

**Global Leave Administration - Manager Review & Approval**  
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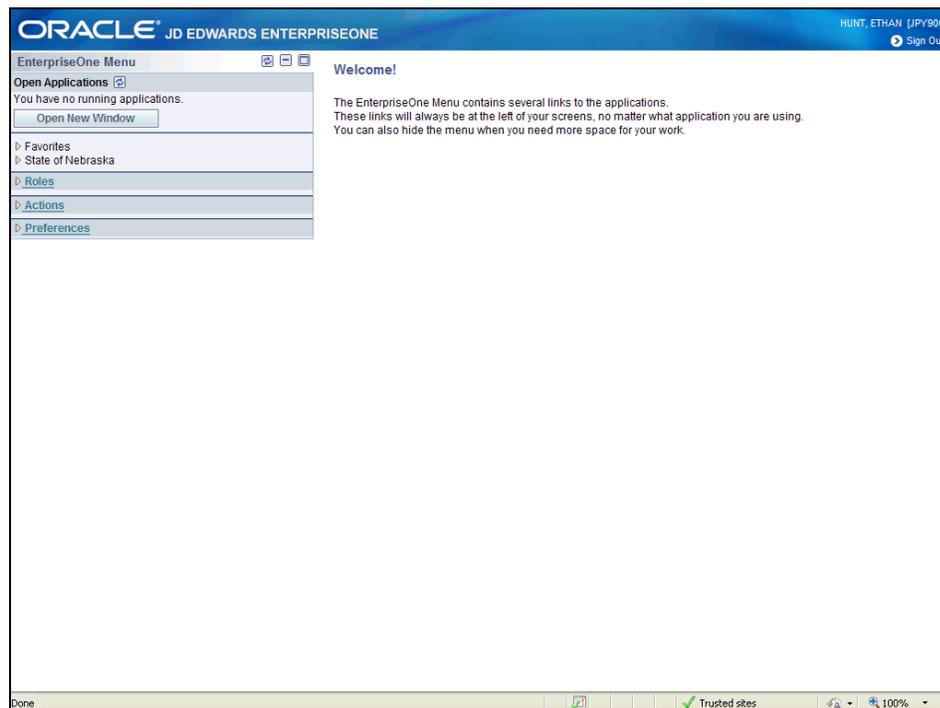
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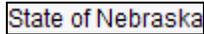
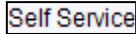
# Global Leave Administration - Manager Review & Approval

## Manager Leave Review Via EnterpriseOne Menus Lesson

### Procedure

In this lesson you will learn how to navigate through the menus to GLA (Global Leave Administration), review, sort, and take action on leave requests.



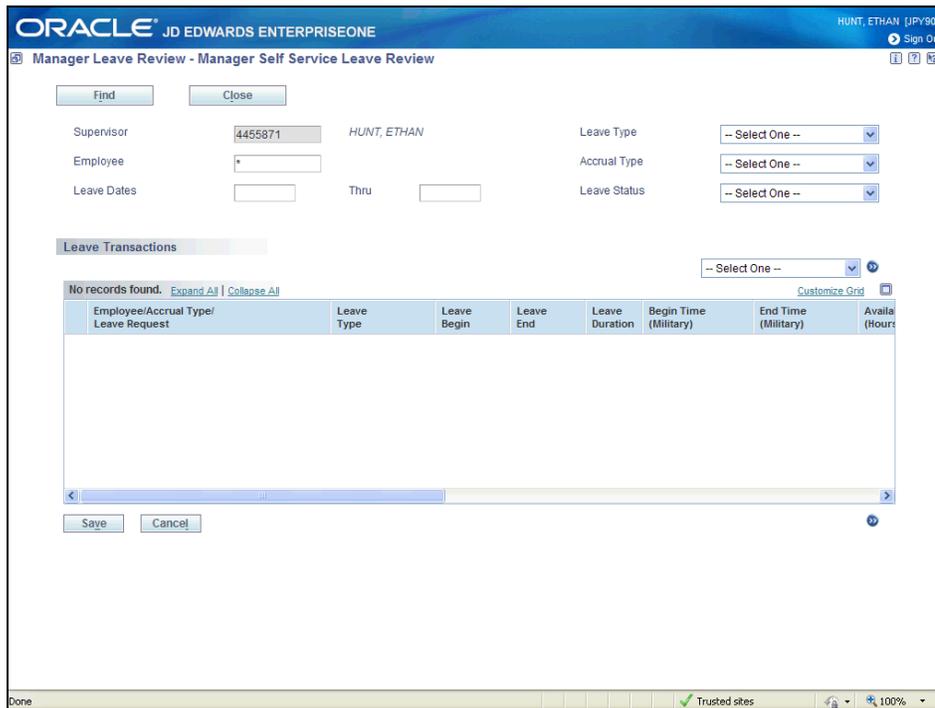
Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>GLA</b> link. 
4.	Click the <b>Manager Leave Review</b> link. 
5.	No records will be displayed when you bring up the window. To display the leave requests you will need to search for them.

