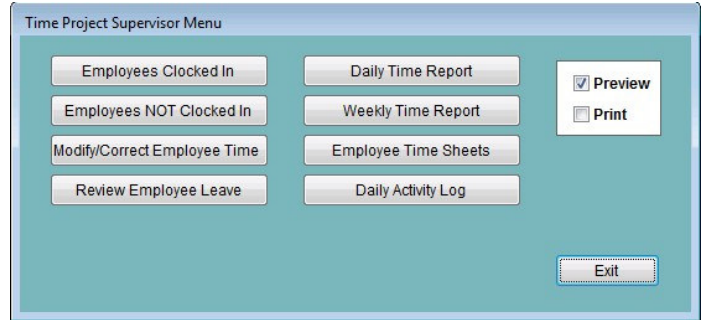


Approving leave time is something that has to be done before the end of each pay period.

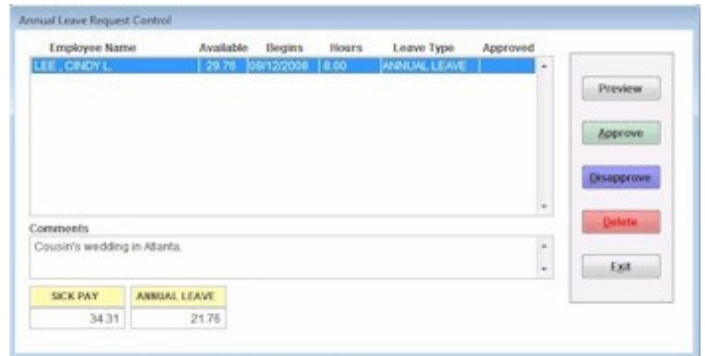
Start the Time Clock program and log in as a supervisor. You should be at the Time Project Supervisor Menu.

You need to see if any employees have put in a Request For Leave. Any requests need to be approved or disapproved before you can submit the time for that employee. Click on Review Employee Leave.

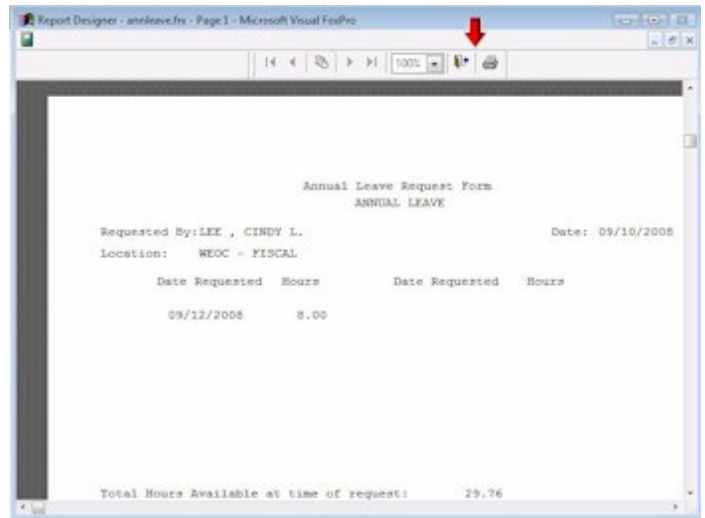


In the large white box you will see all the leave requests waiting to be approved. The buttons on the right are obvious enough.

This is not necessary, but worth seeing. Click on Preview to see how a Request For Leave might look.



You can print the Leave Request by clicking the button that looks like a printer. It's under the red arrow in the picture on the right. After looking at the form, close it by clicking the button that looks like a door, also under the red arrow.



Note: the red arrow does not appear in the program.

If you approve a Leave Request, you will be asked to confirm the action. Then the form will be displayed showing the necessary signatures. Print the form and give it to the employee. It is their written approval to take the time off. Exit the displayed form to return to the Leave Request Control screen. Notice that the RFL you just attended to has disappeared from the list. If you went to the Modify / Correct Time for this employee, they would have a time event showing the leave that you just approved. While in this screen, you may have other RFL's to take care of. When you finish, close the screens and exit the program.