

Leave Report on Employee Self Service – Supervisor Approval

General Guidelines for Leave Reports:

Self

Leave Report on Employee Self Service – Supervisor Approval

Step Three: Choose Approver Acknowledge Time and click Select. If acting as a proxy, use the drop down arrow to select the person for whom you are approving leave.

Step Four: Items for approval are

Leave Report on Employee Self Service – Supervisor Approval

Step Five: Review the submitted report. Click on the employee name to open the Leave Report.

Review reported leave time. Unpaid time other than FMLA should still be routed through Human Resources for entry.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance