University of Connecticut

Approving a Leave Request: Time Off Requests

Overview   Supervisors will use this job aid to approve a request for time off, such as vacation and medical appointments, in Core-CT.

Process Steps

Step	Action	Screenshot
1	There are 3 ways for a supervisor to navigate to a leave request submitted by the employee: Navigation: **Portal Landing Page > Leave Management Pagelet > Manage and Approve Empl Leaves** Navigation: **Main Menu > Core-CT HRMS > Self Service > Leave Management > Manage and Approve Empl Leaves** Navigation: **System generated email > Click Link in email > Log In with NetID and Password**	
2	On the portal landing page, click on **Manage and Approve Empl Leaves**. OR click **Main Menu > Self Service > Leave Management > Manage and Approve Empl Leaves** OR click the **Link** in the email you received from the CORE system alerting you there was a leave awaiting your approval.	

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3	After clicking on **Manage and Approve Empl Leaves**, you will be taken to the **MSS Leave Request** page. You can search for specific leaves using the leave ID number, which you can find within the email that was sent to you. You can also search by employee ID or you can simply search for all leaves assigned to you. Click **Search.** If you searched by a specific leave request number, that leave request will automatically open on the screen. If you searched by employee number or for all leaves, a list of leaves will appear at the bottom of the screen. **Click** on the leave you want to approve. NOTE: You can sort these search results by any column heading, simply by clicking on the name of the column. For example, if you want to sort by leaves that are still awaiting approval, click the **Approval Status** column heading. If you want to sort the search results by start date of leave, click **Start Date.**	 **Find an Existing Value** Add a New Value ▼ **Search Criteria** Leave Request ID [begins with ▼] [ ] Empl ID [begins with ▼] [462909]🔍 Empl Record [= ▼] [ ] Limit the number of results to (up to 300): [300] [Search] [Clear] Basic Search Save Search Criteria Find an Existing Value Add a New Value ▼ Search Criteria Leave Request ID [begins with ▼] [ ] Empl ID [begins with ▼] [ ]🔍 Empl Record [= ▼] [ ] Limit the number of results to (up to 300): [300] [Search] [Clear] Basic Search Save Search Criteria Search Results View All First ◄ 1-7 of 7 ► Last Empl ID / Empl Record / Name / Leave Request