

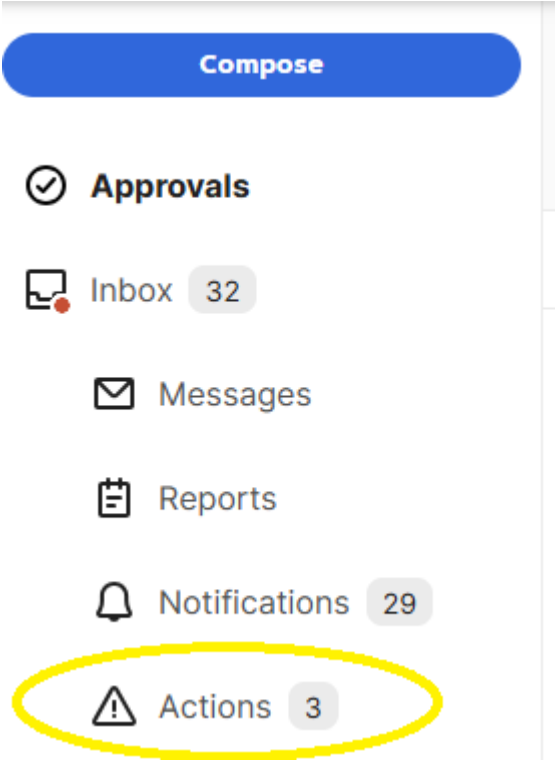
Leave Approvals

OPTION 1:

1. Click the "Approval" icon.



2. Click "Action" to view pending leave approvals.



3. Click the leave request that you want to open.

Actions (3 Results)			×
Refresh Select Search Delete Mark as			
☐		TAFW Request Requires Approval	4/20/2026, 4:19 PM
☐		TAFW Request Requires Approval	3/31/2026, 1:04 PM
☐		TAFW Request Requires Approval	3/31/2026, 1:03 PM

4. Click the "Approve" icon to grant the leave request.

Time Requested: 8.00 Hours

Reason* Start* End*

Type of Request
☐ All Day ☐ Partial Day

Type	Remaining	Unit
Vacation	4.63	Hours
VCRENDED123121		Hours
Sick	5.34	Hours

Shifts

Start	End	Location	Job Assignment
4/23/2026 8:00 AM	4/23/2026 5:00 PM	Corporate Office - 0033	Human Resources Clerk

Balances

History

Employee Coverage

Employee Comment

Manager Comment

Workflow Comment

5. If Denied , click the " Manager comment" to input reason of denying the request and then click the" Deny" icon.

Time Requested: 8.00 Hours

Reason* Start* End*

Type of Request
☐ All Day ☐ Partial Day

Type	Remaining	Unit
Vacation	4.63	Hours
VCRENDED123121		Hours
Sick	5.34	Hours

Shifts

Start	End	Location	Job Assignment
4/23/2026 8:00 AM	4/23/2026 5:00 PM	Corporate Office - 0033	Human Resources Clerk

Balances

History

Employee Coverage

Employee Comment

Manager Comment

Workflow Comment

OPTION 2:

1. Click the "Approval" icon.



2. Click the "Approve" icon to grant the leave request.

Time Away From Work

SICK | 4/23/2026 | 8.00 Hours
Corporate Office - 0033 | Seniority Date: 10/8/2025

5. If Denied , click the " Manager comment" to input reason of denying the request then click the" Deny" icon.

Time Requested: 8.00 Hours

Reason*
Sick

Start*
4/23/2026

End*
4/23/2026

Type of Request
All Day Partial Day

Type	Remaining	Unit
Vacation	4.63	Hours
VCRENDED123121		Hours
Sick	5.34	Hours

Shifts

Start	End	Location	Job Assignment
4/23/2026 8:00 AM	4/23/2026 5:00 PM	Corporate Office - 0033	Human Resources Clerk

Balances

History

Employee Coverage

Employee Comment

Manager Comment

Workflow Comment

Approve

Deny

Revision #4

Created 21 April 2026 06:17:43 by Ellaine Aranas

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