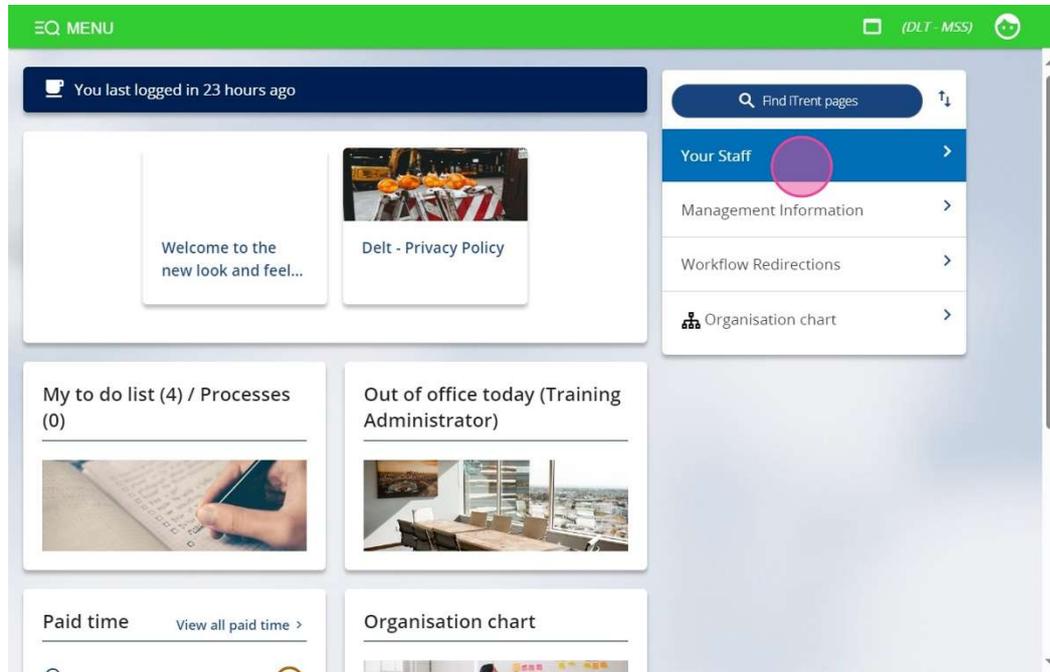


## **Manager Guide 10: Viewing and Approving Leave Requests**

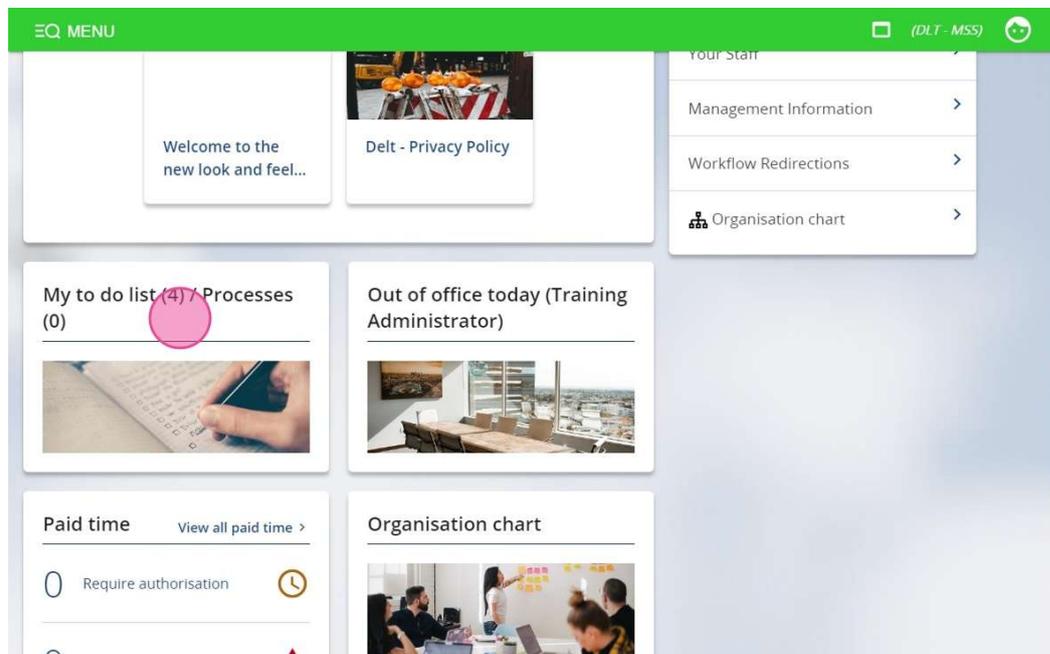
**This guide shows managers how to view, approve, and reject employee leave requests in iTrent. It provides clear instructions on how to access and review the details of each request. Managers will also learn how to approve or reject requests based on the information provided, ensuring the process is handled efficiently and in accordance with company policies.**

