



## *Online Leave Request/Approval*

Streamline the process by which employees request leave and obtain approvals from their managers. The Online Leave Request & Approval Module **saves time for your employees, managers and the HR staff**. It is an add-on module to the HRSource™-SelfSource™ HRIS solution. Here's how it works:

### **Employees request Leave online:**

- When employees want to request leave, they go into the *SelfSource™ Employee Leave* page where they can view their leave balance. When ready, the employee clicks on the link to the *Employee Leave Request* form.
- Employees can enter both actual leave taken and future planned leave.
- The HRSource™ administrator defines which *Leave Type* codes employees can choose.
- Employees can delete a future leave request or a past leave request that has not yet been approved. Once the *Leave* is approved and the *Leave* date has passed, only HR can delete it.

### **Managers respond to Leave requests online:**

- When an employee submits a *Leave Request* form, that employee's manager will receive an email informing them of the request.
- The link to the *Manager Leave Approval* form appears on the *SelfSource™ Manager home page*. The form will display the leave requests of all of their employees.
- Managers can click on the employee name to view the employee's current leave balance and detailed leave information. The manager can approve or disapprove the *Leave Request* and add comments.
- The *Manager Leave Approval* form can be sorted by employee name, leave request date, approval status, or by any other field on the form.

### **HR's role:**

- Approved *Leaves* will be imported into HRSource™ and the *Employee Leave Balance* will be automatically adjusted. The new *Leave Balance* will then be updated in SelfSource™.
- The System Administrator (and Payroll) can view the *Leave* data of all employees through a special log-on page.