ID / Leave Category / Leave Type / Start Date / End Date / Approval Status 462909 0 Clotho DuckTales 00346 Time Off Absences (blank) 06/05/2017 06/09/2017 Apprv Proc 462909 0 Clotho DuckTales 00229 Work OT or Comp-Time (blank) 01/16/2017 01/19/2017 All App 462909 0 Clotho DuckTales 00212 Work OT or Comp-Time (blank) 01/10/2017 01/13/2017 All App 462909 0 Clotho DuckTales 00205 Work OT or Comp-Time (blank) 01/09/2017 01/09/2017 All App 462909 0 Clotho DuckTales 00108 Leaves of Absence Medical 01/23/2017 05/28/2017 Apprv Proc 462909 0 Clotho DuckTales 00023 Time Off Absences (blank) 01/03/2017 01/03/2017 All App 462909 0 Clotho DuckTales 00010 Time Off Absences (blank) 12/14/2016 12/22/2016 All App
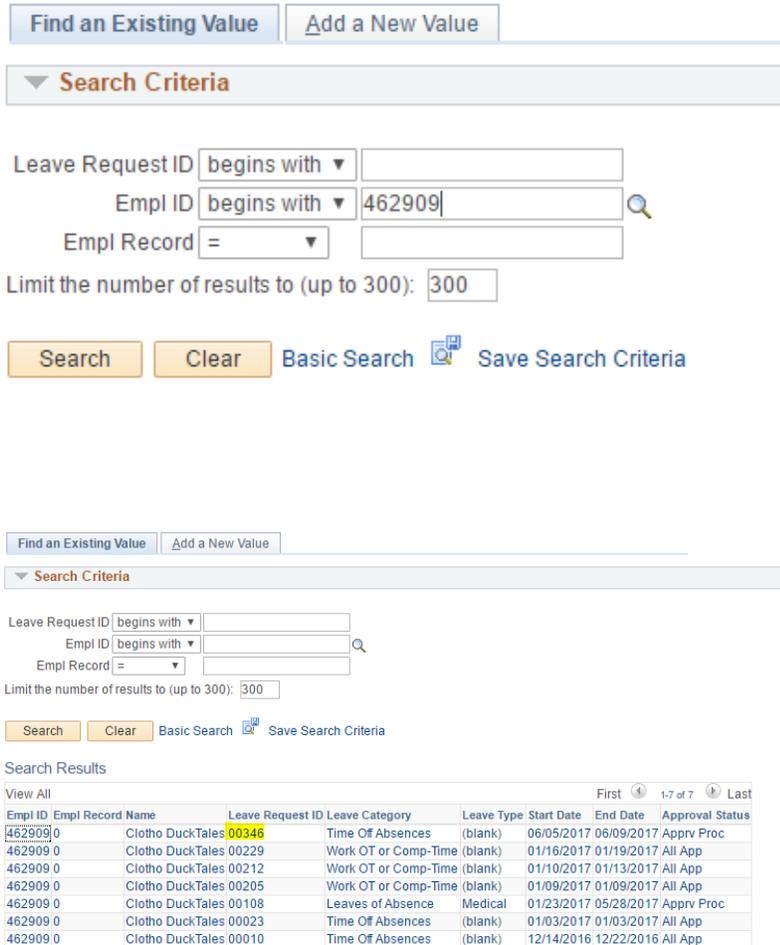
Step	Action	Screenshot
4	Once the leave opens, you will be directed to the **Leave & Time Request** tab. This tab shows you the overview of the leave request and you can view the employee's current accruals at the bottom. Move to the **Leave & Time Request Details** tab.	
5	On the **Leave & Time Request Details** tab, you can view the leave request day by day. You can view the Time Reporting Codes (TRCs) the employee has elected to use for this leave as well as any additional information the employee has provided. If you need to review the number of accruals the employee will have as of their leave start date, click on the **Leave & Time Forecasting** tab (Step 6). If not, move to the **Leave & Time Actions** tab (Step 7).	
6	On the **Leave & Time Forecasting** tab, you are able to view the expected accruals as of the start date of this requested leave. This will help you determine whether you can approve this leave as submitted or not. Once your review is complete, move to the **Leave & Time Actions** tab.	
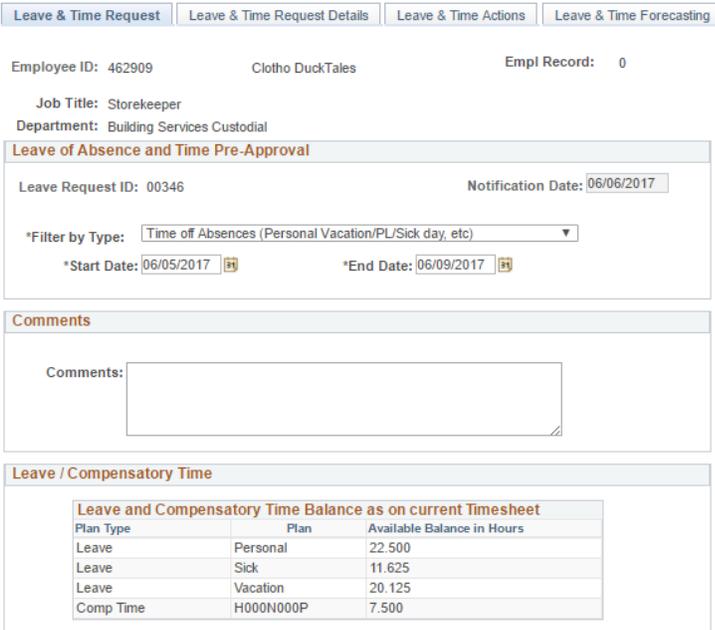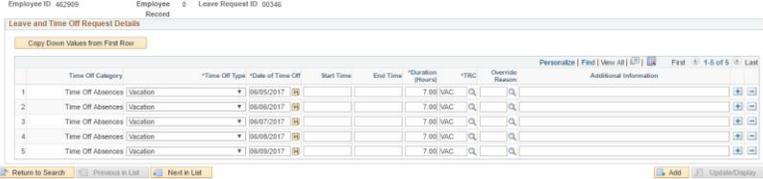
Step	Action	Screenshot
7	On the **Leave & Time Actions** tab, you are given the choice to either approve or deny the leave request. If you would like to send comments back to the employee regarding their leave, enter those comments into the **Approvers Comments** box prior to selecting Approve/Deny. Once a decision has been selected (Approve or Deny), the approval status of the leave is changed to "All Approved" or "Denied" and the employee will receive an email containing this decision. They can then log in to see the comments that you provided. (NOTE: **Submit Request** is only to be used if submitting a leave on behalf of an employee).	