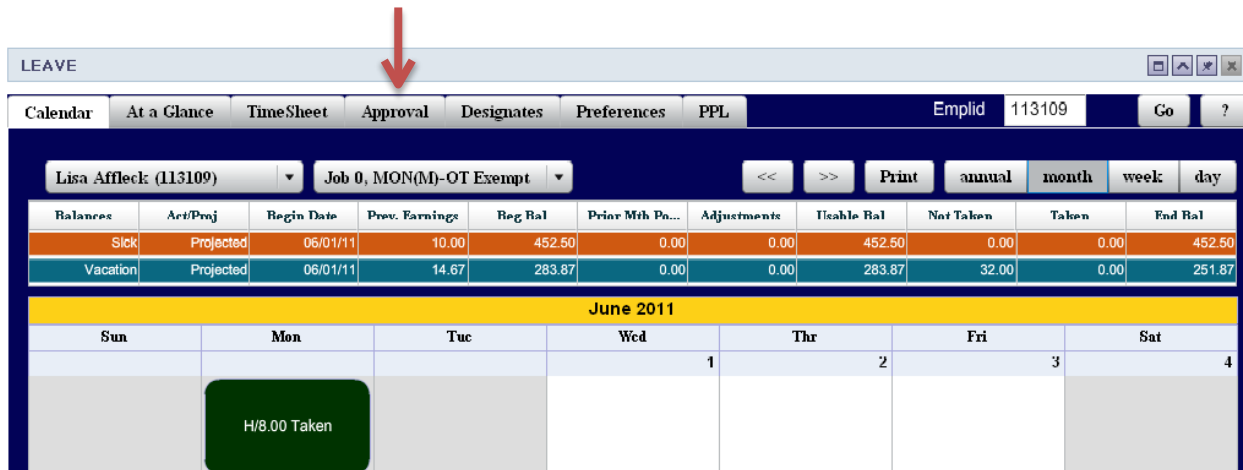




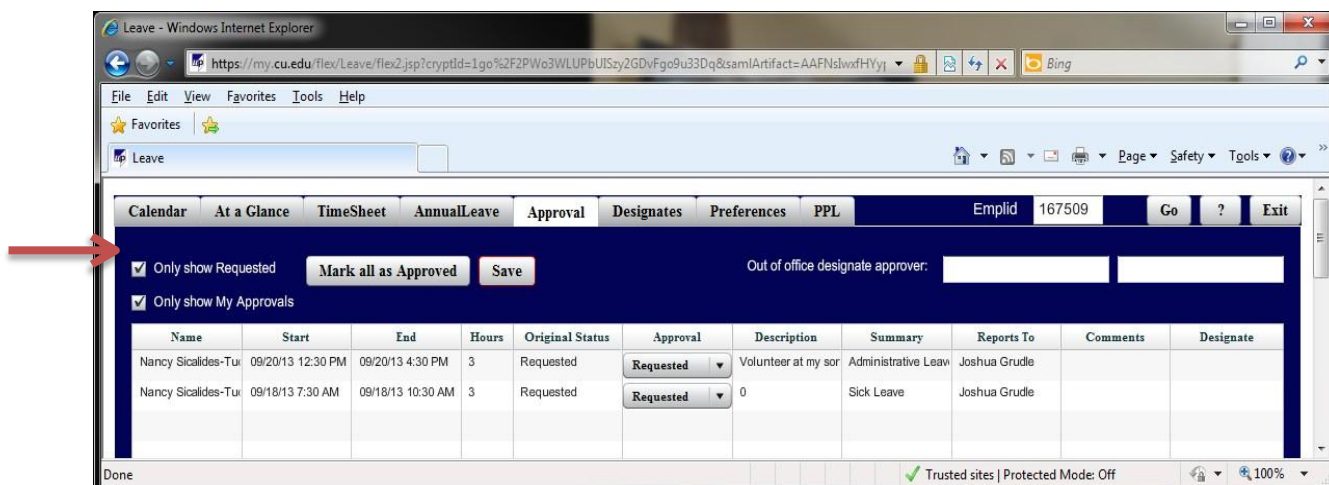
My.Leave Channel Step-by-Step Guide Approving Leave Requests, Timesheets and Setting up a Designate

Overview: This guide provides instruction on approving leave requests and timesheets and designating approvals to another employee.

- From My.Leave page, navigate to the Approval Tab
 - To approve leave, an employee must be designated as the "Reports to" person on the employee's record in HRMS or as a designate listed in My.Leave.
 - Departmental Payroll/HR Liaisons are also able to approve leave employees in their department.



- View Submissions
 - Select the Only Show Requested to see pending requests requiring approval/ denial.
 - You can sort requests by clicking on any column header.





3. Viewing Request Details

- Double-click on any item to view details. This will open a timesheet in a window or will display the event summary for the leave request.

