

APPROVE LEAVE REQUESTS

MSS-2 | BUSINESS PROCESS PROCEDURE

The purpose of this Business Process Procedure (BPP) is to explain how to approve leave requests in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to approve a Leave Request.

Business Process Procedure Overview:

- Manager Self-Service (MSS), or **My Staff**, is a single access point for managers to find employee • information and perform managerial tasks.
- MSS users must be designated as a Line Supervisor (B 002) in the organizational structure to access • MSS My Staff functions.
- The Approve Leave Request service is located in the **My Team** Workset in MSS. The manager can approve or reject the leave request directly from the application.
- Leave Requests cannot be processed from within the SAP Business Workplace. The Leave Request workflows can be processed only from within MSS.

Procedure

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1. From the Integrated HR-Payroll System Home Page, click the My Staff (MSS) tab



The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab. Information

When using web applications that maintain or create data, always leave the application (or log off) when work is complete. This will prevent **CRITICAL**! record locking.

	Approve Time S	heet Data					
-	Collective App	roval Review a	2 3 and Save Complet	ed			
V lod	iew: Weekly Vi data exists that ne	ew - Simple eds to be approved	▼ d				
€ F	Previous Step R	eview 🕨					
F	Reminder of Dat	tes					
L	.eave Request:	Approval	3				
↓ 	eave Request:	Approval 2 dit Review and r Hide Worklist	Send Completed				
L → Sh Re	eave Request: 1 Display and Ec ow Team Calenda equests waiting for Date of Request	Approval 2 dit Review and r V Hide Worklist or approval Requester	Send Completed	From	То	Used	
Sh Re	eave Request: Display and Eco ow Team Calenda equests waiting for Date of Request 04/01/2019	Approval 2 dit Review and r Hide Worklist or approval Requester Shaunte Morrison	3 Send Completed	From 04/18/2019	To 04/18/2019	Used 8 HOURS	
Sh Re	Display and Economic Control C	Approval 2 dit Review and r Thide Worklist or approval Requester Shaunte Morrison Simon Monsen	3 Send Completed Type of Leave Special Bonus FY19 Sick Leave	From 04/18/2019 04/02/2019	To 04/18/2019 04/02/2019	Used 8 HOURS 4 HOURS	
Sh Re	eave Request: Display and Economic Colored Co	Approval 2 dit Review and 7 THIDE Worklist 7 approval Requester Shaunte Morrison Simon Monsen Simon Monsen	3 Send Completed	From 04/18/2019 04/02/2019 04/26/2019	To 04/18/2019 04/02/2019 04/26/2019	Used 8 HOURS 4 HOURS 8 HOURS	
Sh Re	Display and Ed Display and Ed ow Team Calenda equests waiting for Date of Request 04/01/2019 04/01/2019 04/22/2019 05/07/2019	Approval 2 dit Review and r Hide Worklist r approval Requester Shaunte Morrison Simon Monsen Simon Monsen Simon Monsen	3 Send Completed Type of Leave Special Bonus FY19 Sick Leave Approved Leave Approved Leave	► From 04/18/2019 04/02/2019 04/26/2019 05/09/2019	To 04/18/2019 04/02/2019 04/26/2019 05/09/2019	Used 8 HOURS 4 HOURS 8 HOURS 8 HOURS	

MSS users are defaulted to the My Work Overview page.

2. If the Leave Request work group is not open, click on the **Expand/Collapse Tray** icon on the far right side of the title to access the Display and Edit step of Leave Access: Approval work.

l	Leave Request: Approval								
I > -	Display and Edit Review and Send Completed								
) <u>Sh</u>	Show Team Calendar Tide Worklist								
Ð	Date of Request	Requester	Type of Leave	From	То	Used			
	04/01/2019	Shaunte Morrison	Special Bonus FY19	04/18/2019	04/18/2019	8 HOURS			
	04/01/2019 Simon Monsen Sick Leave 04/02/2019 04/02/2019 4 HOURS								
	04/22/2019	Simon Monsen	Approved Leave	04/26/2019	04/26/2019	8 HOURS			
	05/07/2019	Simon Monsen	Approved Leave	05/09/2019	05/09/2019	8 HOURS			
	05/09/2019	Simon Monsen	Approved Leave	05/10/2019	05/10/2019	8 HOURS	•		

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Information



The details of all pending leave requests are displayed (e.g. date of request, employee name/requester, type of leave (absence type), dates of requested leave, and hours requested.

Leave requests are sent by employee from ESS. Employees use this application to request leave and to inform their manager that they will be absent for a certain period (due to illness, for example).

