My Leave: Supervisor Approvals

Supervisors can access their employees' My Leave exception time and timesheet requests through the portal. The Manager tile in the portal (shown below) indicates whether there are requests pending.

Note: If a proxy has been established, only the proxy will receive the timesheet and leave requests, not the supervisor. The Proxy can access approval requests through the Manager option in the portal toolbar.

1. Select the Leave Approval requests or Timesheet Approval requests you would like to review, approve, or deny. Your Approval Inbox appears.

2. To view all requests, click Search. You can also search for a specific employee by entering the Empl ID before clicking Search.

3. Select the box next to the employee's name and select your action of Approve or Deny.
4. If you would like to check the action you completed, you can view the employee’s calendar by selecting the employee from the drop-down list on your Calendar tab in My Leave.

**Note:** HCM sends email notifications to supervisors for the actions they can take in the system. You can select which notifications you want to receive through My Leave Preferences. To access your My Leave Preferences, click the Preferences button from your My Leave calendar.