Name	Start	End	Hours	Original Stat..	Approval	Description	Summary	Reports To	Comments	Designate
Lori Krug	07/05/11 8:30 AM	07/06/11 5:00 PM	16	Requested	Requested	0	Vacation Leave	Lisa Affleck		
Lori Krug	05/01/11 12:00 AM	05/31/11 12:00 AM	N/A	Requested	Requested	05/30/11 - Pay E	TimeSheet	Lisa Affleck		
Joshua Grudle	05/27/11 8:00 AM	05/27/11 5:00 PM	8	Requested	Requested	My B-Day	Vacation Leave	Lisa Affleck		

- Once you have finished reviewing the submission details, close these windows by clicking the X.

Pay Period Ending:

Employee Lori Krug Empl Red 0 --- Time Worked from: 05-01-2011 through 05-31-2011. Based on standard hours per week of 40
Requested on 2011-06-13 16:35:14.0

05-01-2011 through 05-07-2011

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sub To	Adjust	Total
	05-01	05-02	05-03	05-04	05-05	05-06	05-07			
Time In		08:30	08:30	08:30	08:30	08:30				
Time Out		12:30	12:30	12:30	12:30	14:30				
Time In		13:00	13:00	13:00	13:00					
Time Out		17:00	17:00	17:00	17:00					
Holiday	0	0	0	0	0	0	0	0	0	0
Regular Earnings Sal	0	8	8	8	8	6	0	38	0	38

4. Approving/ Denying Requests

- Each submission has a drop-down that is used to Approve or Deny the requests.

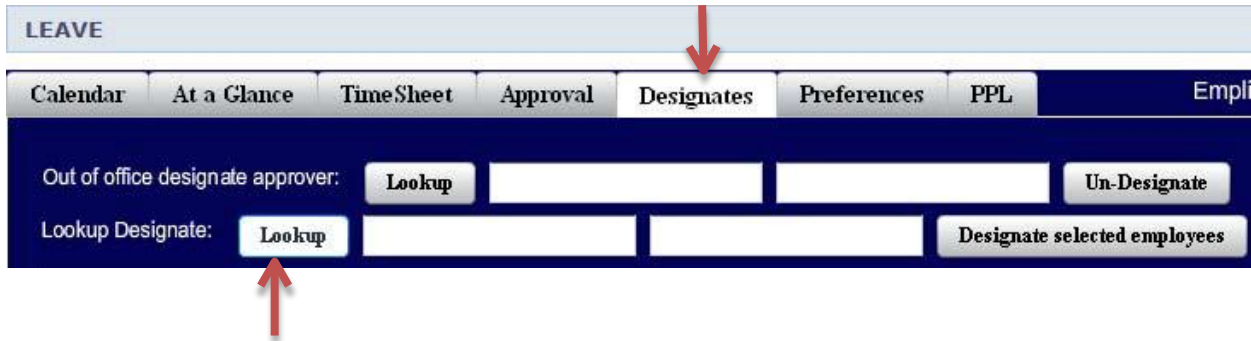
Name	Start	End	Hours	Original Status	Approval	Description	Summary	Reports To	Comments	Designate
Nancy Sicaldes-Tu	09/20/13 12:30 PM	09/20/13 4:30 PM	3	Requested	Requested	Volunteer at my sor	Administrative Leave	Joshua Grudle		
Nancy Sicaldes-Tu	09/18/13 7:30 AM	09/18/13 10:30 AM	3	Requested	Requested	0	Sick Leave	Joshua Grudle		

- If appropriate, the “Mark all as Approved” button can be used to approve all requested items and save.

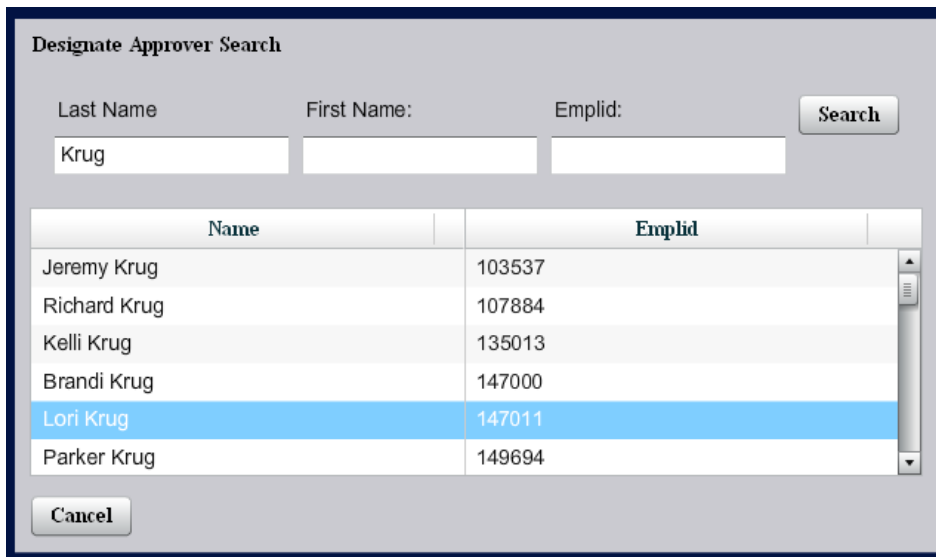


5. Designate Alternate Approvers for Leave and Timesheets

- Navigate to the Designates tab.
- Use the Lookup button to find the employee you wish to designate as an approver.



