Supervisor Review of Changes to Exempt Leave Approval

The employees who report to you will be listed. You can search for them as well by using this search function.

Help is available, if there is something missing let us know and we can add it.

You can view previous and future months and years of leave entry for your employees.

The locks indicated that both the supervisor and the employee have approved. If edits need to be made the supervisor can unlock and make the edit prior to the 7th business day of the month. HR will need to be contacted for edits that need to be made to the previous month.