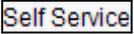
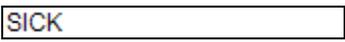
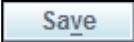
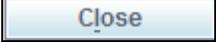


Manager Leave Review Via EnterpriseOne Menus Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click the GLA link. 
4.	Click the Manager Leave Review link. 
5.	No records will be displayed when you bring up the window. To display the leave requests you will need to search for them.
6.	When searching for leave requests by your employees you have many options to narrow the search. The primary ways you can narrow the search is by entering the employee's Address Number , the Leave Status , and/or Leave Type . You can enter this information in the the Header or the QBE line. If you do not type anything in these fields you will bring up all leave request records by your employees.
7.	To search click the Find button. 
8.	Since no search criteria was entered, clicking Find brought up all of the leave request records of your employees.
9.	To view the actual leave requests you will need to expand the folder of your employee by clicking the + symbol next to their name. 
10.	The various leave types requested will be displayed. To drill down to the actual leave requests continue to click the + symbol next to the leave type.
11.	Once you drill down to the specific request you will see the date(s) of the leave request and the hours of the request.
12.	To view additional information scroll to the right.
13.	Employees can submit comments along with their leave requests. To view any comments by the employee click the Leave End link. 
14.	You can review the comment left by the employee.
15.	When you are finished click the Close button. 

Step	Action
16.	You can narrow your search by Leave Type, Accrual Type, and/or Leave Status. To narrow your search using this information select the search criteria using these the drop down lists for these categories.
17.	
18.	After selecting your search criteria click the Find button. 
19.	To view the leave request information you will again need to expand the folder by clicking the + button. 
20.	Whether you search by Sick or Vacation leave types you will still see the Sick and Vacation folders. However, only the folder of the leave type you search for will have leave requests in it.
21.	If you want to narrow your search by a specific employee you will need to search by their Address Number . If you do not know their Address Number you can also do an alpha lookup using the Visual Assist .
22.	
23.	After entering the employee address book number click the Find button. 
24.	Again, you will need to expand the request down by clicking the + button. 
25.	The leave request status most likely will be Pending . To approve or decline this leave request click the Leave Status list for that leave request. 
26.	Select the appropriate leave status from the drop down menu. 
27.	If you would like to leave a comment for the employee click in the Comments field. 
28.	Enter the desired information into the Comments field.
29.	Click the Save button. 
30.	When you are finished click the Close button. 
31.	You have successfully completed this lesson. End of Procedure.