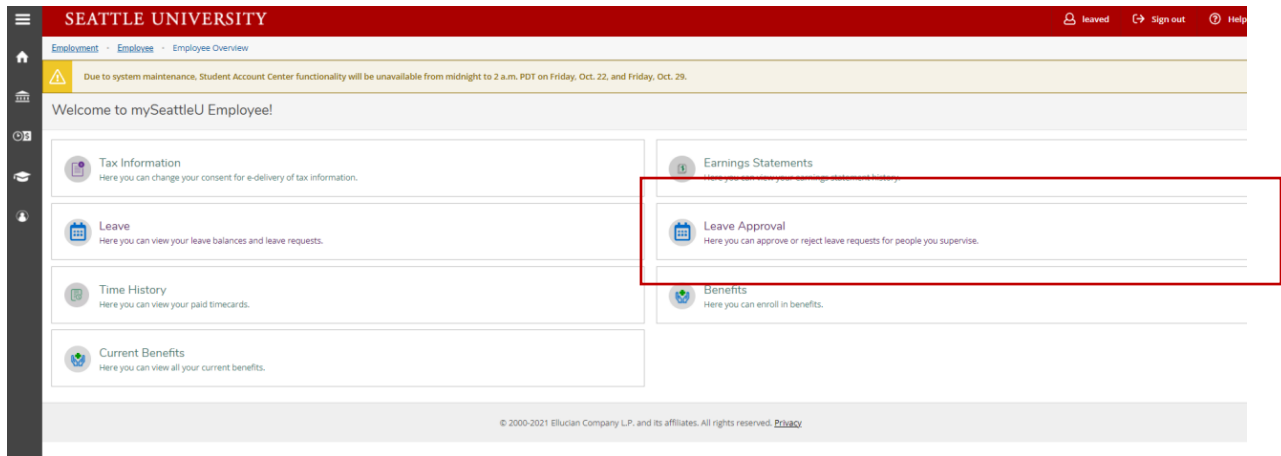


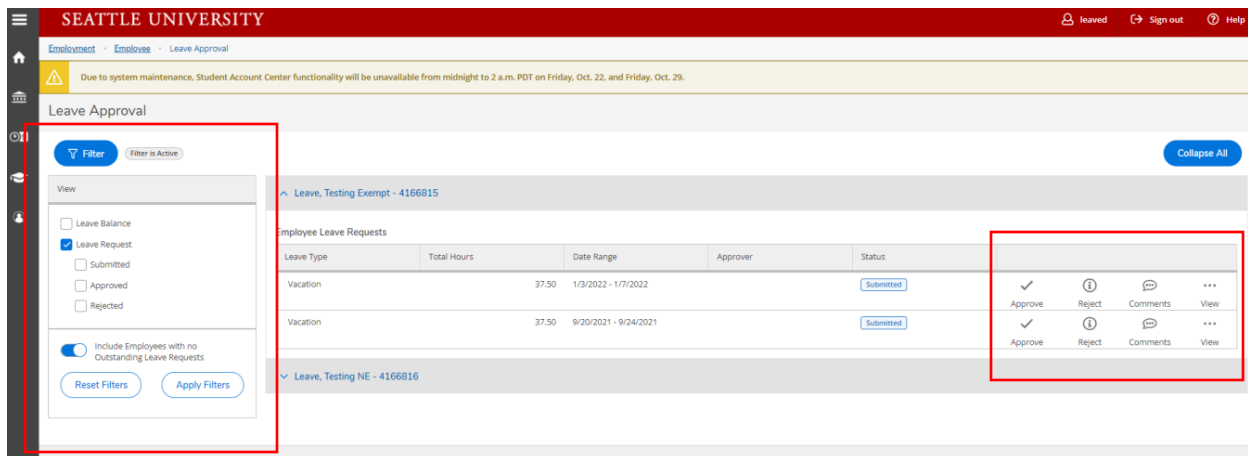
Approving Leave through mySeattleU – for Supervisors

Instructions for how to approve Leave requests in mySeattleU.

1. Select “Leave Approval” on the mySeattleU employee homepage



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.



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**”

The screenshot displays the Seattle University Leave Approval system. The header shows 'SEATTLE UNIVERSITY' and navigation links for 'leaved', 'Sign out', and 'Help'. The breadcrumb trail is 'Employment > Employee > Leave Approval'. A system maintenance notice is visible: 'Due to system maintenance, Student Account Center functionality will be unavailable from midnight to 2 a.m. PDT on Friday, Oct. 22, and Friday, Oct. 29.' The main content area is titled 'Leave Approval' and features a 'Filter' button (active) and a 'Collapse All' button. The left sidebar shows filter options: 'Leave Balance', 'Leave Request' (checked), 'Submitted', 'Approved', and 'Rejected'. Below the sidebar, there are 'Reset Filters' and 'Apply Filters' buttons. The main table, titled 'Employee Leave Requests', shows two rows of data for 'Leave, Testing Exempt - 4166815':

Leave Type	Total Hours	Date Range	Approver	Status	Actions
Vacation	37.50	1/3/2022 - 1/7/2022		Submitted	Approve, Reject, Comments, View
Vacation	37.50	9/20/2021 - 9/24/2021		Submitted	Approve, Reject, Comments, View

Below the table, there is a section for 'Leave, Testing NE - 4166816'.

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.