



How to Review Leave Requests as a Manager

This guide provides steps managers should follow to review and act on employee leave requests in UT Share. Please review the approval deadlines included at the end of this document to ensure all requests are processed promptly.

Navigate to Manger Self Service – Team Time & Attendance – Multiple Absences Approval

Step 1

From Multiple Absences Approval you will be able to view your employees' leave request. For more details, please select the appropriate employee you would like to view.

Job Title	*Start Date	*End Date	*Absence Name	Reason	Total Hours	Attachment	Balance	Entry Source	Status
Respiratory Therapist I	10/27/2025	10/27/2025	Vacation Leave		0 Hours	View	9.75 Hours	Employee Absence Request	Cancel In Progress
Respiratory Therapist I	10/30/2025	10/31/2025	Floating Holiday	Scheduled	12 Hours	View	59.00 Hours	Employee Absence Request	Submitted
Respiratory Therapist I	11/06/2025	11/07/2025	Sick Leave		24 Hours	View	Not Available	Employee Absence Request	Submitted

Step 2

Once you have selected the appropriate employee. You will be able to view the total hours the employee entered.

- If the employee works a 12-hour shift the total hours should be 12.
- If the employee works a 12-hour shift and the total hours are 24 **(THIS IS AN INCORRECT ENTRY) you will need to push back for correction.**

Details

Start Date	11/06/2025	
End Date	11/07/2025	
Absence Name	Sick Leave	
Reason		
Partial Days & Hours	All Days	
All Days Hours	24.00	
Total Hours	24.00	Hours
Status	Submitted	

Details

Start Date	10/30/2025	
End Date	10/31/2025	
Absence Name	Floating Holiday	
Reason	Scheduled	
Partial Days & Hours	All Days	
All Days Hours	12.00	
Total Hours	12.00	Hours
Status	Submitted	

It is the Manager's responsibility to ensure all time is approved by the following deadlines:

- Pay Period 1st – 15th: Approval must be completed no later than the 15th at 5:00 PM.
- Pay Period 16th – 30th or 31st: Approval must be completed no later than 5:00 PM on the last day of the month (30th or 31st).