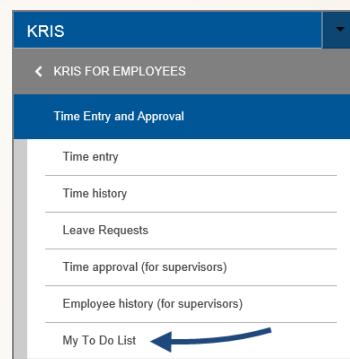
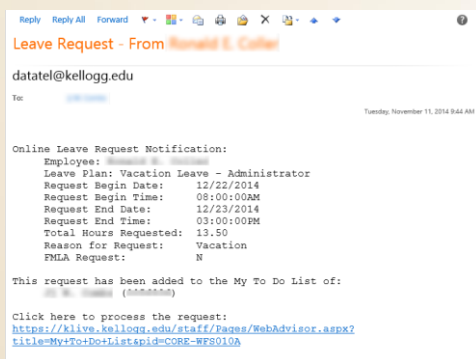


# Leave Request Approval

1. When an employee fills out a Leave Request, the supervisor will be notified via email. There is a link towards the bottom of the email to process the request. Or you can login to the [Web Portal](#), navigate to the KRIS for Employees, then Time Entry and Approval and finally click on *My To Do List*.



Once the *My To Do List* is opened, it will show any/all the pending Leave Requests. By clicking on the blue link, this will allow the supervisor to work the request.

KRIS								
My To Do List ×								
Pending Worklist Items	Escalate	Reminder	Item Created	Assignment	Priority	Workflow Initiator	Workflow Age	Private
<a href="#">Leave Request awaiting approval for [Redacted]</a>			11/18/14			[Redacted]	0 days	N

Working the request will allow you to see all the details of it. It will allow you to approve or deny the request along with adding some additional comments. When you approve the request an email goes to Human Resources for the final approval. If you deny the request, Human Resources will not receive an email.

KRIS  
 My To Do List | Supervisor Time Approval Action ×

\* = Required  
 Employee: [Redacted]

Leave Plan Description	Start Date	End Date	Balance
Vacation Leave - Administrator	07/18/2011		112.33

Leave Plan: Vacation Leave - Administrator  
 Start Date: 12/22/2014  
 Start Time: 08:00AM  
 End Date: 12/23/2014  
 End Time: 03:00PM  
 Total Hours: 13.50  
 Leave Reason: Vacation  
 FMLA Flag: N

Approval Action\*  
 Approved  
 Denied ←

Comments to enter  
 Optional Comments Area

Approver	Action	Date	Time
[Redacted]	NEW	11/11/2014	09:37:48AM

Submit ←

*Please note: After you click on Submit, it will return you to the My To Do List. It will show you still have something to do. Please refresh the screen and it will be removed from your list of things to do.*