## Reviewing & Approving / Rejecting Leave Requests

1. From the **Manager Dashboard**, select the **"Your Staff"** tab.



2. Click on **"My To Do List / Processes"** to view all outstanding leave requests.



3. Find the leave request you wish to review and tick the checkbox next to it.

The screenshot shows a web interface for managing leave requests. At the top, there is a green header with 'EQ MENU' on the left and '(DLT - MSS)' on the right. Below the header, there are tabs for 'TO DO LIST (4)' and 'PROCESSES (0)'. A search bar contains the text 'Search existing results'. The main content area displays a list of leave requests, each with a checkbox, a status button (e.g., 'OVERDUE'), and an action button (e.g., 'REQUIRES AUTHORISATION'). The requests are grouped by date: 17/12/2024 (1), 07/01/2025 (1), and 08/01/2025 (1). The request for 17/12/2024 is highlighted with a pink circle, and its checkbox is checked.

EQ MENU (DLT - MSS)

TO DO LIST (4) PROCESSES (0)

Filter All active Sort by Due date Search existing results

Select all

Authorise Other Absence Change Training Administrator - 72141186 \* Project Management Office \* Start date: 09/12/2024 \* End date: 09/12/2024 \* Due date: 16/12/2024

OVERDUE REQUIRES AUTHORISATION More...

17/12/2024 (1) Select all for 17/12/2024

Authorise Holiday Change Training Administrator - 72141186 \* Project Management Office \* Start date: 16/12/2024 \* End date: 16/12/2024 \* Due date: 17/12/2024

OVERDUE REQUIRES AUTHORISATION More...

07/01/2025 (1) Select all for 07/01/2025

Authorise Other Absence Change Training Administrator - 72141186 \* Project Management Office \* Start date: 17/01/2025 \* End date: 17/01/2025 \* Due date: 07/01/2025

OVERDUE REQUIRES AUTHORISATION More...

08/01/2025 (1) Select all for 08/01/2025

4. Click the **arrow icon** next to the selected request to open and view its details.

The screenshot shows the same web interface as above, but with the details view for the selected request open. The '17/12/2024 (1)' group is expanded, and the details for the 'Authorise Holiday Change Training Administrator' request are visible. The checkbox is checked, and the 'OVERDUE' button is highlighted. The 'REQUIRES AUTHORISATION' button is also visible. The 'arrow icon' next to the request is highlighted with a pink circle.

EQ MENU (DLT - MSS)

TO DO LIST (4) PROCESSES (0)

Filter All active Sort by Due date Search existing results

Select all Redirect Actions

Authorise Other Absence Change Training Administrator - 72141186 \* Project Management Office \* Start date: 09/12/2024 \* End date: 09/12/2024 \* Due date: 16/12/2024

OVERDUE REQUIRES AUTHORISATION More...

17/12/2024 (1) Select all for 17/12/2024

Authorise Holiday Change Training Administrator - 72141186 \* Project Management Office \* Start date: 16/12/2024 \* End date: 16/12/2024 \* Due date: 17/12/2024

OVERDUE REQUIRES AUTHORISATION More...

07/01/2025 (1) Select all for 07/01/2025

Authorise Other Absence Change Training Administrator - 72141186 \* Project Management Office \* Start date: 17/01/2025 \* End date: 17/01/2025 \* Due date: 07/01/2025

OVERDUE REQUIRES AUTHORISATION More...

