

Supervisor Guide to Monthly Leave Request

1. Access Monthly Leave at: <https://businessops.louisville.edu/leave/supervisors>

Note: Google Chrome is the preferred browser. If your computer defaults to another browser, you may need to open Google Chrome and copy this link.

2. **Login:** Use University Username and password. This should take you directly to the Manage Leave page.



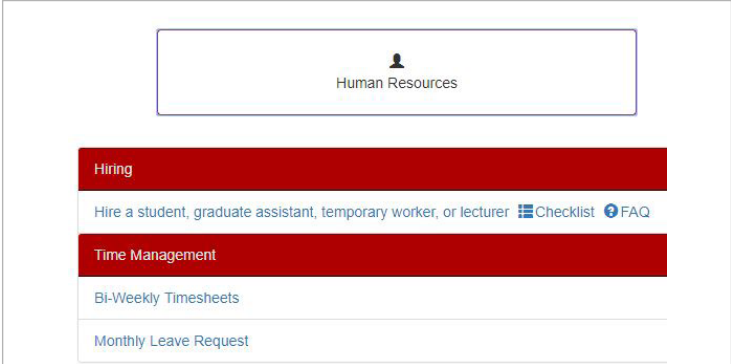
Please Login

User Name

Password

Cancel Login

a. **Alternate Navigation:** If you log in from the main Business Ops portal, you will need to navigate to HR, and select Monthly Leave Request and then choose the Supervisor tab.



Human Resources

Hiring

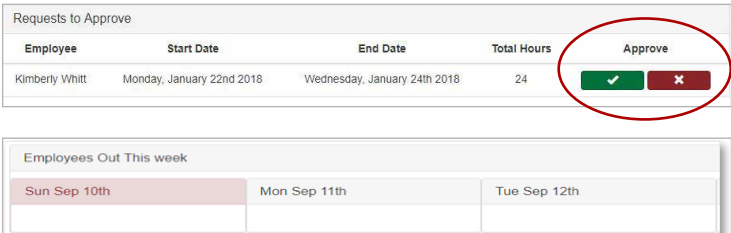
Hire a student, graduate assistant, temporary worker, or lecturer Checklist FAQ

Time Management

Bi-Weekly Timesheets

Monthly Leave Request

3. **Display Request:** You will be automatically directed to the supervisor page showing “Requests to approve”, a calendar of your employees that are out that week, and a list of your employees.



Employee	Start Date	End Date	Total Hours	Approve
Kimberly Whitt	Monday, January 22nd 2018	Wednesday, January 24th 2018	24	<input checked="" type="checkbox"/> <input type="checkbox"/>

Employees Out This week

Sun Sep 10th	Mon Sep 11th	Tue Sep 12th

4. **Approve Request:** Select the green check to approve a request or select the red X to deny a request.



Approve

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5. My Employees and Requests: Select a name in the “My Employees” section to show all requests needing confirmation, upcoming requests, and any leave requests to report. Here, you can also leave comments on the request and see more details.

My Employees

Martha Thompson
Enterprise Programmer Analyst in Perf Imprvemnt & Bus Analytics

Pamela Frank
Enterprise Programmer Analyst in Business Operations

6. Upcoming Requests: When you select an employee from the ‘My Employees’ list, a series of windows will open up. These windows will allow you to see upcoming leave requests, make edits and provide comments on the leave request.

Start Date:
Monday, January 8th 2018

End Date:
Tuesday, January 9th 2018 Approved

Total Hours:
16

Dates				
Date	FMLA	Type	Hours	Actions
Monday, January 8th 2018	N	Vacation	8	Edit Remove
Tuesday, January 9th 2018	N	Vacation	8	Edit Remove

Comments

Martha Thompson on Friday September 1st 2017
Dr appt and test (8:00am - 12:00 noon)

[Add](#)