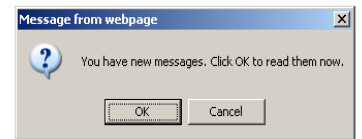


# TIMEONLINE

## Supervisor – Approve Leave Time for Benefited Employees

**NOTE:** You should approve Leave time BEFORE your employee submits their timesheet! If you login to TimeOnline and have the “internal” message screen, this indicates that you have received a leave request from your employee and you should go process it.

TimeOnline displays a message screen when you have an employee that has requested leave time.



You can jump directly to the “Approval” screen by highlighting a request and selecting the “Approve/Decline” icon from this message screen.

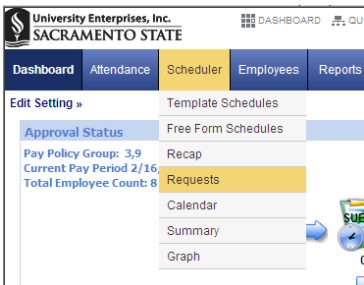
Filter by				
Date Range		From	To	
Add Filter		Apply Filter	Clear Filter	
Actions: <span>Mark Unread</span>   <span>Delete</span>				
<input type="checkbox"/>	Message Type	Description	Hours	Priority
<input type="checkbox"/>	Request		8.00	Normal
<input type="checkbox"/>	Request		40.00	Normal
<input type="checkbox"/>	Request		8.00	Normal
<input type="checkbox"/>	Request		8.00	Normal
<input type="checkbox"/>	Request		16.00	Normal

Once you select the request, you can select “Approve/Decline” from the right hand side of the screen to process the request.

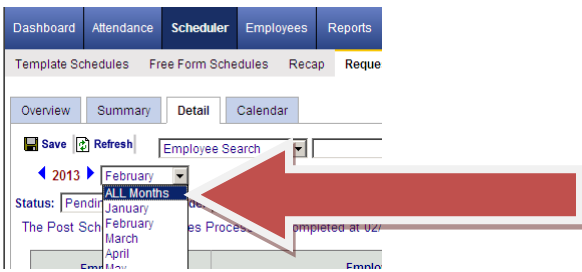


You can also reach the leave approval page by selecting:

1. “Scheduler/Requests” from the Tab menu.



2. Select the "Detail" tab and "All Months"



This will now show all pending requests for your employees. You can select individual requests or approve all.



Hours requested	Select	Status	Hours Available	Requested On	TOL Code	Start	End
8.00	<input type="checkbox"/>	Pending	0.00	02/18/2013 10:31AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/18/2013 10:31AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/18/2013 10:31AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/18/2013 10:31AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/18/2013 10:31AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/18/2013 10:31AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/05/2013 10:55AM	1000189 [Information Technology]		
8.00	<input type="checkbox"/>	Pending	0.00	02/05/2013 10:55AM	1000189 [Information Technology]		

Once you have completed your approval, select the "Save" button on the left side of the screen. This will automatically adjust the employees' timesheet to reflect the requested leave time.