

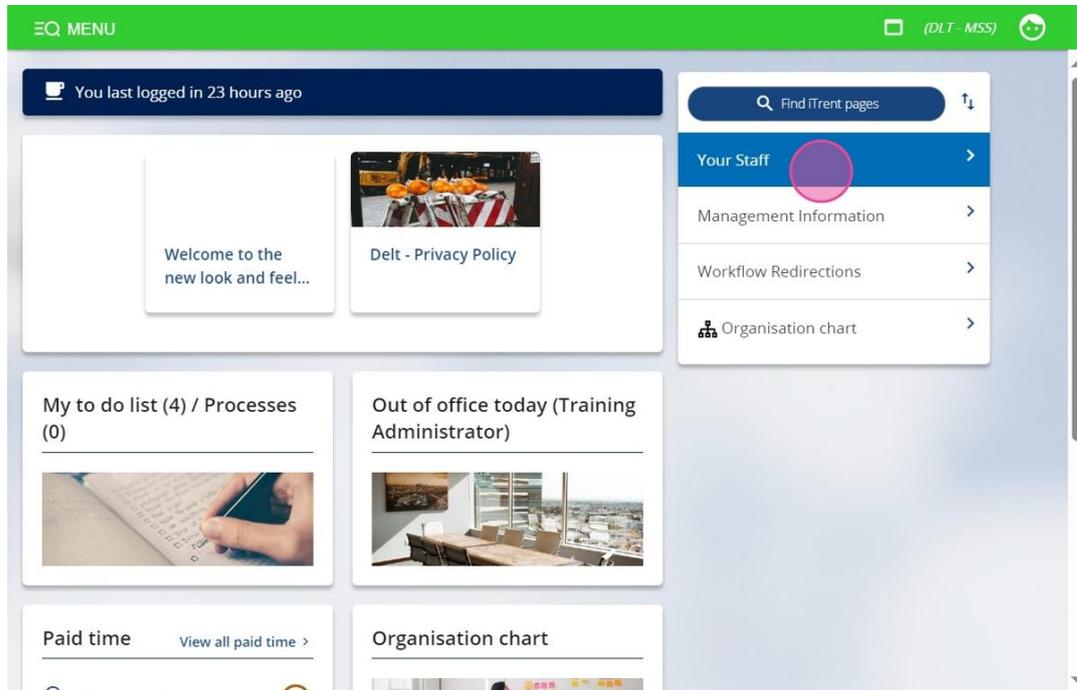
# MANAGER GUIDE

## Viewing and Approving Leave Requests

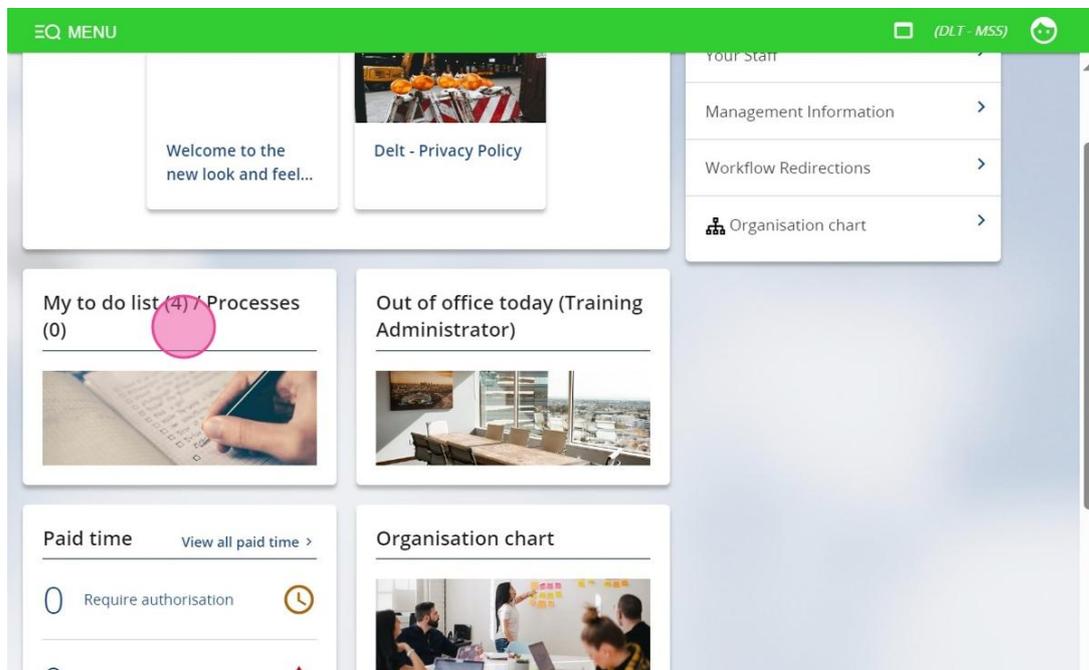
**This guide shows managers how to view, approve, and reject employee leave requests in iTrent. It provides clear instructions on how to access and review the details of each request. Managers will also learn how to approve or reject requests based on the information provided, ensuring the process is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

