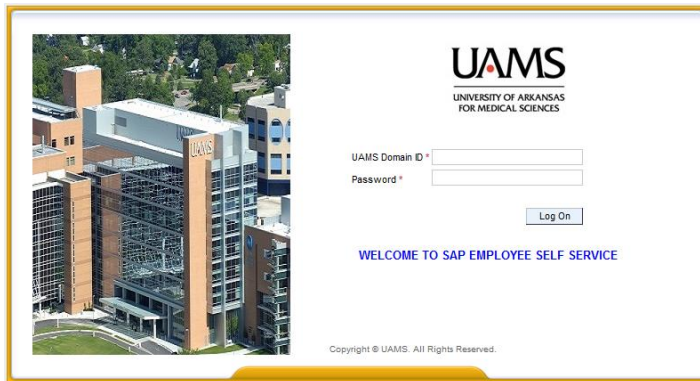


Leave Request Approval

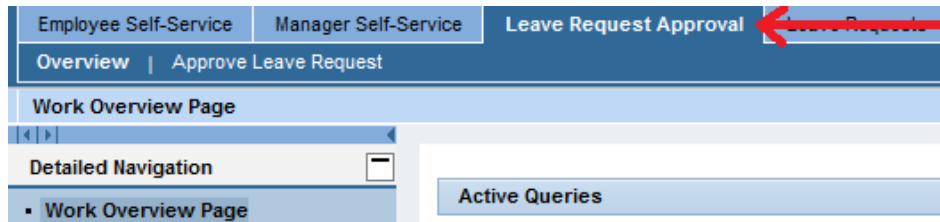
What You Need to Know:

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.

Type of Leave	Owner	Start Date	End Date	Status	Used
UAMS Vacation	Tedford , Sandra A	03/19/2015	03/20/2015	Sent	16 Hours
Education	Barlow , William C	02/09/2015	02/12/2015	Sent	
Out of Office	Barlow , William C	01/26/2015	01/29/2015	Sent	
UAMS Vacation	Tedford , Sandra A	01/26/2015	01/27/2015	Sent	16 Hours
UAMS Vacation	Barlow , William C	01/12/2015	01/14/2015	Sent	24 Hours

- The calendar detail pages will display three months of leave for the person requesting the leave. The leave can be approved from this page.

Approve UAMS Vacation , Tedford , Sandra A , New

Approve
 Reject

Calendar
 Team Calendar
 Time Accounts
 Leave Requests

View: January 2015 Apply

January 2015							February 2015							March 2015									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
1	29	30	31	1	2	3	4	5	26	27	28	29	30	31	1	9	23	24	25	26	27	28	1
2	5	6	7	8	9	10	11	6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8
3	12	13	14	15	16	17	18	7	9	10	11	12	13	14	15	11	9	10	11	12	13	14	15
4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22	12	16	17	18	19	20	21	22
5	26	27	28	29	30	31	1	9	23	24	25	26	27	28	1	13	23	24	25	26	27	28	29
6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8	14	30	31	1	2	3	4	5

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Non-Working Day
 Holiday

- 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.

Approve UAMS Vacation , Tedford , Sandra A , New

Approve
 Reject

Calendar
 Team Calendar
 Time Accounts
 Leave Requests

View: Month January 2015 Apply Sort by: Names Ascending Select Team Members Print Team Calendar

2015 January																															
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Tedford , Sandra A																															
ALKIRE , DIANE																															
Barlow , William C																															
Harper , Mark H																															
LEONARD , MARK A																															
PLATA Jr. , ARMANDO																															
Reamey , Gale L																															
SALAZAR , MARIA F																															
STEVENS , RONALD E																															
Stocker , Pamela M																															
Uppala , Venkatsatya S																															
Wallingsford , Ronnie G																															
WARD , JAMES E																															
Williams , Jacqueline B																															
WONG , KOK-WEI D																															

Sent
 Multiple Entries
 Non-Working Day
 Travel
 Absent
 Deletion Requested
 Holiday

