

Leave Approval View

The Leave Approval view allows you to approve or deny an employee's request for time off.

The most common way to reach the leave approval view is to click a dashboard item indicating that there are leave requests to review. The dashboard item drills down to the Pending Leave Requests view, which graphs all of the requests, and allows you to drill further to the Leave Approval view.

General Information

Time Off Request			
	ID	Badge	Workgroup
Adams, Kathy	178	6100194	L1 -CASHE-S2
<i>Request 3:00 Hours on 12/09/05. Starting at 10:45. Using Vacation.</i>			
<i>I have a dental appointment in the morning.</i>			

From the top of the page, you can view the requested day or range of days. In this example, Kathy Adams requests 3 hours on 12/09. Employee comments for the leave request are also displayed.

Benefit Balances

Employee: Adams, Kathy		Return to List									
Options		Time Off Request			Mo	Tu	We	Th	Fr	Sa	Su
Approve	Adams, Kathy	ID	Badge	Workgroup	Nov 28	29	30	Dec 1	2	3	4
Deny		178	6100194	L1 -CASHIE-S2	5	6	7	8	Dec 9	10	11
Change	Request 3:00 Hours on 12/09/05. Starting at 10:45. Using Vacation.										
Remove	I have a dental appointment in the morning.										
Benefit Balances											
Benefit	Current Balance	Projected Use	Existing Requests	Projected Future Balance	Projected New Ending Balance						
Vacation	0:00	0:00	0:00	0:00	-3:00						
Sick	0:00	0:00	0:00	0:00	0:00						
Personal	0:00	0:00	0:00	0:00	0:00						
Jury Duty	0:00	0:00	0:00	0:00	0:00						
Brvment 1	0:00	0:00	0:00	0:00	0:00						
Brvment 2	0:00	0:00	0:00	0:00	0:00						
Holiday	0:00	0:00	0:00	0:00	0:00						
Vac Adv.	0:00	0:00	0:00	0:00	0:00						
FMLA	0:00	0:00	0:00	0:00	0:00						

Before processing the leave request, you can review employee benefit balances. The employee's benefit balances and other statistics are available in the Benefit Balances table.

- Benefit- the name of the benefit bank
- Current Balance- the amount of leave time the employee has in the benefit bank
- Projected Use- the amount of leave time that would be used in this request
- Existing Requests- additional amounts of requested leave time
- Projected Future Balance- the amount of leave time left in the benefit bank if you deny the request
- Projected New Ending Balance- the amount of leave time left in the benefit bank if you approve the request

Based on your configuration, your benefit balances may look different in another type of leave approval view, displaying:

- The current benefit balance with the current date to the left.
- Previous addressed and unaddressed requests in the middle area.
- The amount of previous approved requests (the total hours for all absence planned schedules using the selected benefit from the current date until the last known time off request, or one year from now, whichever is later) and the projected balance (the current balance reduced by the previously approved amount).

Employee: Thibideau, Johnathan [Return to List](#)

Options		Time Off Request				Mo	Tu	We	Th	Fr	Sa	Su
Approve Deny Change Remove	Thibideau, Johnathan <i>Request 8:00 Hours from Mon Dec-26 05 to Mon Dec-26 05. Using Sick.</i> Family Time	ID	Badge	Workgroup	Dec 19	20	21	22	23	24	25	
		1234	1	Nas-01 -S1	Dec 26	27	28	29	30	31	Jan 1	
					2	3	4	5	6	7	8	
					9	10	11	12	13	14	15	
				16	17	18	19	20	21	22		

Vacation	Status	Date	Comments	Vacation
Current Balance	Approved	Mon Dec-05 05	Fri Dec-09 05	Previously Approved
216 : 00	Approved	Mon Dec-05 05	Fri Dec-09 05	42 : 30
as of Thu Nov-17 05	Approved	Mon Dec-05 05	Fri Dec-09 05	Projected
	Approved	Mon Dec-05 05	Fri Dec-09 05	173 : 30
			Family Trip	as of Mon Jan-23 06

Sick	Status	Date	Comments	Sick
Current Balance	Approved	Mon Dec-19 05	Mon Dec-19 05	Previously Approved
136 : 00	Approved	Fri Dec-02 05	Fri Dec-02 05	8 : 30
as of Thu Nov-17 05	Denied	Thu Dec-01 05	Thu Dec-01 05	Projected
	Approved	Thu Dec-01 05	Thu Dec-01 05	127 : 30
	Pending	Mon Jan-23 06	1:00	as of Mon Jan-23 06
	Pending	Mon Dec-26 05	Mon Dec-26 05	Family Time

Schedules

Monday	Tuesday	Wednesday	Thursday	Friday												
Nov 14	Nov 15	Nov 16	Nov 17	Nov 18												
				Workgroup Statistics <table border="1"> <thead> <tr> <th>Schedules</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Normal</td> <td>80 639:30</td> </tr> <tr> <td>Absent</td> <td>2 16:00</td> </tr> </tbody> </table> Scheduled Absences Mclaughlin, ... 8:00 Vacation Monastra, D... 8:00 Vacation Also Requesting Time Off... <table border="1"> <thead> <tr> <th>Employee</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Dambach, Barry</td> <td>Pending</td> </tr> <tr> <td>Adolph, Janet</td> <td>Pending</td> </tr> </tbody> </table>	Schedules	Hours	Normal	80 639:30	Absent	2 16:00	Employee	Type	Dambach, Barry	Pending	Adolph, Janet	Pending
Schedules	Hours															
Normal	80 639:30															
Absent	2 16:00															
Employee	Type															
Dambach, Barry	Pending															
Adolph, Janet	Pending															

Before processing the leave request, you can review employee schedules. Based on your configuration, you may have the following information:

- Workgroup Statistics - whether or not there are enough employees scheduled for the proposed day off.

Workgroup Statistics		
Schedules	Hours	
Normal	5	40:00
Absent	0	0:00

- Scheduled Absences- whether other employees are scheduled to be off for that day or date range

Scheduled Absences		
Mclaughlin, ...	8:00	Vacation
Monastra, D...	8:00	Vacation

- Also Requesting Time Off- whether other employees have pending leave requests for that day.

Also Requesting Time Off...	
Employee	Type
Thibideau, Johnathan	Pending

- If the employee doesn't have schedules on a specific date, the "Currently Unscheduled" message is displayed for that day.

Saturday		
Nov	19	
Adams, Kathy		
Start	End	Amount
Currently Unscheduled		

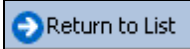

Processing Leave Requests

You can approve or deny the leave request. Once the leave request is approved or denied, the “Approved” or “Denied” message is displayed.

Options	Time Off Request			
Denied	Adams, Kathy	ID 178	Badge 6100194	Workgroup L1 -CASHIE-S2
<i>Request 3:00 Hours on 12/09/05. Starting at 10:45. Using Vacation.</i>				

Based on your system configuration, you may change or remove the request without approving or denying it. Any actions you take, such as Approve, Deny, Change or Remove can be emailed to the employee.

Browsing

After you have approved or denied the request, click  to return to the list of other employees who have requested leave or use the  drop-down menu to view the next employee's leave request and related statistics.