Supervisor Leave Requests Manual
Version 1.1
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Introduction

Overview
This manual is intended to provide guidance to supervisors in processes they will be required to use in the leave request system.

Intended Audience
This manual is intended for use by supervisors and Superusers who approve leave
Procedures

When your employees request leave you will receive an email that is similar to what is seen below. You will be prompted to go to the leave site to approve, deny or edit the request. If you are on leave and an employee submits a request, an email will then be generated to you and to your proxy.

Kayla Bastian is requesting the following leave.

From 10/6/2010 to 10/6/2010
(08:00 AM to 05:00 PM)
For (Total Hours) 8 hours
RE9995/00 8 Hours

To approve or deny this request please go to: https://myleaverequest.sdbor.edu/aspleave/

Employee Notes: Doctor appointment.

Logging In

1. Go to the website https://myleaverequest.sdbor.edu/aspleave/
   a. This can also be found in SNAP, Employee Tab, Leave Request channel
2. Username: SNAP Username
3. Password: SNAP Password
4. Login

View Pending Requests

1. Click on the Administrator link at the top of the page, directly under the Banner.

2. You will automatically be taken to your pending requests.

3. Here you can choose to Approve, Deny or Edit the requests

Approving a Leave Request

1. Select Approve/Deny in the Decision column
2. Select “Approve” and leave notes if you feel necessary
3. Once you choose Approve, it takes you back to the View Pending Requests screen
4. An email is generated to your employee letting them know the leave is approved.
5. You MUST process (approve or deny) all requests prior to approving timesheets, you CANNOT approve a request on an already approved timesheet.

Denying a Leave Request
1. Select Approve/Deny in the Decision column
2. Select “Deny” and leave notes if you feel necessary

3. Once you choose Deny, you are taken back to the View Pending Requests screen
4. An email is generated to your employee letting them know the request is denied.
Editing a Request

1. Select “Edit” in the Modify column.
2. Edit the request
3. Enter Admin Notes to let the employee know what you changed
4. Submit Changes
5. A pop-up will alert you that an email has been sent to your employee

View Processed Requests
1. Click on View Processed Requests
2. Choose the year you wish review and the Department or the Supervisor or User. (You will only see departments/orgs you have security access to in Banner.)
3. Here you can review all the requests of an employee or department by month
4. You can edit or delete the processed requests here if necessary. 
   NOTE: If you Delete a request here it will be removed from the timesheet so only do this if you intend to remove the leave from the timesheet. You CANNOT delete or edit requests from a previous payroll period.

5. If you delete or edit a request, an email is generated to the employee letting them know it has been deleted/edited.

Enter User Leave
There may be situations in which a supervisor or Superuser needs to create a leave request for an employee (e.g.-A family emergency which requires absence and employee does not have access to submit the request)

1. Click on Enter User Leave
2. Select the proper employee from the drop-down menu
3. Select the type of leave
4. Select the proper time period
5. Select the day(s) on the calendar
6. Add Notes
7. Submit Request Now
8. This will then send an email to both the employee and the supervisor

Request Calendar/ Defaults

Proxy Defaults Setup
1. Select Request Calendar/Defaults
2. Select Show Default Setting
3. Choose a proxy
4. Save and Close
5. The default proxy will now be set so each time you login to request leave you will not have to choose a proxy

Request Calendar/Timesheet View
To view your employees’ timesheets from the leave system, you can use the Request Calendar/Defaults section.

1. Select the Year, Pay Period, Employee and Position
2. Load Calendar
Your Leave Request Calendar

Enter information to see all earn codes

Select Year:
Select Pay Period:
Select an employee:
Select Position:

Load Calendar

---

Work Calendar

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Row Total</th>
</tr>
</thead>
</table>

Weekly Total: 0

Year: 2010
Pay Period: 11
Pn / Suff: RE9942/00
Total Hours: 0
Reports

You can review a report of all leave usage by year in the Administrator section of the leave reporting system.

View Reports

1. Select View Reports
2. Select the proper year
3. You can review in the screen
4. Download into Excel
   a. This allows you to sort by employee, Org, leave type, etc...