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. Click Approval Requests to review and process leave.

Steps 2, 3, 4: Process Leave Requests

① For each employee’s request, click Process to review the information.

② 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.

③ 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.

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