APPROVE LEAVE REQUESTS

MSS-2 | BUSINESS PROCESS PROCEDURE

MSS

The purpose of this Business Process Procedure (BPP) is to explain how to approve leave requests in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to approve a Leave Request.

Business Process Procedure Overview:

- Manager Self-Service (MSS), or **My Staff**, is a single access point for managers to find employee information and perform managerial tasks.

- MSS users must be designated as a **Line Supervisor** (B 002) in the organizational structure to access MSS My Staff functions.

- The Approve Leave Request service is located in the **My Team** Workset in MSS. The manager can approve or reject the leave request directly from the application.

- Leave Requests cannot be processed from within the SAP Business Workplace. The Leave Request workflows can be processed only from within MSS.

Procedure

1. From the Integrated HR-Payroll System Home Page, click the **My Staff (MSS)** tab
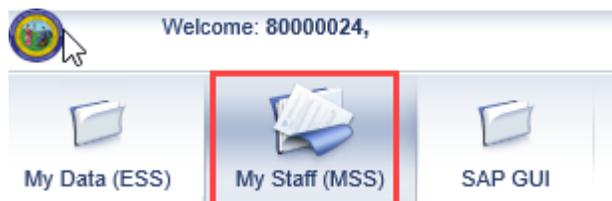
Information	The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.

CRITICAL!	When using web applications that maintain or create data, always leave the application (or log off) when work is complete. This will prevent record locking.

> ℹ️
> **Information**
> MSS users are defaulted to the My Work Overview page.

2. If the Leave Request work group is not open, click on the **Expand/Collapse Tray** ☐ icon on the far right side of the title to access the Display and Edit step of Leave Access: Approval work.

i **Information**	Leave Requests cannot be processed through the SAP Business Workplace.

The details of all pending leave requests are displayed (e.g. date of request, employee name/requester, type of leave (absence type), dates of requested leave, and hours requested.

Leave requests are sent by employee from ESS. Employees use this application to request leave and to inform their manager that they will be absent for a certain period (due to illness, for example).

3. Select an item from the list. The lower section of the screen will display the details of the selected request.

4. Perform one of the following:

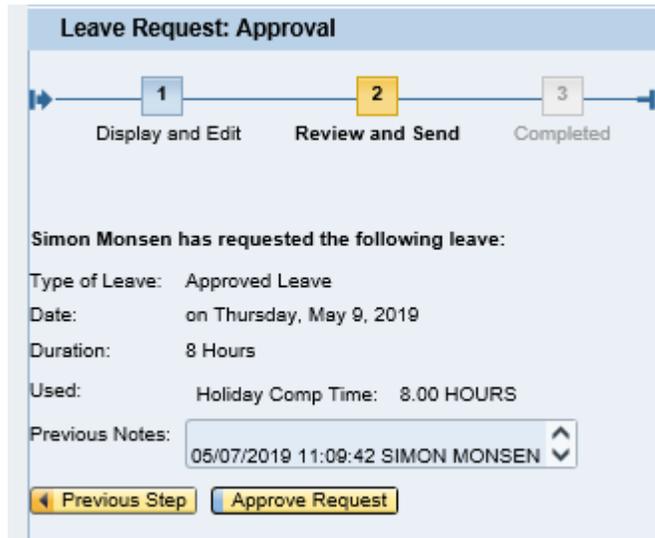| Activity	Action
APPROVE a leave request.	Click [Approve]
REJECT a leave request.	Click [Reject]

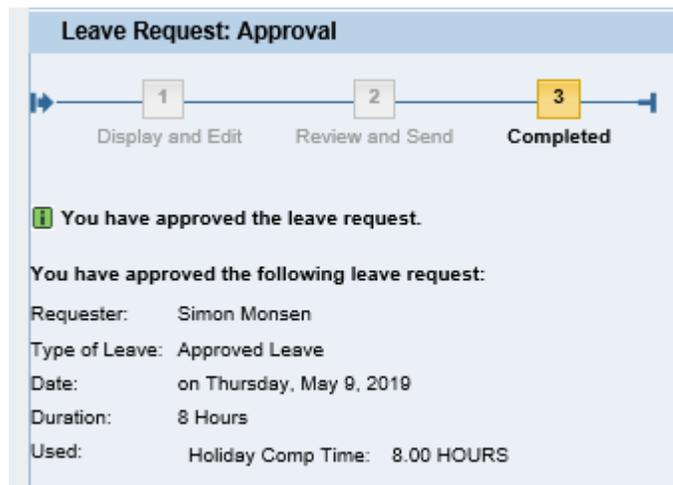| Information	The **Note for Requestor** field is opened for the approver to make a note or comment for the employee who is requesting leave. It is recommended to make a comment if REJECTING the leave request to explain the reason to the employee.

5. Click [Review ▶] to review the request before processing.

> **ⓘ Information**
> Other possible action:
> - Click [◀ Previous Step] to go back to the leave request overview screen.

Leave Request: Approval

1	2	3
Display and Edit	Review and Send	Completed

Simon Monsen has requested the following leave:

Type of Leave:	Approved Leave
Date:	on Thursday, May 9, 2019
Duration:	8 Hours
Used:	Holiday Comp Time: 8.00 HOURS
Previous Notes:	05/07/2019 11:09:42 SIMON MONSEN

[◀ Previous Step] [Approve Request]

6. Click [Approve Request] to approve the request. If rejecting the request, the [Reject Request] button will be available on the screen. The processing status will be available to the employee in ESS.

Leave Request: Approval

1	2	3
Display and Edit	Review and Send	Completed

ⓘ You have approved the leave request.

You have approved the following leave request:

Requester:	Simon Monsen
Type of Leave:	Approved Leave
Date:	on Thursday, May 9, 2019
Duration:	8 Hours
Used:	Holiday Comp Time: 8.00 HOURS

7. To go back to the main approval screen, click the hyperlink Approve Another Absence .

> **ⓘ Information**
> Leave requests that were not approved/rejected, and the date requested is too far in the past to process can be removed by BEST Shared Services only. Managers will need to contact BEST to have the old requests deleted.

8. The system task is complete.

Additional Resources

Other BPPs	BPP ESS-MyWorkTime_LeaveRequest.doc.
WBTs	MSS Web-Based training https://osc.cloud.nc.gov/training/MSS/story_html5.html