08/01/2025 (1) Select all for 08/01/2025

5. In the request form, locate the **"Authorisation Status"** dropdown menu. Choose either **Authorised**, **Not Authorised** or **On Hold** from the dropdown options.

The screenshot shows a web form titled "Holiday absence details" for a "Training Administrator". The form is divided into several sections: "Holiday period" with a "Holiday period\*" dropdown set to "Full day"; "Holiday start" with a "Holiday start date\*" text box containing "16/12/2024"; "Holiday end"; "Absence" with "Absence type\*" dropdown set to "Personal holiday", "Authorisation" dropdown set to "Awaiting authorisation", and "Position" text box containing "Project Manager (31133578, Training Manager) (Current)"; and "Authorisation" with "User name" text box containing "72141201" and "Authorisation status\*" dropdown menu. A pink circle highlights the "Authorisation status\*" dropdown menu.

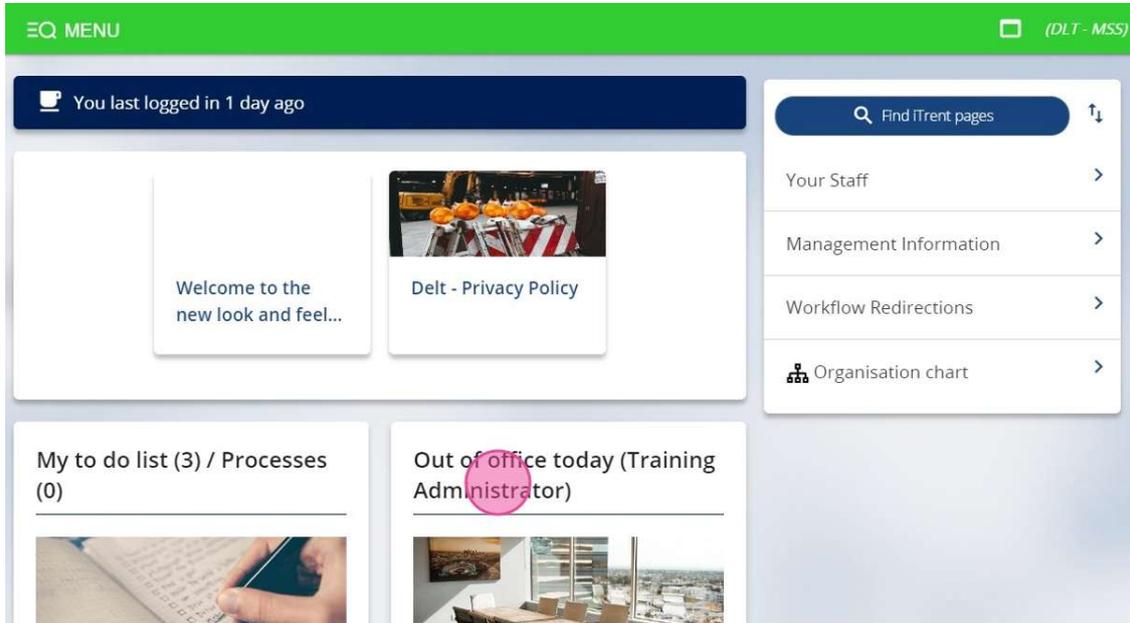
6. If rejecting a request, or if additional context is helpful, enter a reason in the provided **text box**.

**Note:** Always ensure your decision supports business needs and aligns with leave policy guidelines.

Click **"Save"** to confirm your decision and close the request.

The screenshot shows the same "Holiday absence details" form, but with the "Authorisation status\*" dropdown menu set to "Authorised". Below the "Authorisation status\*" dropdown is a "Reason" text box. At the bottom of the form, there are two buttons: "Save" (highlighted with a pink circle) and "New".

7. To view confirmed leave, go to the **"Out of Office Today"** section on your manager dashboard (home page).



8. Here, you can view team members and their absence status. Use the **calendar drop-down** to filter results to a specific date range if needed.

