

College of Public Health

eLeave Monthly Supervisor Approval Walkthrough

There are **two ways** to access the eLeave system to approve or deny leave submitted:

- 1) Via the link in the email you receive once an employee submits her/his leave request (e.g., sick leave, vacation).
- 2) Via accessing the eLeave system directly.

Option 1: Accessing the eLeave system via the link in the email upon employee submission of a leave request:

1 **Click on the eLeave link** in email upon receipt (you will receive an email once an employee submits her/his leave request).

2 **Review the leave request.** Pay special attention to the leave designation and details, comments, and the leave balances.

3 **Enter a comment *if*** you need to communicate with your employee. *Please note that comments are public record. They cannot be deleted and can be viewed by anyone. A comment is required if a leave request is denied.*

Comments

Reason for absence, person responsible in my absence, etc.

2000 characters remaining

Once a comment is submitted, it cannot be deleted or changed. Comments can be viewed and become part of the employee's personnel records. They may be subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.

4 Take action on the leave request by choosing an action at the bottom of the leave request. If you approve of the leave request, click “Approve.” If you do not approve of the leave request, click “Deny.” Note that “Deny” requires you to enter a comment. The employee will receive an email indicating the action you take. The “Save for Later” option will allow you to save a comment and you can take action later. To return to your list without taking action, click “Approval List” at the top.

Workflow Information

| Action | User(s) | Date/Time | Step |
|------------------|------------------------------------|---------------------|------------------------|
| Submitted | Roberts,Cordelia C | 07/08/2011 11:29 AM | Submitted for Approval |
| Pending Approval | Recruitment,Train04 Myers,Jacob | 07/08/2011 11:29 AM | Supervisor Approval |

Actions

Accessing the eLeave system directly

1 Log in to the eLeave system by going to eleave.osu.edu.

2 Click “Approval List” on the navigation bar at the top to view leave requests that are ready for your review.

The Ohio State University ▸ Office of the Chief Information Officer

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[Approval List](#)
[Preferences](#)
[Timesheet](#)
[Help](#)

3 View the Approval List at the bottom. Your complete list of items will load automatically. You can filter your list by using the Filter feature.

Filter Approval List

Employee Name
 Submitted Date From  To 

Employee ID [Lookup Employee](#)
 Fiscal Year
 Pay Period Range

Employee Rcd
 Department(s) (eg., 03000, 02000)

Employee Class
 Sort Field
 Sort Direction

4 Open a leave request in the Approval List by clicking on the employee name.

Approval List: 1-1 of 1

| Select | Employee Name | Employee ID | Emp Rcd | Working Title | Supervisor / ID | Submitted By / Date |
|--------------------------|------------------------|-------------|---------|-------------------------|---------------------------|---------------------------------------|
| <input type="checkbox"/> | Roberts, Cordelia C | 200002207 | 0 | Fiscal Administrator | Myers, Jacob 200002200 | Roberts, Cordelia 07/08/2011 11:29 |

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