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...

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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...

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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...

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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.

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...

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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...

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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...

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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.

**Holiday absence details** Training Administrator

Holiday period  
 Holiday period \* Full day

Holiday start  
 Holiday start date \* 16/12/2024

Holiday end

Absence  
 Absence type \* Personal holiday  
 Authorisation Awaiting authorisation  
 Position Project Manager (31133578, Training Manager) (Current)

Authorisation  
 User name 72141201  
 Authorisation status \*

- 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.

Absence

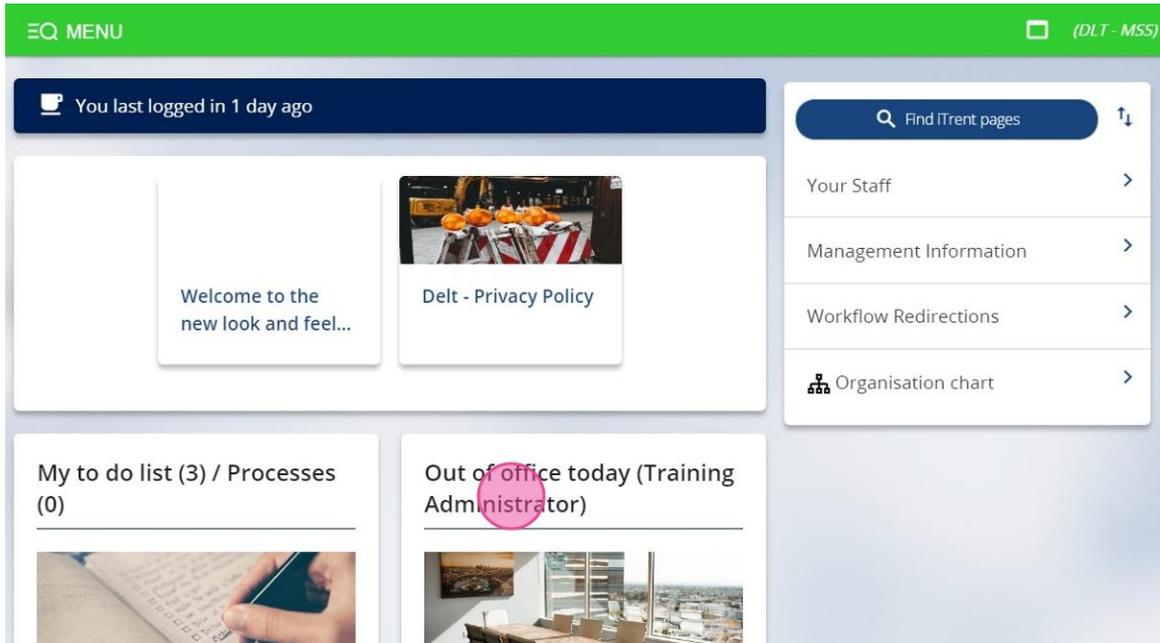
Absence type \* Personal holiday  
 Authorisation Awaiting authorisation  
 Position Project Manager (31133578, Training Manager) (Current)

Authorisation  
 User name 72141201  
 Authorisation status \* Authorised  
 Reason

+ Holiday balances

Save New

- 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.

