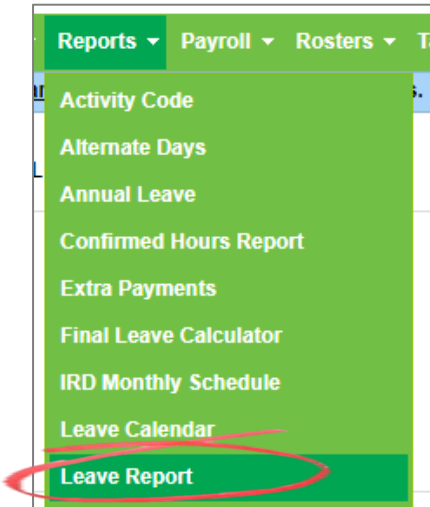


APPROVING OR DECLINING AN ANNUAL LEAVE REQUEST

Hover on Reports and click on Leave Report:



The following screen will appear:

Employee	Type	Application Date	Leave Start Date	Leave End Date	Days	Status	Supervisor
Nadia Kominichi	Annual	Sep 21 2018	Nov 15 2018	Nov 18 2018	4	pending	

The above screen shows who has applied for Annual Leave.

To approve or decline the request, click anywhere in the table to bring up the following screen:

Leave Details

Team Member : Nadia Kominichi

Leave Start Date : Nov 15 2018

Leave End Date : Nov 18 2018

Applicant Comments : My Sister's Wedding

Admin Comments :

Type : Annual
Status : Pending

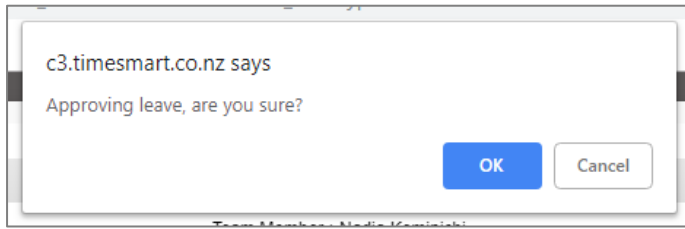
Available Annual Leave : 20 day(s) - projected on Nov 15 2018
Available Sick Leave : 15 day(s) - projected on Nov 15 2018
Available Alternate Leave : 2 day(s) - projected on Nov 15 2018
Applied For : 4 day(s)

Take Leave As

Date	AL (16)	SL (15)	TIL (2)	RTO	SH	UL
Nov 15 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nov 16 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nov 17 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nov 18 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Totals :	4	0	0	0	0	0

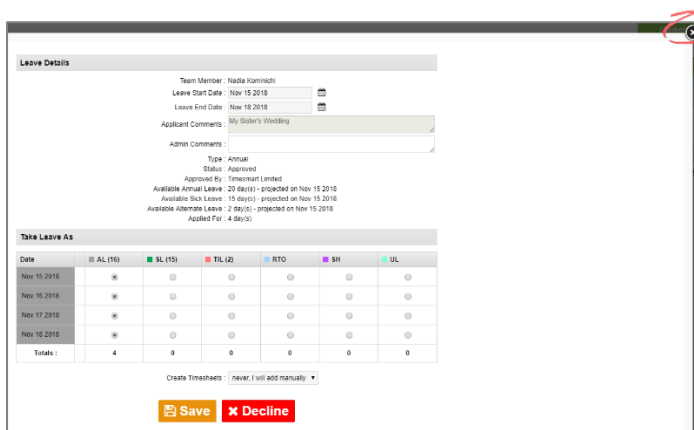
Create Timesheets : never, I will add manually

Here you can see all the team member's leave details and can approve or decline it by clicking the corresponding button. Once action has been taken, the following sign will appear:



Click OK.

You can now exit that window by clicking the X icon on the top right-hand side:

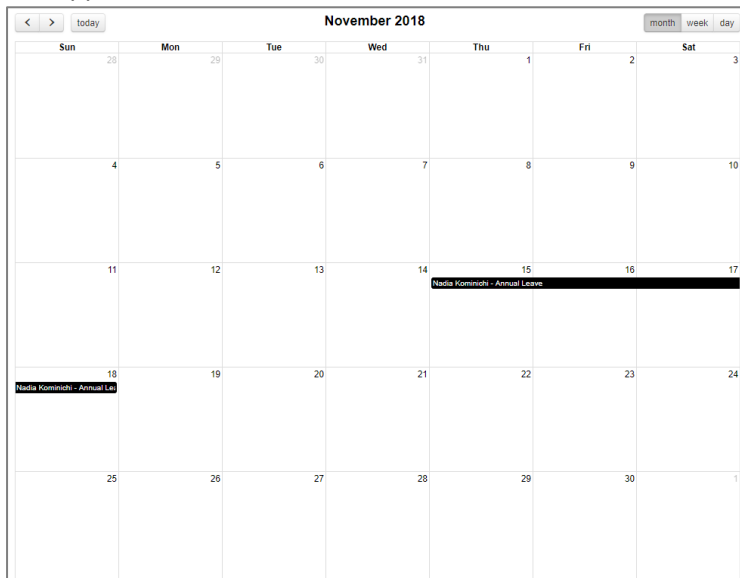


The Annual Leave Report will now show that you have approved the team member's request:

Employee	Type	Application Date	Leave Start Date	Leave End Date	Days	Status	Supervisor
Nadia Kominichi	Annual	Sep 21 2018	Nov 15 2018	Nov 18 2018	4	approved	Timesmart Limited

The team member will be notified via their Messages.

The approved leave will now show on the Leave Calendar:



It will also show on the Roster Calendar:

November 2018							month	week	day	
Mon	Tue	Wed	Thu	Fri	Sat	Sun				
29	30	31	1	2	3	4				
Mick Ramsay										
Neil Celocia										
Jack Motuaka										
		Nadia Kominichi								
5	6	7	8	9	10	11				
Mick Ramsay		Jack Motuaka								
Neil Celocia										
Nadia Kominichi							Mick Ramsay			
						Nadia Kominichi				
12	13									
Neil Celocia							Neil Celocia			
Jack Motuaka							Nadia Kominichi - Annual Leave			
Mick Ramsay							Mick Ramsay			
Nadia Kominichi							Jack Motuaka			
				Canterbury Anniversary						
19	20	21	22	23	24	25				
Mick Ramsay		Nadia Kominichi								
Neil Celocia										
Jack Motuaka										
				Mick Ramsay						