# Training Guide

## Global Leave Administration - Manager Review & Approval

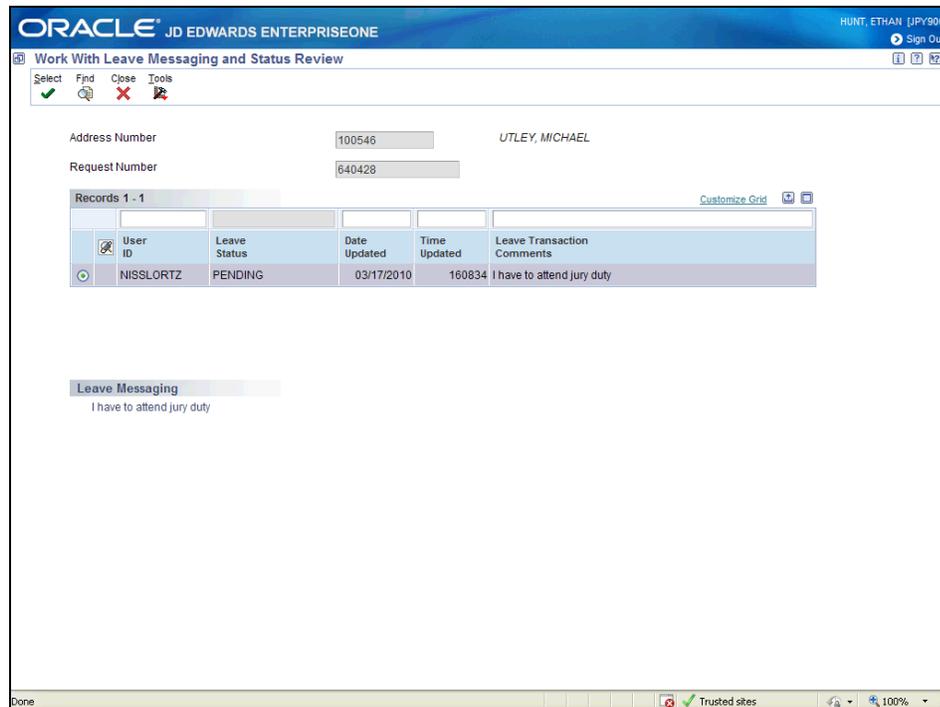


Step	Action
6.	<p>When searching for leave requests by your employees you have many options to narrow the search. The primary ways you can narrow the search is by entering the employee's <b>Address Number</b>, the <b>Leave Status</b>, and/or <b>Leave Type</b>. You can enter this information in the the Header or the QBE line.</p> <p>If you do not type anything in these fields you will bring up all leave request records by your employees.</p>



Step	Action
7.	<p>To search click the <b>Find</b> button.</p> 
8.	<p>Since no search criteria was entered, clicking <b>Find</b> brought up all of the leave request records of your employees.</p>
9.	<p>To view the actual leave requests you will need to expand the folder of your employee by clicking the + symbol next to their name.</p> 
10.	<p>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.</p>
11.	<p>Once you drill down to the specific request you will see the date(s) of the leave request and the hours of the request.</p>

Step	Action
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 <b>Leave End</b> link. <a href="#">Review Leave Comments</a>
14.	You can review the comment left by the employee.



Step	Action
15.	When you are finished click the <b>Close</b> button. 
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.

