Supervisor Approvals in MyLeave

Supervisors can access their employees’ MyLeave exception time and timesheet requests through the new portal. The Manager tile in the portal (shown below) indicates whether there are requests pending.

1. Select the **Leave Approval** requests or **Timesheet Approval** requests you would like to review, approve, or deny. Your Approval Inbox appears.

2. To view all requests, click **Search** (leave all fields blank).
3. Select the box next to the employee's name and select your action of Approve, Deny, PushBack or Hold.

To review a timesheet BEFORE approval, click on their Employee ID (in blue above) to be taken directly to their timesheet.