How to approve “Leave Request”

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

At the bottom of the “Request” is link to “Jump to Request Manager”
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”

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.