">Accept All</a>		<a href="#">Submit</a>		<a href="#">Reject All</a>		
<a href="#">Back</a>						