

# 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

<div><div><input checked="" type="checkbox"/></div><div><input checked="" type="checkbox"/></div></div>	PERSON	DATE RANGE	HOURS	STATUS	COMMENTS	
<div><div><input checked="" type="checkbox"/></div><div><input checked="" type="checkbox"/></div></div>	User, Chad (cuser3)	3/7/2019 — 3/8/2019	16.00	SUBMITTED	2/25/2019 12:10 PM	Short vacation
<div><div><input checked="" type="checkbox"/></div><div><input checked="" type="checkbox"/></div></div>	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.**

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OrganizationsProjectPeopleForecastTimeExpenseFinancialsReports

People – Preview Leave Request for User, Chad

Quick Pop Ups

Leave for User

Leave for Approval Group

Approval Group Impact (Plans)

Approval Group Impact (Assignments)

Impacted Projects (Plans)

Impacted Projects (Assignments)

LEAVE REQUEST

Date Range: 3/7/2019 — 3/8/2019

Hours: 16.00

COMMENTS

Short vacation

Approval History ▼

BY (FOR)	ROLE	STATUS	COMMENTS
Chad User	Timesheet User	INUSE	2/25/2019 12:10 PM
Chad User	Timesheet User	SUBMITTED	2/25/2019 12:10 PM

< Queue

Approve

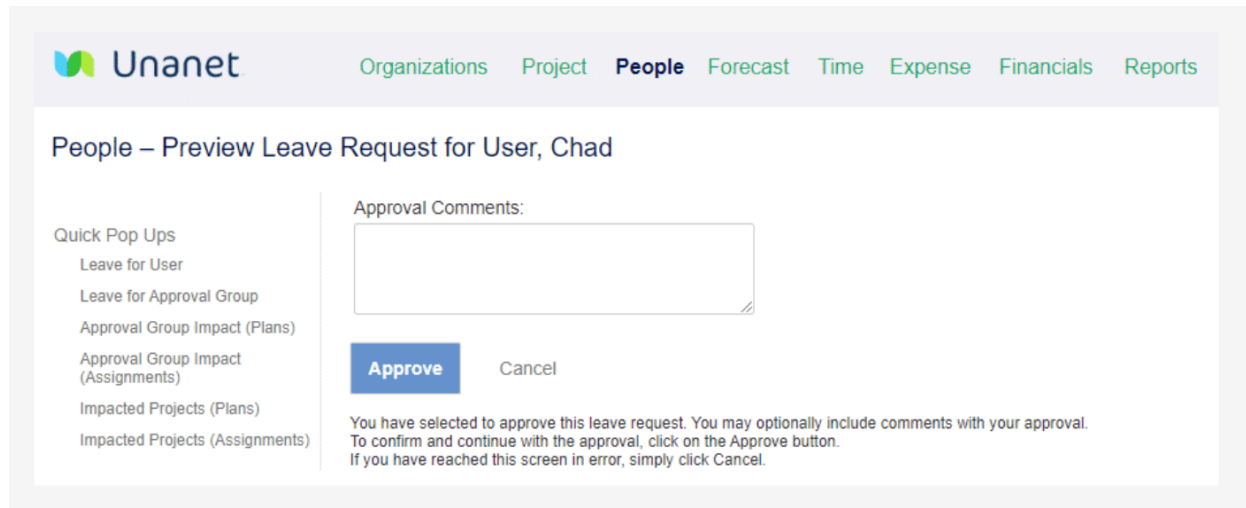
Approve >

Disapprove

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.**



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Organizations Project **People** Forecast Time Expense Financials Reports

People – Preview Leave Request for User, Chad

Quick Pop Ups

- Leave for User
- Leave for Approval Group
- Approval Group Impact (Plans)
- Approval Group Impact (Assignments)
- Impacted Projects (Plans)
- Impacted Projects (Assignments)

Approval Comments:

**Approve** Cancel

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.