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## Global Leave Administration - Manager Review & Approval



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Manager Leave Review - Manager Self Service Leave Review

Find Close

Supervisor 4455871 HUNT, ETHAN Leave Type -- Select One --

Employee \* Accrual Type -- Select One --

Leave Dates Thru Leave Status

Leave Transactions

Records 1 - 7 Expand All Collapse All

Available (Hours)	Leave Status	Comments	Leave Comments Review	Employee Number	Company	Business Unit	Supervisor
-- Select One --	-- Select One --			100546	10000	65025009	44
	PENDING		<a href="#">Review Leave Comments</a>				
	PENDING						
	-- Select One --						
1,468.96	-- Select One --						
310.80	-- Select One --						

Save Cancel

Trusted sites 100%

Step	Action
17.	SICK

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Manager Leave Review - Manager Self Service Leave Review

Find Close

Supervisor 4455871 HUNT, ETHAN Leave Type SICK

Employee \* Accrual Type -- Select One --

Leave Dates Thru Leave Status PENDING

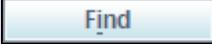
Leave Transactions

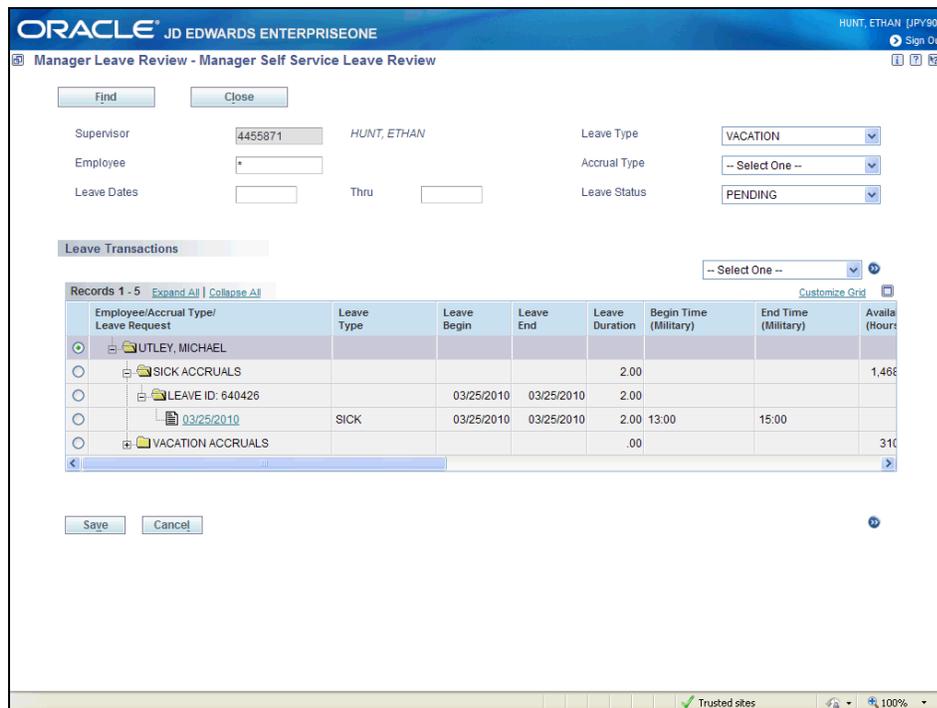
Records 1 - 7 Expand All Collapse All Customize Grid

Available (Hours)	Leave Status	Comments	Leave Comments Review	Employee Number	Company	Business Unit	Supervisor
-- Select One --	-- Select One --			100546	10000	65025009	44
	PENDING		<a href="#">Review Leave Comments</a>				
	PENDING						
	-- Select One --						
1,468.96	-- Select One --						
310.80	-- Select One --						

Save Cancel

Trusted sites 100%

Step	Action
18.	After selecting your search criteria click the <b>Find</b> 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 <b>Address Number</b> . If you do not know their <b>Address Number</b> you can also do an alpha lookup using the <b>Visual Assist</b> .

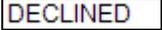


Step	Action
22.	<input type="text" value="*"/>
23.	After entering the employee address book number click the <b>Find</b> button. 

