Access and Approve Leave Requests via Email Link

Step	Action
1.	You will receive an email approval request when an employee submits a leave request. 1. The email leave request contains information such as the absence type, start and end dates, and total number of hours. 2. At the bottom of the page, leave balance information is provided. 3. Clicking the View Leave Approval Request link will take you directly to the PeopleSoft logon page.
2.	Click the **View Leave Approval Request** link. View Leave Approval Request
3.	Your User ID should default into the User ID field. If it does not default, enter it directly into the field using ALL CAPS. Enter the desired information into the **Password** field. Enter a valid value e.g. "**Your PeopleSoft Password**" and then click the **Sign In** button.
4.	Review the transaction details to be sure you are approving the correct transaction. Click the **Approve** button. Approve
5.	A message will display stating the request has been approved.
6.	The system will automatically send a confirmation email to you confirming the leave request has been approved. The system will also send an email to the employee notifying him/her of the approval. ***NOTE: Click the link provided to view the original transaction.***
7.	This completes ***Access and Approve Leave Requests using Email Link***. **End of Procedure.**

Access and Approve Leave Requests via the Worklist

Step	Action
1.	After logging into PeopleSoft, you will click on the Worklist link located in the top right corner. You can also get the Worklist through the Main Menu page, or through your Favorites. If you prefer to approve transactions using the Worklist, it is recommended you add a link to your Favorites by clicking the "Add to Favorites" link.
2.	Click the **Worklist** link. Worklist
3.	The Worklist displays the Leave Request waiting for approval. The Worklist includes Leave Requests submitted by your direct reports. The Worklist will also include all Leave Requests coded to the department(s) for which the Approver is set up as a secondary or delegated approver. Therefore, Leave Requests from multiple Departments may display on an Approver's Worklist if he/she is set up to approve for more than one department.
4.	Leave requests **do not** have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the leave request links to make a notation of the priority order in which you wish to approve the requests. ***NOTE: This does not reorder the leave requests on the Worklist.***
5.	Click on the blue link to access a transaction. Click the **ZZ_ABS_SS, 812, LSUNO, 2013-01-01, N, 0, TRANSACTION_NBR:10145 EM** link.
6.	The Application for Leave Request (SF-6) page displays. Review the information provided before submitting request for approval. Click the **Approve** button. Approve
7.	A message displays confirming approval of the leave request.
8.	The system will automatically send a confirmation email to you confirming the leave request has been approved. The system will also send an email to the employee notifying him/her of the approval. ***NOTE: Click the link provided to view the original transaction.***
9.	This completes ***Access and Approve Leave Requests***. **End of Procedure.**

Access and Approve Leave Requests via the Leave Request (SF-6) Page

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Manager Self Service** menu. Manager Self Service
3.	Click the **Leave** menu. Leave
4.	Click the **Leave Approval (SF-6)** menu. Leave Approval (SF-6)
5.	You may enter the Transaction number or the employee's last name to search for a leave request. Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**Employee's Last Name**". ***NOTE: It is recommended that you use the Last Name field and not the Name field to search. Names are done differently in PeopleSoft and cannot be accessed unless entered in the appropriate format.***
6.	Click the **Search** button. Search
7.	If more than one leave request is in the system, the various transactions will display at the bottom of the page. The most recent request will be listed first. Click the **10148 Transaction Number** link. 10148
8.	In this example, the sick leave requested has been identified as FMLA. FMLA requests require approval from both you and Human Resources. The employee will receive a confirmation email once the request has been approved by both the manager and Human Resources.
9.	Review the leave request information prior to submitting the request for approval. Click the **Approve** button. Approve
10.	A message displays reminding you of the two-tier approval process. Click the **Yes** button. Yes

Step	Action
11.	A message displays confirming approval of the request.
12.	The system will automatically send a confirmation email to you confirming the leave request has been approved. ***NOTE: Click the link provided to view the original transaction.***
13.	This completes ***Access and Approve Leave Requests via the Leave Requests (SF-6) Page***. **End of Procedure.**