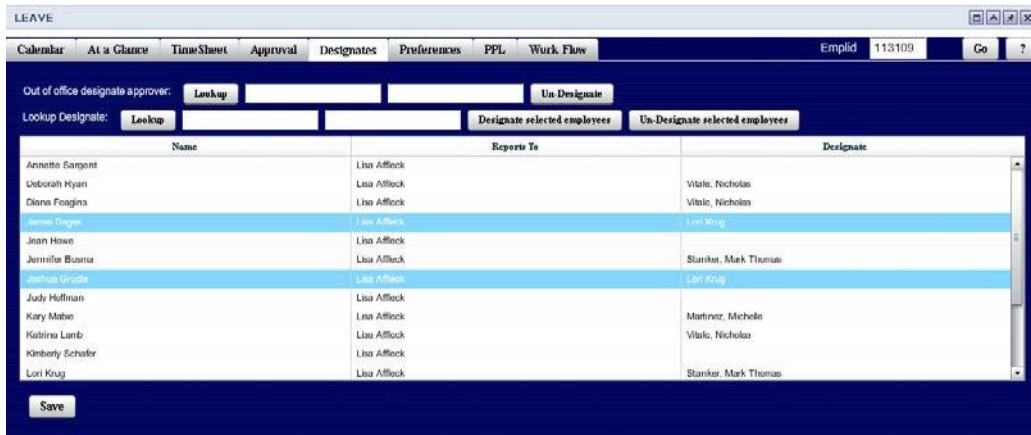
- Search for the Designate by entering the Last Name, First Name or Employee ID of the designate.
- Double-click on the employee you would like to select and save.



- If you would like to select more than one designate, use the CNTRL button while clicking on rows to select multiple employees.

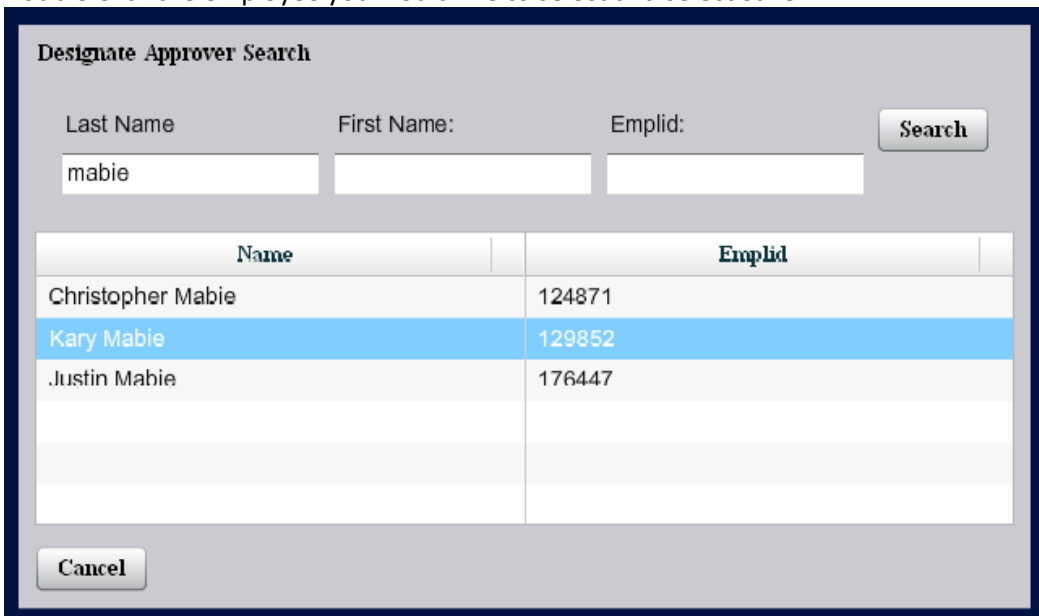


6. To remove a designate, highlight your row and select the Un-Designate employee button. Click Save.



7. To Set-up an Approver when Out of the Office

- Use the Lookup button to find the employee you wish to designate as an approver.
- Search for the designate by entering Last Name, First Name or Employee ID, click Search.
- Double Click the employee you would like to select and select Save.



8. To Un-designate the Out of Office Approver

- To remove a designate, highlight your row and select the Un-Designate employee button. Click Save.

9. How do I remove a designate from an employee if the manager can't do it?

- If the Supervisor cannot remove the designate that was set-up, he/she must inform the PPL. The PPL can then log in, go to the PPL tab, right click on the employee and select "View Designates". An additional pop-pop window will reflect the information and then right click and select CU-Delete Designate Link.