

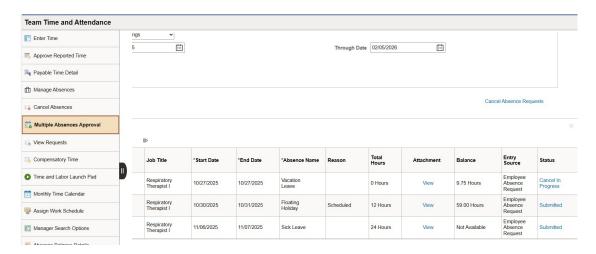
How to Review Leave Requests as a Manager

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.



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.





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

- 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).