

Approve or Reject Leave Requests

Instructions

You can access pending requests in two ways:

1. Click on the **View Employee Time & Leave** tile on the Manager Dashboard landing page, OR select the Transaction ID in your Worklist, where any new requests will appear.

The screenshot shows the Manager Dashboard with several tiles. The 'View Employee Time & Leave' tile is highlighted with a red box and a circled '1'. Below the tiles is a Worklist section with a summary bar showing 1 Total, 1 Employee Leave Request, and 0 Others. Below the summary bar is a table with the following data:

| Level | Transaction Code | Department | Transaction ID | Assigned Date | Priority | Employee ID | Employee |
|-------|-------------------------------|------------|----------------------|--------------------------|----------|-------------|---------------|
| 1 | Employee Leave Request (LREQ) | 150 | 20251109000000011046 | 12/03/2025 03:45:18 p.m. | Normal | 241641 | DOO, SCOOBY D |

This opens the Employee Leave Request (**LREQ**) page. Review key information, including:

- The requested dates
- The type of leave, such as annual, sick, comp leave
- Any comments or attachments provided by the employee

2. If the request can be accommodated, select **Approve**. This sends the request forward for processing.

If the request cannot be accommodated, select **Reject**. You'll be prompted to provide a reason, which will be shared with the employee. Be sure to use clear, professional language when giving feedback. For example: *'Request cannot be approved due to project coverage needs.'*

The screenshot shows the Employee Leave Request (LREQ) page. The 'Approve' and 'Reject' buttons are highlighted with a red box and a circled '2'. The page displays the following information:

Employee Leave Request (LREQ) ☆ Pending | Close Approve Reject

DOO, SCOOBY D | Appointment ID: -

View Attendance Card View Leave Balance

Grid Actions

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

| Leave Type | Leave Type Description | Start Date | End Date | Partial Day | Hours | Attachments |
|------------|------------------------|------------|------------|-------------|-------|-------------|
| A | ANNUAL USAGE | 12/05/2025 | 12/05/2025 | No | 08:00 | |

After you take action, the request status will update automatically. Employees will receive a notification, and you can view their full history under the **View Leave Request** tile.



TIPS FOR SUCCESS

- Review requests promptly so employees can plan ahead.
- If you notice discrepancies in your history, contact HR or Payroll.
- Communicate openly if a request conflicts with business needs.
- Encourage employees to provide as much detail as possible when submitting their Requests.
- Remember: once approved, the employee will still need to code their leave in their timesheet.