

System fixes for June 6-10 ^[1]

June 10, 2016 by [Employee Services](#) ^[2]

This week, we rolled out an update to My Leave supervisor notifications.

When an employee requested time and marked it as “Taken,” their supervisor received an email requesting their approval in My Leave; however, supervisor approvals are not necessary for “Taken” entries.

We have created a new email notification template for these types of requests with instructions stating no action is required.

Here’s an example of the notification:

This is an automated email from the Leave program. Please do not reply to this email.

Example Employee has taken 9 hours Sick Leave from 05/23/2016 at 8:00 AM to 05/23/2016 at 5:30 PM.

Details:

Employee: Example Employee

Emplid: 123XXX

Status: Taken

Hours: 9

Start: 05/23/2016 at 8:00 AM

End: 05/23/2016 at 5:30 PM

Earn Code: SCK

Type: Sick Leave

Description:

Comments:

This is a notification only and no action is required.

[HCM System Fixes](#) ^[3], [My Leave](#) ^[4]

Display Title:

System fixes for June 6-10

Send email when Published:

No

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Links

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