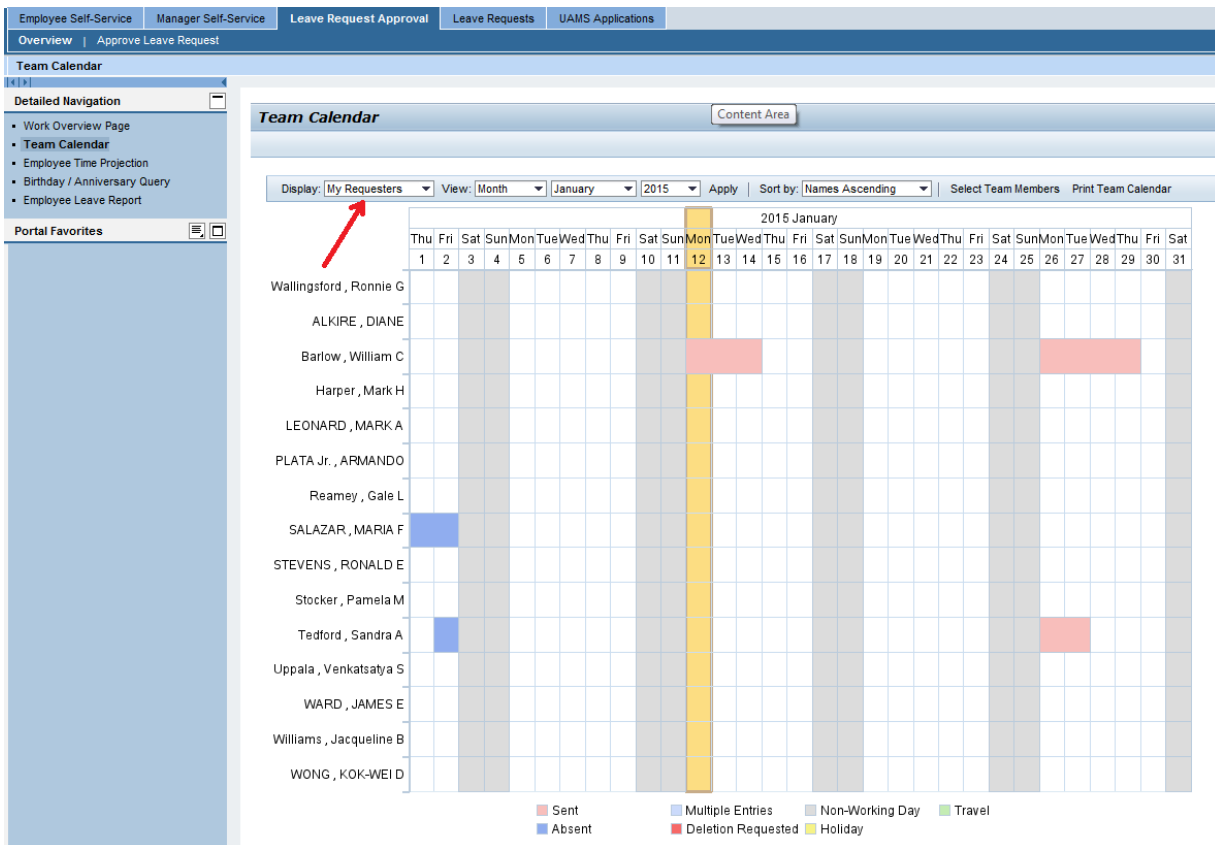
- The Time Accounts page allows you to view the leave totals for the person you are approving the leave for. The leave for the person can be approved from this page.

Time Account	Deduction from	Deduction to	Balance
UAMS Vacation	02/10/2014	12/31/9999	54.18 Hours
UAMS Sick Leave	02/10/2014	12/31/9999	41.43 Hours
UAMS Birthday	02/10/2014	12/31/9999	0.00 Hours
UAMS CEAL	02/10/2014	12/31/9999	0.00 Hours
UAMS Holiday	02/10/2014	12/31/9999	0.00 Hours

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

Type of Leave	Start Date	Start time	End Date	End time	Next Processor	Status	Absence hours	Used
Type of Leave	03/19/2015	00:00:00	03/20/2015	00:00:00	Wallingsford, Ronnie G	Sent	16.00	16 Hours
UAMS Vacation	01/28/2015	00:00:00	01/27/2015	00:00:00	Wallingsford, Ronnie G	Sent	16.00	16 Hours
UAMS Vacation	01/02/2015	00:00:00	01/02/2015	00:00:00		Approved	8.00	8 Hours
UAMS Vacation	12/10/2014	00:00:00	12/10/2014	00:00:00	Barlow, William C	Sent	8.00	8 Hours

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



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