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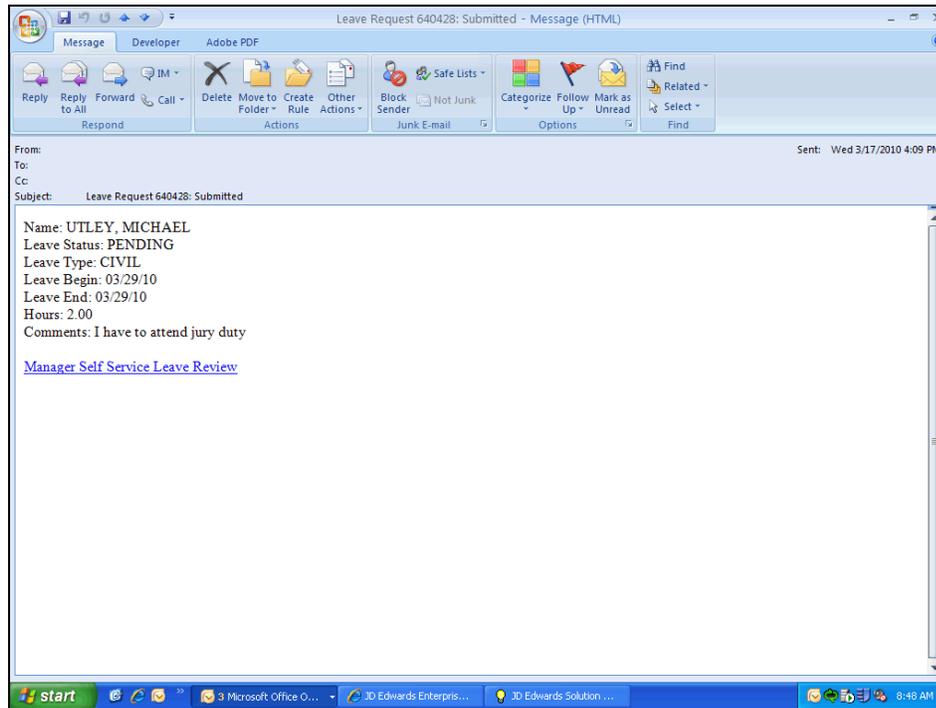


Step	Action
24.	Again, you will need to expand the request down by clicking the + button. 
25.	The leave request status most likely will be <b>Pending</b> . To approve or decline this leave request click the <b>Leave Status</b> list for that leave request. 
26.	Select the appropriate leave status from the drop down menu. 
27.	If you would like to leave a comment for the employee click in the <b>Comments</b> field. 
28.	Enter the desired information into the <b>Comments</b> field.
29.	Click the <b>Save</b> button. 
30.	When you are finished click the <b>Close</b> button. 
31.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Manager Leave Review Via Email Lesson

### Procedure

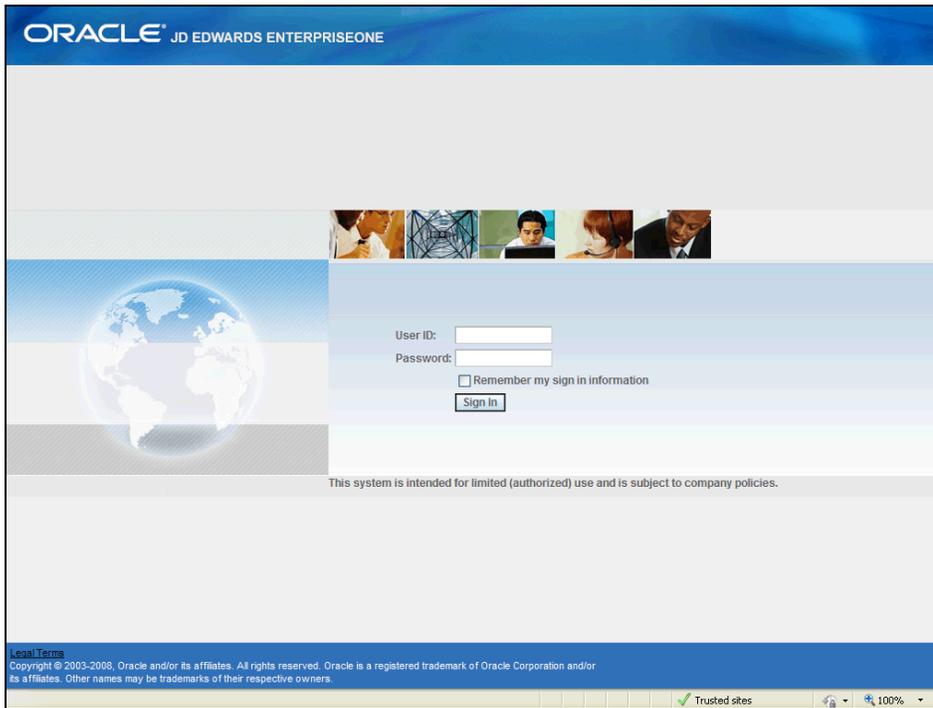
When one of your employees submits a leave request you will be notified via email. In this lesson you will learn how to review and take action on the leave request through the email.



