LEAVE REQUESTS

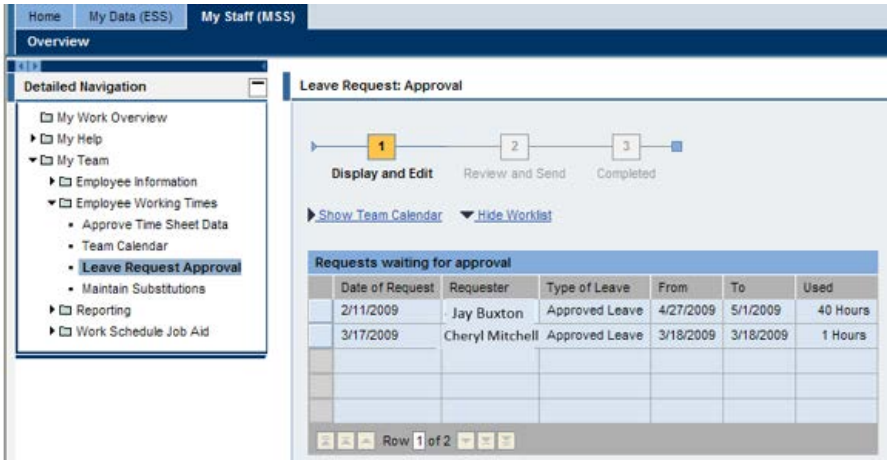
MSS-3 | FREQUENTLY ASKED QUESTIONS

MSS

The purpose of this job aid is to answer frequently asked questions about leave requests in the Integrated HR-Payroll System.

My employee has requested leave…where can I find the request?

Any new requests for leave will be displayed under *My Team>Employee Working Times>Leave Request Approval* or at the bottom of **My Work Overview** screen. Requests can be approved or rejected from this screen. You will no longer be able to see or approve leave requests under the Universal Working List.

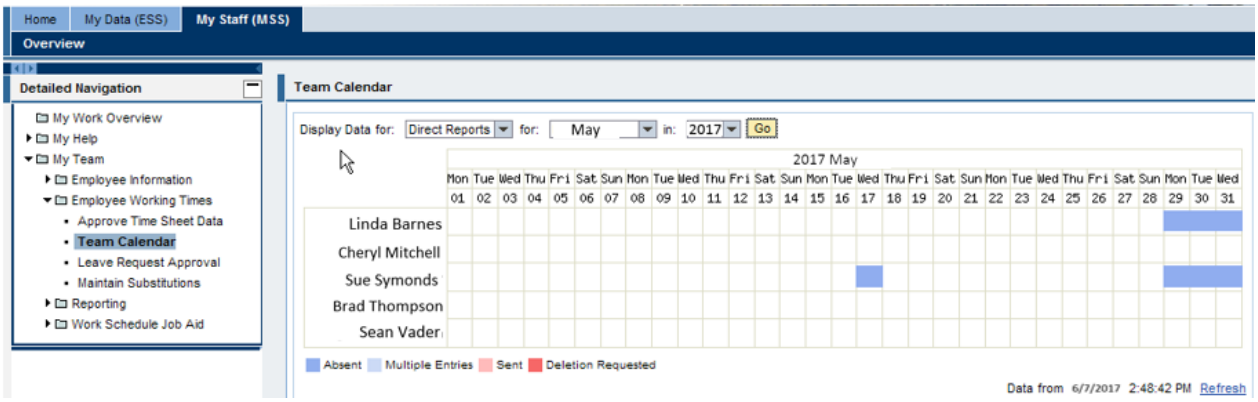


What if the employee doesn't take all the leave they requested or changes their mind and does not take the time off? Will it reduce their leave balances?

No. Time off requested through the Leave Request process will not be deducted from the employee's available leave balances. Deductions do not occur until the absence is entered on the Time Sheet and Time Evaluation is executed.

How can I see everyone's leave requests in one place?

Go to Team Calendar under My Team>Employee Working Time> Team Calendar.



Select a month and year to display from the drop-down menu.