

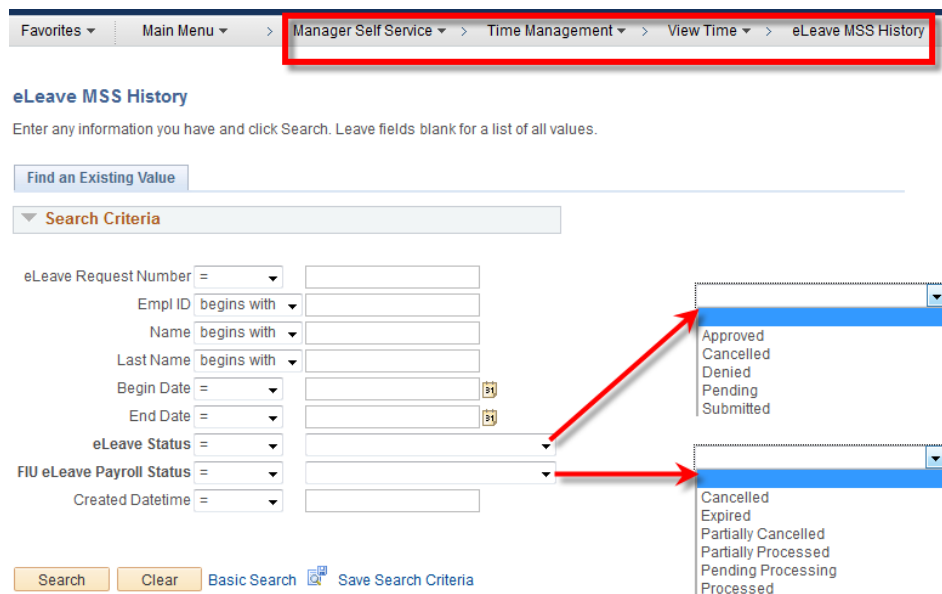
Manager Self Service: eLeave View/Search History Guidelines

To search/view eLeave Requests in any status Managers must login via [Panthersoft HR Employee Self Service](#)

Navigate to: Main Menu > Manager Self Service > Time Management > View Time > eLeave MSS History

Supervisors have more than one option to search for their desired employee(s):

- By leaving Search Criteria fields blank and selecting the “Search” button the search will generate all eLeave Requests for your direct reports in any status.
- Supervisors may also narrow down results by entering data in any one of the following fields:
 - eLeave Request Number
 - Empl ID
 - Name
 - Last Name
 - Begin Date
 - End Date
 - eLeave Status
 - FIUeLeave Payroll Status
 - Created Deadline



Favorites ▾ Main Menu ▾ > **Manager Self Service ▾ > Time Management ▾ > View Time ▾ > eLeave MSS History**

eLeave MSS History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eLeave Request Number = ▾
 Empl ID begins with ▾
 Name begins with ▾
 Last Name begins with ▾
 Begin Date = ▾
 End Date = ▾
 eLeave Status = ▾
 FIUeLeave Payroll Status = ▾
 Created Datetime = ▾

[Basic Search](#)

eLeave Status dropdown: Approved, Cancelled, Denied, Pending, Submitted
 FIUeLeave Payroll Status dropdown: Cancelled, Expired, Partially Cancelled, Partially Processed, Pending Processing, Processed