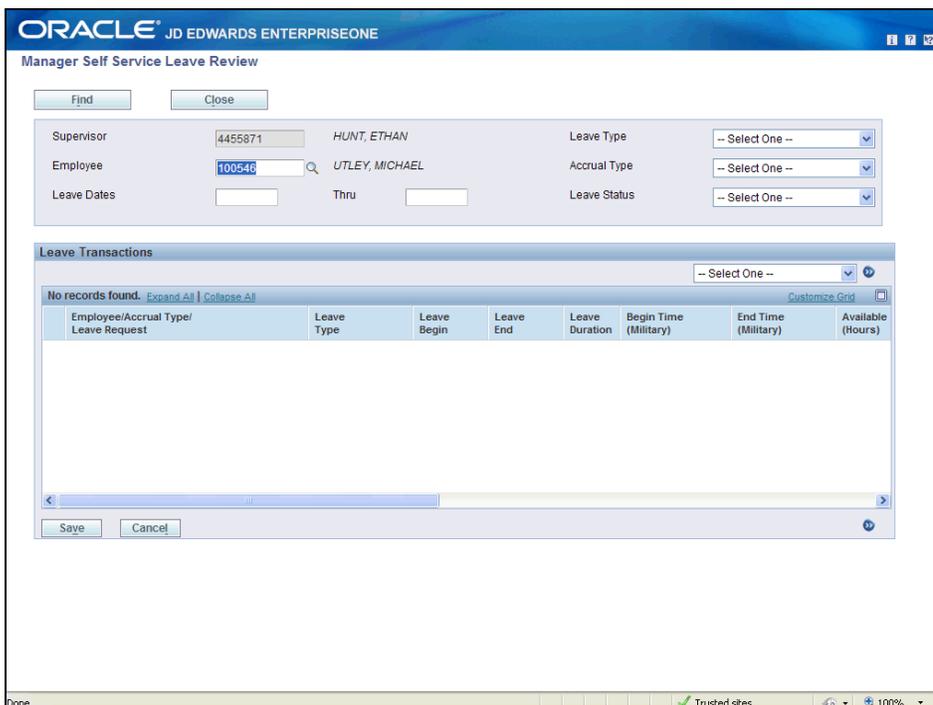
Step	Action
1.	<p>The email will have the name of the employee, the leave type, the dates of the leave request and the total hours of the leave request. In addition the email will display any comments left by the employee.</p> <p>The email also has a <b>Manager Self Service Leave Review</b> link which will take you directly to the request when you click on it.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p><a href="#">Manager Self Service Leave Review</a></p> </div>

