How to approve "Leave Request"

Log on to your Dashboard. Under "Pending Time Off Request" you will see who needs to be approved.

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Name Barbara Waddall	Date 05/25/2018	Request Wellness Leave - 08:00 AM	- 22	$\frac{v}{v}$	Barbara Waddell	Missed In	05/21 12:45 P - 04:30 P	4	Adam Chavez	Manager	
<u>Liston a vy auton</u>	00/20/2010	to 04:00 PM	<u> </u>		Barbara Waddell	Missed In	06/1101:00 P - 03:00 P	×	Amanda Shirey	Manager	
Barbara Waddell	05/28/2018	Holiday - 08:00 AM to 04:00	21	10	Jeanette Perry	Missed In	06/01 01:00 P - 05:00 P	~		Approval	
Barbara Waddell	06/04/2018	Vacation Pay - 05:00 PM to	26	2	Jock McCrary	Missed In	06/11 01:00 P - 01:00 P	~	Amanda Shirey	Manager	
Party of the second second		06:00 PM			Joelee Ashley	Missed Out	06/07 01:00 P - 01:00 P	~	Amanda Shirey	Manager	
Barbara Waddell	06/05/2018	Vacation Pay - 05:00 PM to	35	V	Kelle Lillie	Missed Out	06/04 07:00 A - 01:00 P	~	17 0.120	Approval	
Barbara Waddell	06/06/2018	Vacation Pay - 05:00 PM to	26	2	Laronda Freeman	Missed Out	06/07 01:30 P - 06:00 P	×	Amanda Shirey	Approval	
		06:00 PM			Michelle Chavez	Missed Out	06/0101:00 P - 04:15 P	\mathcal{V}	Amanda Shirey	Manager	
Barbara Waddell	06/07/2018	Vacation Pay - 04:30 PM to	34	V	Michelle Chavez	Missed In	06/06 07:00 A - 12:15 P	×	5	Approval	
Carlos Aleman	06/05/2018	Sick Leave - 03:15 PM to	20	2	Ronald Hall	Missed Out	06/08 07:00 A - 07:00 A	2	Angie Lewis	Approval	
sal his couloali	00/05/2010	06:00 PM			Shauna Kennedy	Missed Out	06/07 12:15 P - 06:00 P	2	Barbara Waddell	Manager	
Catherine	06/11/2018	Vacation Pay - 08:00 AM to	25	v	Sheri Mummert	Missed Out	06/05 07:00 A - 08:00 A	v		Approval	
Catherine	06/12/2018	Vacation Pay - 08:00 AM to	20	~	Sheri Mummert	Missed Out	06/05 09:00 A - 11:30 A	V	Barbara Waddell	Manager Approval	
Catherine	06/13/2018	Vacation Pay - 08:00 AM to	25	10			Jump to Gro	up Hours	Bernardino Mendoza	Manager Approval	
Hoffman		06:00 PM							Bobby Fisher	Manager	

At the bottom of the "Request" is link to "Jump to Request Manager"

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Barbara Waddell	05/25/2018	Wellness Leave - 08:00 AM to 04:00 PM	н	<u>e</u>	Barbara Waddon Barbara Waddoll	Missed in Missed In	05/21 12:45 P - 04:30 P 06/11 01:00 P - 03:00 P		Adam Chavez	Manager Approval	
Barbara Waddell	05/28/2018	Holiday - 08:00 AM to 04:00 PM	24	2	Courtney Grimes Jeanette Perry Jock McCrary	Missed In Missed In Missed In	06/11 08:00 A - 11:00 A 06/01 01:00 P - 05:00 P 06/11 01:00 P - 01:00 P	2	Amanda Shirey	Approval Manager	
Barbara Waddell	06/05/2018	Vacation Pay - 05:00 PM to 06:00 PM Vacation Pay - 05:00 PM to	20	2	Joelee Ashley Kelle Lillie	Missed Out Missed Out	06/07 01:00 P - 01:00 P 06/04 07:00 A - 01:00 P	v	Amanda Shirey	Manager Approval	
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Catherine Hoffman	06/12/2018	Vacation Pay - 08:00 AM to 06:00 PM	24	940 10	Sheri Mummert	Missed Out	06/05 09:00 A - 11:30 A	ID Hours	Bernardino	Approval Manager	
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You may view them in the "calendar" mode and approve one at a time by right clicking on the name and selecting "Approve Request Level 1"

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Or you may select to view in "List" clicking in each box. Once you have selected all of the request that you wish to approve, right click on any "blue segment" and select Approve Request Level 1.

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- (5/21/2018	(2 of 2 requests)											
	10300484	Michelle Chavez	05/21/2018	0	05/21/2018	04:15 PM 0:45	0:45	Pending			Leave Code	99999414 - Sick Leave	
	10300484	Michelle Chavez	05/21/2018	0	05/21/2018	Add		ling			Leave Code	99999410 - Vacation Pay	
- (5/23/2018	3 (1 of 1 requests)				Detail							
	10300484	Michelle Chavez	05/24/2018	0	05/23/2018	View in calend	ar	ling			Leave Code	99999414 - Sick Leave	
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	10259666	Nancy Halvorsen	05/25/2018	0	05/24/2018	Deny		ling	N/A	N/A	Leave Code	99999414 - Sick Leave	
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	20002097	Frances Hardin	05/25/2018	0	05/25/2018	01:00 PM 4:00	4:00	Pending		N7A.	Leave Code	99999410 - Vacation Pay	
	10213874	Barbara Waddell	05/29/2018	-3	05/25/2018	08:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	99999446 - Wellness Leave	
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