Leave Request Approval Process for Managers

As with timesheet and expense report approvals, the *magnifying glass icon* next to any row will open details for the given request submitted.

The Leave Request approval process allows for an Approve All as well as a Disapprove All option. The *check mark* in any given row will approve the single submission while the *check mark* above the column will approve all submissions at once. The *boxed x* functions the same for disapproving.

This is the approval view of a leave request. All the information provided here is available in the Approval Queue with exception of the Approval History. This gives good reason to use the Approve or Approve All buttons.
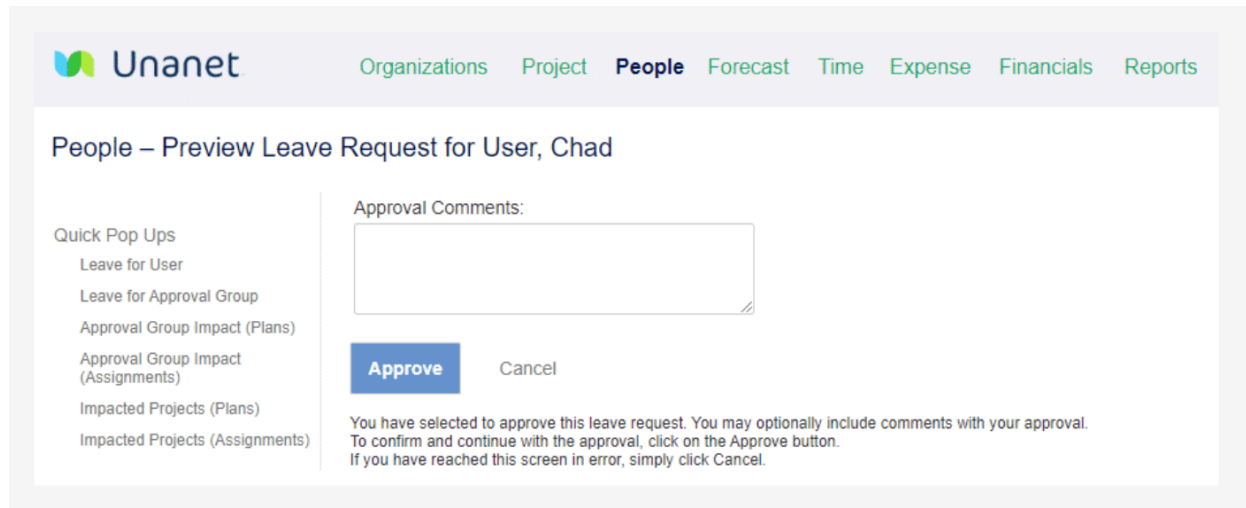
The action buttons function the same as in timesheet approval.

Before completing the Approve/Disapprove action, the manager is provided with a screen where comments may be entered.

The manager must enter comments if they disapprove a leave request.