Create a Secondary Leave Approval

Step	Action
1.	You can access leave requests two ways. Your first option is to navigate as follows: **Main Menu > Manager Self Service > Leave > Leave Approval (SF-6)**
2.	On the SF-6 Leave Approval page: 1. Enter the employee's last name in the **Last Name** field. 2. Click the **Search** Button. ***NOTE: The Pending My Approval box will remain checked.***
3.	The leave request will display. ***NOTE: If more than one leave request is pending, a list of pending leave requests will display at the bottom of the page. Click the appropriate request to view the leave information.***
4.	Your second option is to click on the View Leave Approval Request link in your notification email. Click the **View Leave Approval Request** link. View Leave Approval Request
5.	The leave request displays. Click the button to the right of the **Additional Approval** field.
6.	A list of additional approvers will display in the drop-down list. Click the **Secondary Approver's Name** list item.
7.	Click the **Approve** button. Approve
8.	An approval confirmation will display, as well as routing information for secondary approval. ***NOTE: An email will not be sent to either the requester or original approver when the secondary approver is added. The system will only send a confirmation email to the requester once the secondary approver has approved the request.***
9.	This completes ***Create a Secondary Leave Approval***. **End of Procedure.**

Create a Leave Request for an Employee

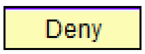
Step	Action
1.	***** NOTICE ***** ***Leave requests should only be created by the manager when an employee is on extended leave, such as FMLA, and unable to complete his/her own leave request. A manual leave request must be completed by the employee immediately upon his/her return to work, for verification and audit purposes, for the time periods indicated on all manager created leave requests submitted on the employee's behalf. For audit purposes, manual leave slips will be housed in the department.***
2.	Situations, such as an emergency, may arise that will require you to create a leave request for an employee. In these situations, you will create the leave request and approve it. Click the **Main Menu** button. Main Menu
3.	Click the **Manager Self Service** menu. Manager Self Service
4.	Click the **Leave** menu. Leave
5.	Click the **Leave Request (Supervisor)** menu. Leave Request (Supervisor)
6.	A list of employees for whom you can perform this function will display. Click the **Select** button. Select
7.	Click the **Create New Leave Request** link. Create New Leave Request
8.	Click the **Choose a date** button. 31
9.	Click the desired date. 22
10.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**8:00AM**".
11.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**4:30PM**".
12.	Click the button to the right of the **Absence Type** field.
13.	Click the **Sick Leave** list item. Sick Leave

Step	Action
14.	Enter the desired information into the **Total Leave Hours** field. Enter a valid value e.g. "**8**".
15.	Enter the desired information into the **Duration Per Day** field. Enter a valid value e.g. "**8**".
16.	Click the **Submit** button. Submit
17.	Click the **OK** button. OK
18.	An approval email will automatically be sent by the system. Click the **View Leave Approval Request** link. View Leave Approval Request
19.	Click the **Approve** button. Approve
20.	A message displays confirming the request has been approved.
21.	An email is automatically sent by the system to you confirming the request has been approved.
22.	This completes ***Create a Leave Request for an Employee***. **End of Procedure.**

Manage Multiple Leave Requests for the Same Day

Step	Action
1.	**Leave Scenario** In this example, an employee has submitted two leave requests for the same day. The first request is for annual leave on June 29th from 2:30 PM - 4:30 PM. The second request is for annual leave on June 29th from 9:00 AM - 10:30 AM.
2.	The first transaction will be approved as previously shown. Click the **ZZ_ABS_SS, 843, LSUNO, 2013-01-01, N, 0, TRANSACTION_NBR:10150 EM** link.
3.	Click the **Approve** button.
4.	Click the **Worklist** link.
5.	The process for approving the second request begins the same as the first. Click the **ZZ_ABS_SS, 861, LSUNO, 2013-01-01, N, 0, TRANSACTION_NBR:10152 EM** link.
6.	Click the **Approve** button.
7.	After clicking the Approve button, a warning message displays. You should not approve the request without first speaking with the employee to verify the information is correct. Click the **No** button.
8.	A confirmation message displays stating the approval process has been stopped. Click the **OK** button.
9.	This completes ***Manage Multiple Leave Requests for the Same Day***. **End of Procedure.**

