Leave Request Approval

What You Need to Know:
One of the features of the new Leave Request Approval is the ability to approve multiple leaves. Step 3 explains how to highlight the leave transactions and approve all at one time. Continue below for step-by-step instructions to approve Leave Requests through UAMS Employee Self-Service.

1. UAMS Employee Self Service using your UAMS network ID and password.

2. Click on the “Leave Request Approval” tab.

3. The Leave Request Approval tab opens all active Leave Requests that have been submitted for approval. The Time Management page allows you to highlight multiple requests and click the Approve or Reject button to complete. To review the detail information for the request, click on the Type of Leave link.
4. The calendar detail pages will display three months of leave for the person requesting the leave. The leave can be approved from this page.

5. The detail pages include a view of the Team Calendar, this calendar will show the leave for the group the leave requester is a member of. The leave can be approved from this page. The view options allow you to view by month, quarter or year. When changing the View settings press the Apply button to refresh the page. The Select Team Members allow you to set which members of the team to show in the display. The Print Team Calendar allows you to print the view.
6. The Time Accounts page allows you to view the leave totals for the person you are approving the leave for. The leave for the person can be approved from this page.

7. The Leave Requests detail page displays the leave the requester has sent to the approver. The leave can be approved from this page.

8. The Team Calendar can be retrieved in the left margin of the tab. On this team calendar you have the option to select My Requesters, My Managers or All Employees.

9. The Employee Time Projection, Birthday / Anniversary Query and Employee Leave Report are also available on the left margin.