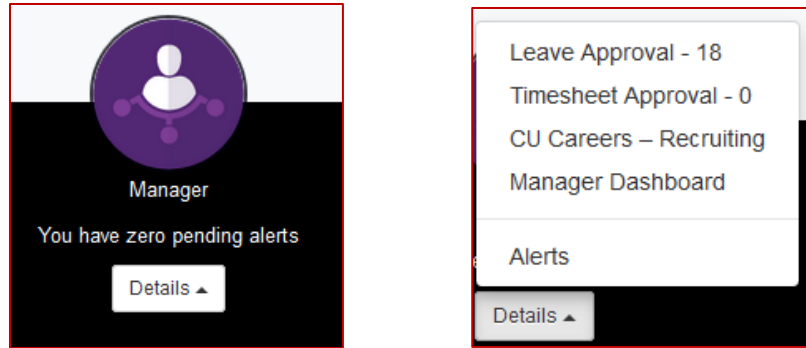


Human Capital Management: Step-by-Step Guide

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.

Approval Inbox

TransactionType:

Use Saved Search:

Empl ID:

Name:

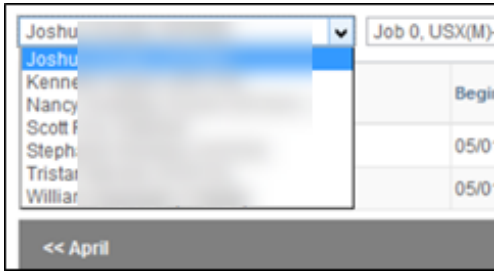
Earnings Code:

3. Select the box next to the employee's name and select your action of **Approve** or **Deny**.

Timesheet Details

	Select Flag	Name	Empl ID
1	<input type="checkbox"/>	[blurred]	[blurred]
2	<input type="checkbox"/>	[blurred]	[blurred]

- 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.

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheet Cancel / Rebuild	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Designate Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preferences Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Auto-generated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save & Return Close