Deny a Leave Request

Step	Action
1.	Click the **ZZ_ABS_SS, 871, LSUNO, 2013-01-01, N, 0, TRANSACTION_NBR:10153 EM** link.
2.	A brief comment should be entered into the Comment field explaining the reason for the denial. Enter the desired information into the **Comment** field. Enter a valid value e.g. "**Duplicate transaction**".
3.	Click the **Deny** button. 
4.	A confirmation message will display showing leave has been denied.
5.	The system will automatically send an email to the manager and employee that the request has been denied. ***NOTE: Click the link provided to view the original transaction.***
6.	This completes ***Deny a Leave Request***. **End of Procedure.**

Delegate Leave Approval

Step	Action
1.	***NOTE: The delegation feature can only be used to delegate authority to another leader. Delegation to a non-supervisory role is not allowed.***
2.	Click the **Main Menu** button. Main Menu
3.	Click the **Self Service** menu. Self Service
4.	Click the **Manage Delegation** menu. Manage Delegation
5.	Click the **Create Delegation Request** link. Create Delegation Request
6.	Click the **Choose a date** button.
7.	Click the desired date. 15
8.	Click the **Choose a date** button.
9.	Click the desired date. 19
10.	Click the **Next** button. Next
11.	Click the **SF-6 Approve Leave Request** option.
12.	Click the **Next** button. Next
13.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**Delegate's Last Name**". ***NOTE: The Search option will only return a list of those employees designated as Supervisors or Ad Hoc Supervisors. You cannot delegate leave request approval authority to non-supervisory employees.***
14.	Click the **Search** button. Search
15.	Click the Appropriate Delegate option.

Step	Action
16.	Click the Next button. Next
17.	Click the Submit button. Submit
18.	Click the OK button. OK
19.	The system will automatically send an email to the requester and delegate. The delegate will click on the link provided to accept or reject the delegation.
20.	This completes Delegate Leave Approval. End of Procedure.

Review and Revoke a Proxy

Step	Action
1.	**Review Delegation Proxies** Click the **Review My Proxies** link. Review My Proxies
2.	A list of delegation proxies displays.
3.	**Revoke a Delegation Proxy** Select the Transaction you wish to revoke. Click the **SF-6 Approve Leave Request** option. ***NOTE: Revoking proxy delegation is only necessary if you wish to stop the delegation prior to the scheduled "End Date".***
4.	Click the **Revoke** button. Revoke
5.	Click the **Yes - Continue** button. Yes - Continue
6.	A confirmation message displays stating delegation has been revoked. Click the **OK** button. OK
7.	The system will automatically send a confirmation email to both parties stating that delegation has been revoked. ***NOTE: Click the link provided to view the original transaction.***
8.	This completes ***Review and Revoke a Delegation Proxy***. **End of Procedure.**

View Approved Leave Requests

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Manager Self Service** menu. Manager Self Service
3.	Click the **Leave** menu. Leave
4.	Click the **Leave Approval (SF-6)** menu. Leave Approval (SF-6)
5.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**Doe**".
6.	Click the button to the right of the **Workflow Status** field.
7.	Click the **Approved** list item. Approved
8.	Uncheck the **Pending My Approval** option. ***NOTE: If the "Pending My Approval" box is checked, you will receive a "No Matching Values Found" message after clicking the Search button. The Pending My Approval box must be unchecked to retrieve results.***
9.	Click the **Search** button. Search
10.	Click the **10160** link. 10160
11.	Click the **Next in List** button. Next in List
12.	***NOTE: You can click the Previous in List button to view the original option selected.*** Click the **Return to Search** button. Return to Search
13.	This completes ***View Approved Leave Requests***. **End of Procedure.**