

Quick Reference Guide eLeave Request: Approving & Denying an eLeave Request

- 1) Login to [Panthersoft HR Manager Self Service](#)
- 2) Navigate to: Human Resources Self Service > Manager Self Service > Time Management > Approve Time and Exceptions > eLeave Approve Request
- 3) Select the “Get Employees” button without entering a search criteria and it will generate all of the direct reports that have submitted an eLeave Request and are pending approval.
 - In order to narrow down your search results, you may enter a search criteria such as “Employee ID, Last Name or First Name
- 4) Select the desired eLeave Request Number to review the details of the request

Approve eLeave Request

Employee Selection

Empl ID: 🔍

Last Name 🔍

First Name 🔍

Business Unit 🔍

Department 🔍

Reports To 🔍

Start Date 📅

End Date 📅

Employees For Idorys Calvo									Personalize Find 📄 📅 First 1 of 1 Last
eLEAVE Request Nbr	Empl ID	Name	Begin Date	End Date	Business Unit	Department	Reports To	Supervisor Name	
1 1702	1234567	Roary Panther	11/05/2016	11/12/2016	HUMRE	156400000	34213000	Supervisor, Best	

- 5) Review the details of the eLeave Request
 - Scroll to the bottom of the page after reviewing the details of the request
 - A Comments box is available for Managers

eLeave Build Request

1234567 Roary Panther

Request Details

eLeave Request Number: 1704 Start Date: 11/05/2016 Approval Status: Submitted
 Total Requested Hours: 32.00 End Date: 11/12/2016 Payroll Status: Pending Processing
 Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | First 1-5 of 5 Last

Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
1 1350990	11/07/2016	Monday	Vacation	8.00	0.00	Pending Payroll Processing
2 1350990	11/08/2016	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
3 1350990	11/09/2016	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing
4 1350990	11/10/2016	Thursday	Vacation	8.00	0.00	Pending Payroll Processing
5 1350990	11/11/2016	Friday	Holiday	0.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	0.00

Employee Comments (limit 254 characters) :

6) Managers may **approve** the eLeave Request by selecting the “Approve” button in the Approval Workflow section at the bottom of the page

Manager Comments (limit 254 characters) :

Cancel Date: Reason:
 Created By: 1234567 Roary Panther Created: 10/28/16 12:44PM
 Last Upd By: 1234567 Roary Panther Last Update Date/Time: 10/28/16 12:47:25PM

Approval Workflow

eLEAVE Request

Actions

Approve

Deny

eLeave Req Nbr = 1702:Pending

One Level Approval

Pending

Best Boss (7654321)
FIU eLEAVE First Lv Approver

7) Managers may **deny** the transaction by selecting the “Deny” button in the Approval Work Flow Section

- Selecting the “Deny” option will prompt the Manager to enter the reason for denying the transaction.
- Once comments have been entered, select the “OK” button
- Employee will be notified via email of the denial with its respective comment

The image shows a software interface for an approval workflow. On the left, a panel titled "Approval Workflow" contains an "Actions" section with two buttons: "Approve" and "Deny". The "Deny" button is highlighted with a yellow background. A red arrow points from the "Deny" button to a larger dialog box on the right. This dialog box is titled "Deny reason" and features a large text area labeled "Comment:" for entering a reason. Below the text area are two buttons: "OK" and "Cancel".