## Approving Leave through mySeattleU – for Supervisors

Instructions for how to approve Leave requests in mySeattleU.

1. Select "Leave Approval" on the mySeattleU employee homepage

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•	Employ	ment · Employee · Employee Overview							
		Due to system maintenance, Student Account Center functionality will be unavailable from midnight to 2 a.m. PDT on Friday, Oct. 22, and Frid							
<u>一</u>	Wel	Nelcome to mySeattleU Employee!							
©11	C	Tax Information Here you can change your consent for e-delivery of tax information.	Barnings Statements						
۲	Ē	Leave Here you can view your leave balances and leave requests.	Leave Approval Here you can approve or reject leave requests for people you supervise.						
		Time History Here you can view your paid timecards.	Benefits Here you can enroll in benefits.						
	6	Current Benefits Here you can view all your current benefits.							
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- 2. In the filter box on the left, select "Leave Request" and then "Apply Filters"
- 3. You should see your existing list of leave requests to review. Click "**View**" on any request to see the request details.

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3	Leave Balance	Employee Leave Requests								
	Leave Request	Leave Type	Total Hours	Date Range	Approver	Status				
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	Include Employees with no     Outstanding Leave Requests						Approve	Reject	Comments	View
	Reset Filters Apply Filters	<ul> <li>Leave, Testing NE - 4166816</li> </ul>								

4. Click "Approve."

Note: You can "quick" approve or reject each request without having to view the details of each request

## Instructions for Rejecting a Leave Request:

1. Select "Leave Approval" on the mySeattleU employee homepage

2. In the filter box on the left, select "Leave Request" and then "Apply Filters"

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	Rejected	Vacation	37.50	9/20/2021 - 9/24/2021		Submitted		(i)	m	***	
	Include Employees with no						Approve	Reject	Comments	View	
	Outstanding Leave Requests	✓ Leave, Testing NE - 4166816	5								

3. You should see your existing list of leave requests to review. Click "**View**" on any request to see the request details.

4. Click "Reject." You may also reject the request without viewing the request details.

5. Enter the **comment** (required entry) to reject the leave request. Once the status is 'rejected,' the employee may adjust or delete the request.