# Training Guide

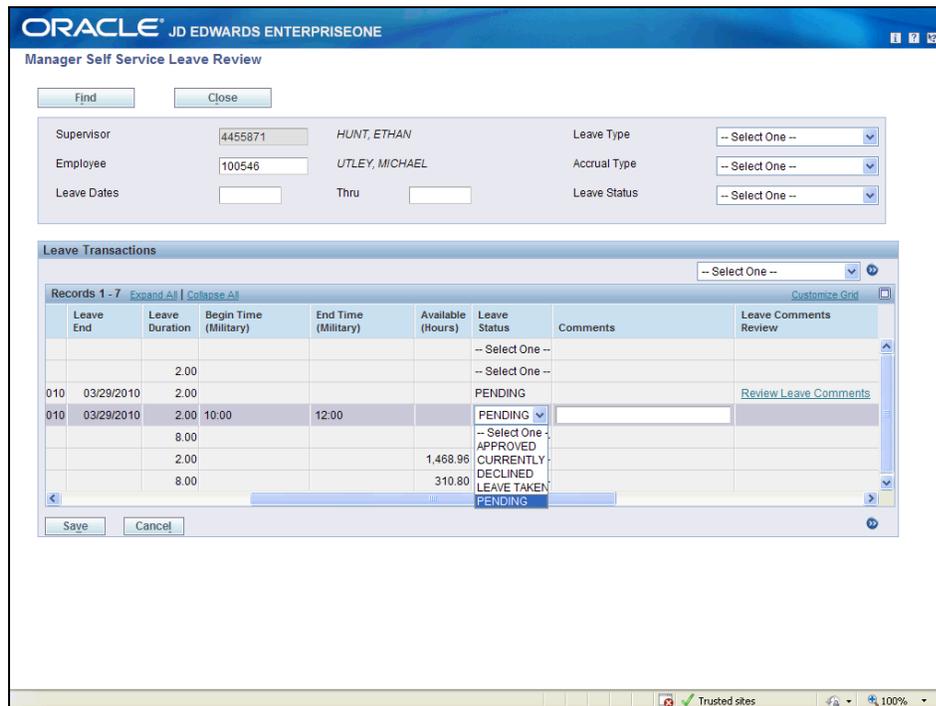
## Global Leave Administration - Manager Review & Approval

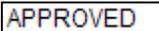


Step	Action
2.	If you are not signed into EnterpriseOne you will be prompted to do so by entering your User ID and Password.



Step	Action
3.	Once signed in you will need to click the <b>Find</b> button to bring up the leave request. 
4.	The employees name will be displayed in the grid. Expand down to the request by clicking the + button. 
5.	Once you drill down to the specific request click on the date of the leave request. 
6.	The leave request status most likely will be <b>Pending</b> . To approve or decline this leave request click the <b>Leave Status</b> list for that leave request. 

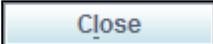


Step	Action
7.	Select the appropriate leave status from the drop down menu. 

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## Global Leave Administration - Manager Review & Approval



Step	Action
8.	Click the <b>Save</b> button. 
9.	When finished click the <b>Close</b> button. 
10.	You will be automatically signed out of the System.  You have successfully completed this lesson. <b>End of Procedure.</b>

## Leave Trending Lesson

### Procedure

As a manager you can view leave trending of your employees. This lesson will show you how.

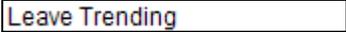
We will begin this lesson from the Manager Self Service Leave Review screen.

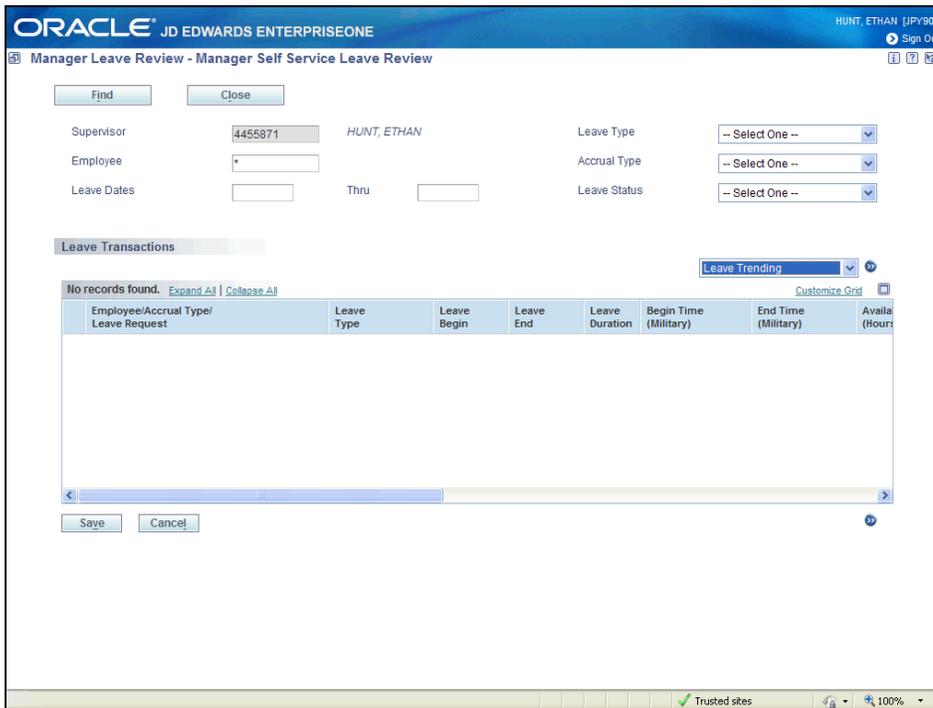
Step	Action
1.	Click the <b>Customize Grid</b> list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> -- Select One -- </div>

