

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.

▼ Leave

ALL	ALL	PERSON	DATE RANGE	HOURS	STATUS	COMMENTS
		User, Chad (cuser3)	3/7/2019 — 3/8/2019	16.00	SUBMITTED	2/25/2019 12:10 PM Short vacation
		User, Charlie (cuser4)	3/1/2019 — 3/4/2019	16.00	SUBMITTED	2/25/2019 12:11 PM Birthday weekend

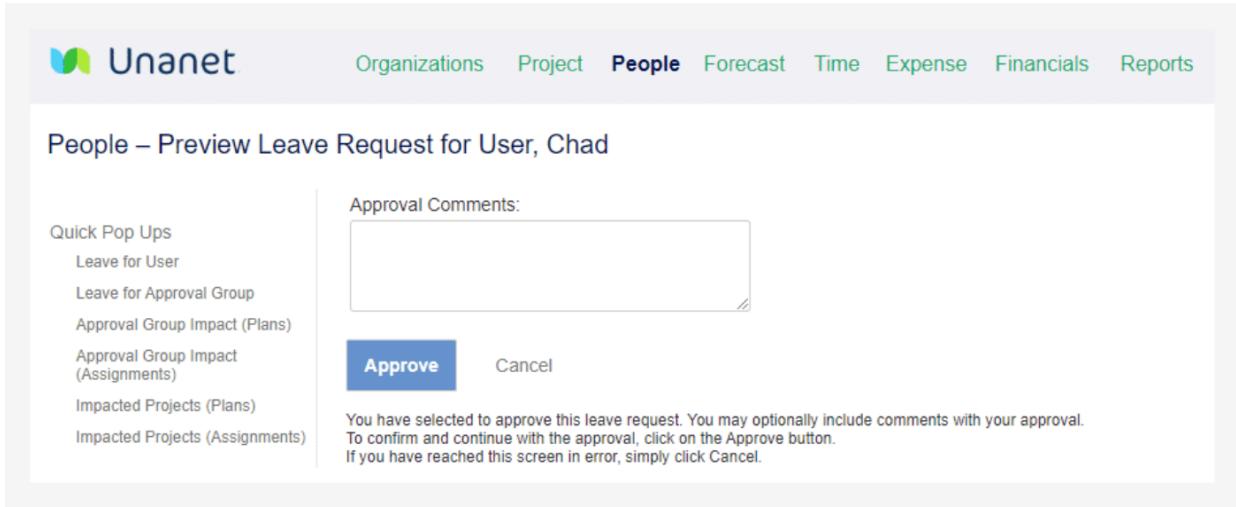
This is the approval view of a leave request. All the information provided here is available in the Approval Queue with exception of the Approval History. This gives good reason to use the Approve or Approve All buttons.

The action buttons function the same as in timesheet approval.

The screenshot shows the Unanet People interface for previewing a leave request. The top navigation bar includes links for Organizations, Project, People, Forecast, Time, Expense, Financials, and Reports. The main title is "People – Preview Leave Request for User, Chad". On the left, there's a sidebar titled "Quick Pop Ups" with options like "Leave for User", "Leave for Approval Group", "Approval Group Impact (Plans)", "Approval Group Impact (Assignments)", "Impacted Projects (Plans)", and "Impacted Projects (Assignments)". The main content area is divided into sections: "LEAVE REQUEST" (Date Range: 3/7/2019 — 3/8/2019, Hours: 16.00), "COMMENTS" (Short vacation), and "Approval History" (a table showing two entries: "Chad User Timesheet User INUSE 2/25/2019 12:10 PM" and "Chad User Timesheet User SUBMITTED 2/25/2019 12:10 PM"). At the bottom, there are five action buttons: "< Queue", "Approve", "Approve >", "Disapprove", and "Skip >".

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.



The screenshot shows a software interface for managing leave requests. At the top, there's a navigation bar with the Unanet logo and links for Organizations, Project, People, Forecast, Time, Expense, Financials, and Reports. Below the navigation, the title "People – Preview Leave Request for User, Chad" is displayed. On the left, a sidebar lists various quick pop-up options: Quick Pop Ups, Leave for User, Leave for Approval Group, Approval Group Impact (Plans), Approval Group Impact (Assignments), Impacted Projects (Plans), and Impacted Projects (Assignments). The main content area contains a text input field labeled "Approval Comments:" followed by two buttons: "Approve" and "Cancel". A message below the buttons reads: "You have selected to approve this leave request. You may optionally include comments with your approval. To confirm and continue with the approval, click on the Approve button. If you have reached this screen in error, simply click Cancel."