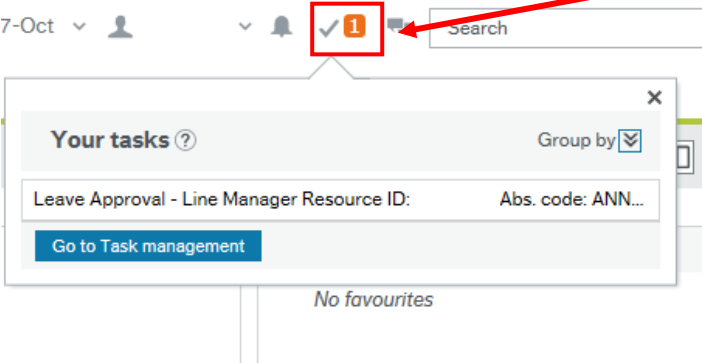
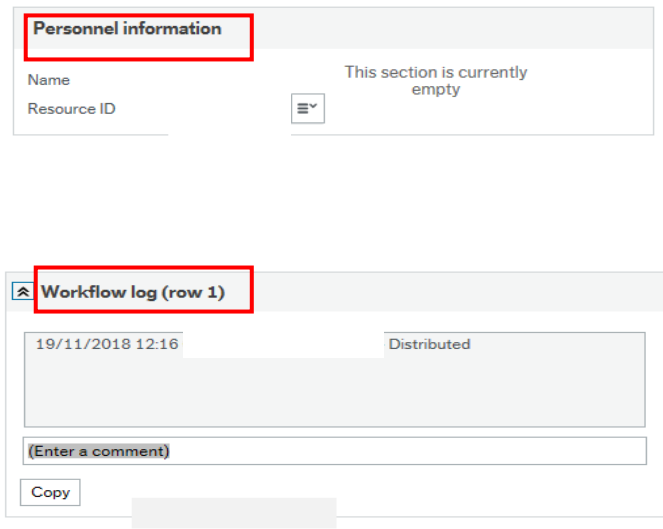


Leave Requests – Approving or Declining – Line Manager Quick Card

This guidance will show Line Managers how to approve or decline Annual, Special or Flexi Requests submitted by their employees in Business World.

1		<p>Navigate to your task list.</p>
2		<p>Double click on the claim for review.</p> <p>Personnel information – Shows the name and Resource ID of the employee making the request.</p> <p>Workflow log – This section will show you the name of the employee and when they made the request.</p>

Leave Requests – Approving or Declining – Line Manager Quick Card

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SINGLE REQUESTS FOR LEAVE – You will see a separate line for each request. When you click on each request, the line will be highlighted in blue and full details will appear in another table below.

Absences															
Map	Action	Workflow state	Resource ID	Absence co...	Position	Absence re...	Date from	Date to	Open	Time from	Time to	Days	Hours	Percent	Status
		Workflow in progress		ANNUAL	Service Plan...		27/11/2018	27/11/2018	<input type="checkbox"/>	00:00	07:10	1	7.17	100.00	Active

Absence entry

Resource ID:

Absence code*:
ANNUAL

Status*:

Position:

Date from*:

Date to*:

Time from:

Time to:

Percent:

Days:

Hours:

Planned hours:

4

Start pages

- Your employment
- Forms
- Time and expenses

Time and Expenses

Absences

Your employment

- Personnel information
- My Absence
- Team Absence
- Absences
- Activate your substitutes

To assist you when reviewing Leave Requests you can access your **Teams Absence Calendar**. This will show all your employees and any scheduled leave they have already booked and sickness absence.

To view your team calendar, navigate to **Your Employment > Team Absence**

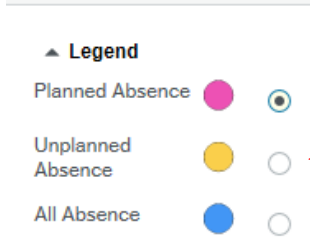
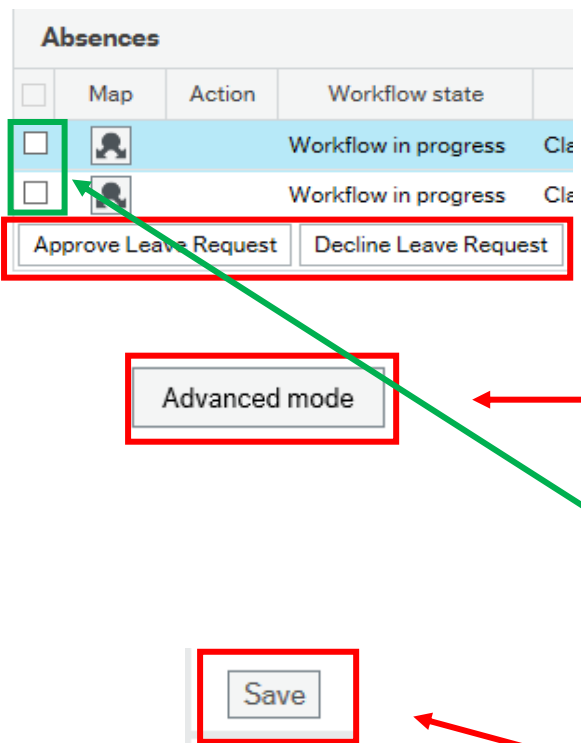
5

◀ 01 Jan 2018 - 31 Dec 2018 ▶

Week Month Year

You can select whether you want to view a Week, Month or Year by clicking on each word.

Leave Requests – Approving or Declining – Line Manager Quick Card

6		<p>You can also select the type of leave you wish to view by clicking here.</p>
7		<p>Note: that if your employee has submitted more than one period of leave you will see them on separate lines e.g. a day in August and a week in November.</p> <p>If you intend to approval all or decline all then you can just select the appropriate button. However, if you intend to decline some requests and approve others, you must click on the Advanced Mode Button at the bottom of the screen. This will allow you to highlight the individual lines by clicking on the small boxes (outlined in Green) to approve or decline. Again, a reason(s) must be entered for any being declined.</p> <p>When approving or declining each line separately the action column will update to show action taken, you must also scroll to the bottom of the screen and click on Save.</p>

Leave Requests – Approving or Declining – Line Manager Quick Card

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Workflow log (row 1)

20/11/2018 13:43

- Distributed

Once the request has been reviewed you can either Approve or Decline the Annual Leave by clicking on the appropriate button.

If declining leave you must enter a reason(s) why. This reason will be visible to the employee when the request workflows back to them.