# Training Guide

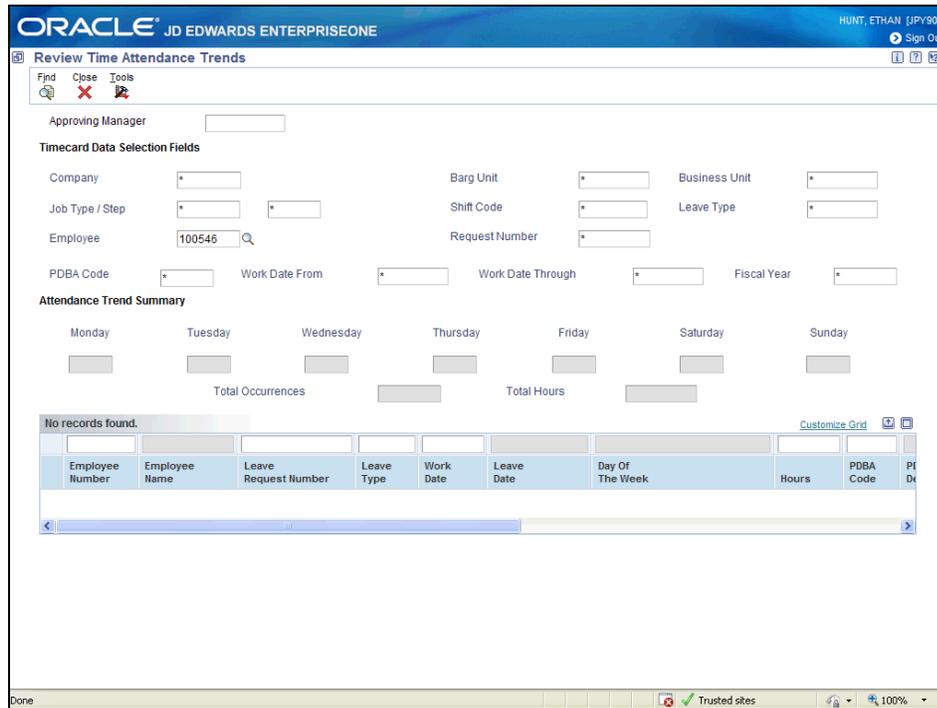
## Global Leave Administration - Manager Review & Approval



Step	Action
2.	Click the <b>Leave Trending</b> list item. 



Step	Action
3.	Click the <b>double arrow</b> button. 
4.	The best way to search is by entering an employees address book number in the <b>Employee</b> field, and/or by leave type by entering the leave type in the <b>Leave Type</b> field



Step	Action
5.	After entering your search criteria click the <b>Find</b> button. 
6.	Under the Attendance Trend Summary you will be able to see which days the employee takes their leave.
7.	You can use the grid to view additional information for each leave request.  <b>Note:</b> The <b>Day Of The Week</b> in the grid will display MONDAY for each request submitted prior to March 23rd, 2010.
8.	When you are finished click the <b>Close</b> button. 

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## Global Leave Administration - Manager Review & Approval



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Manager Leave Review - Manager Self Service Leave Review ? ?

Find

Supervisor  HUNT, ETHAN Leave Type

Employee  Accrual Type

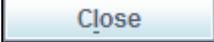
Leave Dates  Thru  Leave Status

Leave Transactions Leave Trending

No records found. [Expand All](#) | [Collapse All](#) [Customize Grid](#)

Employee/Accrual Type/ Leave Request	Leave Type	Leave Begin	Leave End	Leave Duration	Begin Time (Military)	End Time (Military)	Availa (Hour)

Done Trusted sites 100%

Step	Action
9.	Click the <b>Close</b> button. 
10.	You have successfully completed this lesson. <b>End of Procedure.</b>