



Approving eLeave Requests

College of Veterinary Medicine – Revised February 2012

1 There are two ways to access the eLeave system to approve/deny leave requests submitted. You can choose either option:

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

2 Option #1 – Access via the link in email. Click on the eLeave link in the email upon receipt (you will receive an email once an employee submits her/his leave request)

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

The screenshot shows the 'View Leave' page in the eLeave system. At the top, there is a navigation bar with links for Home, Search, Preferences, Timesheet, University Business, and Help. Below this, the page title is 'View Leave'. The main content area displays the following information:

Employee Name	Pyke, Kirsti Jo	Employee Id	89072995	Dept Number	29000
Dept Name	Vet Med Administration	Working Title	Director, College HR	Supervisor/Manager	Komala Ji,Renne Charles
Payment Cycle	Monthly	Status	Approved		

Below the table, there is a section for 'Leave Designation' with a dropdown menu set to 'Neither'. There are also some notes and links related to the leave request.

- **Enter a comment** if you need to communicate with the 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.*
- **Take action on the leave request** by choosing an action at the bottom of the leave request at the bottom of the leave request.
 - **Approve a Request** - If you approve of the leave request, click “Approve”
 - **Deny a Request** - 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.

③ Option #2 – Accessing the eLeave system directly.

- Log in to the eLeave system by going to <http://eleave.osu.edu>
- Click “Approval List” on the navigation bar at the top to view leave requests that are ready for your review.
- 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.
- Open a leave request in the Approval List by clicking on the employee name.

Approval List

Filter Approval List

Employee Name Leave Dates From To

Employee ID [Lookup Employee](#) Department(s)

Employee Class Leave Designation

Payment Cycle

Sort Field Sort Direction

Approval List: 1-2 of 2

Employee Name	Employee ID	Employee Rcd	Request Status	Submitted Date	Supervisor Name	Department(s)
Munn,Patricia Ann	85015687	0	Submitted, Pending Approval	09/21/2010 1:08 PM	Spencer,Deborah Ann	08810
Barnett,Deborah L	02121766	0	Submitted, Pending Approval	09/20/2010 1:48 PM	Spencer,Deborah Ann	21085

- Review the leave request. Pay special attention to the leave designation and details, comments, and the leave balances.
- Enter a comment if you need to communicate with your employee or you deny a request. *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.*

- **Take action on the leave request** by choosing an action at the bottom of the leave request.
 - **Approve a Request** - If you approve of the leave request, click “Approve”
 - **Deny a Request** - 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.

- **Log out of the system when done.**

Important eNote:

Denied requests should be consistent with departmental practices
Denied requests should be valid and not trivial. You must be
consistent in your denials so as not to show favoritism or discrepancy!

COMMENTS ARE REQUIRED! If you can't be honest with the denial,
then don't deny the request!

Need Help?

Contact your department HR Professional for assistance!