3. Select an item from the list. The lower section of the screen will display the details of the selected request.

Leave Request: Approval										
+-	Display and Edit Review and Send Completed									
<u>s</u>	Show Team Calendar View Hide Worklist									
R	equests waiting fo	or approval								
ħ	Date of Request	Requester	Type	of Leave	Fr	om	То		Used	-
	04/22/2019	Simon Monsen	Appr	oved Leave	04	/26/2019	04/26	2019	8 HOURS	5
	05/07/2019	Simon Monsen	Appr	oved Leave	05	/09/2019	05/09	2019	8 HOURS	6
	05/09/2019	Simon Monsen	Appr	oved Leave	05	/10/2019	05/10	2019	8 HOURS	;
	05/13/2019	Simon Monsen	Appr	oved Leave	05	/18/2019	05/16	2019	8 HOURS	;
	06/14/2019	Simon Monsen	Appr	oved Leave	07	/08/2019	07/09	2019	16 HOUR	s 🖵
Sim	on Monson has re	quested the follo	wina	leave:						
Tvo	o of Logue: Appr	aved Leave	, wing	leave.						
Det	e of Leave. Appl	0/2010								
0.00		572015								
Dur	Duration: 8 Hours									
Use	d: Holi	day Comp Time:	8.00 H	HOURS						
Pre	Previous Notes: 05/07/2019 11:09:42 SIMON MONSEN									
Time Account Dec		Deductible	le from Deductible		to	Entitlement		Remainder		
Vacation Leave 01		01/16/2019	01/16/2019 1		2/31/9999 26.66 HC		OURS 26.66		HOURS	
Sick Leave		01/16/201	01/16/2019		2/31/9999 16.00 H		OURS 16.00		HOURS	
Ho	oliday Comp Time	12/28/2008	12/28/2008		12/31/9999 80.0		80.00 HOURS 80.0		HOURS	
Ho	oliday Leave	10/12/2008	10/12/2008		32.00 HOURS		URS	5 16.00 HOURS		
Co	ommunity Service L	eave 01/01/201	019 12/31/2019			24.00 HOURS		24.00 HOURS		
4	Previous Step Approve Reject									

4. Perform one of the following:

Activity	Action
APPROVE a leave request.	Click Approve
REJECT a leave request.	Click Reject

V Leave Request: Approval						
Display and Edit Review and Send Completed						
Show Team Calendar	Show Worklist					
Simon Monsen has reque	sted the following	leave:				
Type of Leave: Appro	ved Leave					
Date: 05/09	2019					
Duration:	8 Hours					
Used: Holid	ay Comp Time: 8.	00 HOURS				
Note for Requester:						
Previous Notes:	Previous Notes: 05/07/2019 11:09:42 SIMON MONSEN					
Time Account	Deductible from	Deductible to	Entitlement	Remainder		
Vacation Leave	01/16/2019	12/31/9999	26.66 HOURS	26.66 HOURS		
Sick Leave	01/16/2019	12/31/9999	16.00 HOURS	16.00 HOURS		
Holiday Comp Time	12/26/2008	12/31/9999	80.00 HOURS	80.00 HOURS		
Holiday Leave	10/12/2008	12/31/9999 32.00 HOURS		16.00 HOURS		
Community Service Leave	Community Service Leave 01/01/2019 12/31/2019 24.00 HOURS 24.00 HOURS					
Previous Step Review						

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The **Note for Requestor** field is opened for the approver to make a note or comment for the employee who is requesting leave. It is recommended to make a comment if REJECTING the leave request to explain the reason to the employee.

5. Click Review to review the request before processing.



Leave Req	uest: Approval
l∳1 Display a	2 3 and Edit Review and Send Completed
Simon Monsen Type of Leave:	has requested the following leave: Approved Leave
Date:	on Thursday, May 9, 2019
Duration:	8 Hours
Used:	Holiday Comp Time: 8.00 HOURS
Previous Notes:	05/07/2019 11:09:42 SIMON MONSEN
Previous Ste	Approve Request

6. Click Approve Request to approve the request. If rejecting the request, the Reject Request button will be available on the screen. The processing status will be available to the employee in ESS.

Leave Rec	uest: Approval
Display a	and Edit Review and Send Completed
🚺 You have ap	pproved the leave request. oved the following leave request:
Requester:	Simon Monsen
Type of Leave:	Approved Leave
Date:	on Thursday, May 9, 2019
Duration:	8 Hours
Used:	Holiday Comp Time: 8.00 HOURS

7. To go back to the main approval screen, click the hyperlink Approve Another Absence .



8. The system task is complete.

Additional Resources

Other BPPs	BPP ESS-MyWorkTime_LeaveRequest.doc.
WBTs	MSS Web-Based training https://osc.cloud.nc.gov/training/MSS/story_html5.html