



# APPROVE LEAVE REQUESTS

## MSS-2 | BUSINESS PROCESS PROCEDURE

MSS

The purpose of this Business Process Procedure (BPP) is to explain how to approve leave requests in the Integrated HR-Payroll System.

### Trigger:

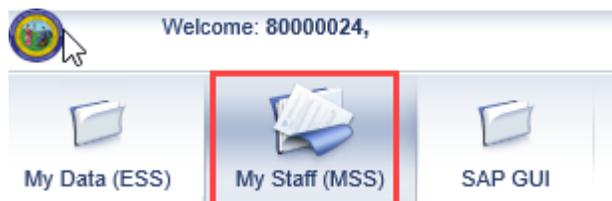
Perform this procedure to approve a Leave Request.

### Business Process Procedure Overview:

- Manager Self-Service (MSS), or **My Staff**, is a single access point for managers to find employee information and perform managerial tasks.
- MSS users must be designated as a **Line Supervisor** (B 002) in the organizational structure to access MSS My Staff functions.
- The Approve Leave Request service is located in the **My Team** Workset in MSS. The manager can approve or reject the leave request directly from the application.
- Leave Requests cannot be processed from within the SAP Business Workplace. The Leave Request workflows can be processed only from within MSS.

### Procedure

1. From the Integrated HR-Payroll System Home Page, click the **My Staff (MSS)** tab



The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.



When using web applications that maintain or create data, always leave the application (or log off) when work is complete. This will prevent record locking.

My Staff (MSS) > My Work Overview

### Approve Time Sheet Data

1 2 3  
Collective Approval Review and Save Completed

View: Weekly View - Simple

No data exists that needs to be approved

Previous Step Review

### Reminder of Dates

### Leave Request: Approval

1 2 3  
Display and Edit Review and Send Completed

Show Team Calendar Hide Worklist

#### Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Used
04/01/2019	Shaunte Morrison	Special Bonus FY19	04/18/2019	04/18/2019	8 HOURS
04/01/2019	Simon Monsen	Sick Leave	04/02/2019	04/02/2019	4 HOURS
04/22/2019	Simon Monsen	Approved Leave	04/26/2019	04/26/2019	8 HOURS
05/07/2019	Simon Monsen	Approved Leave	05/09/2019	05/09/2019	8 HOURS
05/09/2019	Simon Monsen	Approved Leave	05/10/2019	05/10/2019	8 HOURS

 MSS users are defaulted to the My Work Overview page.

Information

- If the Leave Request work group is not open, click on the **Expand/Collapse Tray**  icon on the far right side of the title to access the Display and Edit step of Leave Access: Approval work.

### Leave Request: Approval

1 2 3  
Display and Edit Review and Send Completed

Show Team Calendar Hide Worklist

#### Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Used
04/01/2019	Shaunte Morrison	Special Bonus FY19	04/18/2019	04/18/2019	8 HOURS
04/01/2019	Simon Monsen	Sick Leave	04/02/2019	04/02/2019	4 HOURS
04/22/2019	Simon Monsen	Approved Leave	04/26/2019	04/26/2019	8 HOURS
05/07/2019	Simon Monsen	Approved Leave	05/09/2019	05/09/2019	8 HOURS
05/09/2019	Simon Monsen	Approved Leave	05/10/2019	05/10/2019	8 HOURS



Leave Requests cannot be processed through the SAP Business Workplace.

**Information**

The details of all pending leave requests are displayed (e.g. date of request, employee name/requester, type of leave (absence type), dates of requested leave, and hours requested).

Leave requests are sent by employee from ESS. Employees use this application to request leave and to inform their manager that they will be absent for a certain period (due to illness, for example).

3. Select an item from the list. The lower section of the screen will display the details of the selected request.

### Leave Request: Approval

1

→

2

→

3

Display and Edit
Review and Send
Completed

[Show Team Calendar](#)
▼ Hide Worklist

Requests waiting for approval						
	Date of Request	Requester	Type of Leave	From	To	Used
	04/22/2019	Simon Monsen	Approved Leave	04/26/2019	04/26/2019	8 HOURS
	05/07/2019	Simon Monsen	Approved Leave	05/09/2019	05/09/2019	8 HOURS
	05/09/2019	Simon Monsen	Approved Leave	05/10/2019	05/10/2019	8 HOURS
	05/13/2019	Simon Monsen	Approved Leave	05/16/2019	05/16/2019	8 HOURS
	06/14/2019	Simon Monsen	Approved Leave	07/08/2019	07/09/2019	16 HOURS

**Simon Monsen has requested the following leave:**

Type of Leave:

Date:

Duration:  Hours

Used: Holiday Comp Time: 8.00 HOURS

Previous Notes:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	01/16/2019	12/31/9999	26.66 HOURS	26.66 HOURS
Sick Leave	01/16/2019	12/31/9999	16.00 HOURS	16.00 HOURS
Holiday Comp Time	12/26/2008	12/31/9999	80.00 HOURS	80.00 HOURS
Holiday Leave	10/12/2008	12/31/9999	32.00 HOURS	16.00 HOURS
Community Service Leave	01/01/2019	12/31/2019	24.00 HOURS	24.00 HOURS

◀ Previous Step
Approve
Reject

4. Perform one of the following:

Activity	Action
APPROVE a leave request.	Click <input type="button" value="Approve"/>
REJECT a leave request.	Click <input type="button" value="Reject"/>

**Leave Request: Approval**

1 Display and Edit    2 Review and Send    3 Completed

[Show Team Calendar](#)   [Show Worklist](#)

Simon Monsen has requested the following leave:

Type of Leave:

Date:

Duration:  Hours

Used:                      Holiday Comp Time: 8.00 HOURS

**Note for Requester:**

Previous Notes:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	01/16/2019	12/31/9999	26.66 HOURS	26.66 HOURS
Sick Leave	01/16/2019	12/31/9999	16.00 HOURS	16.00 HOURS
Holiday Comp Time	12/26/2008	12/31/9999	80.00 HOURS	80.00 HOURS
Holiday Leave	10/12/2008	12/31/9999	32.00 HOURS	16.00 HOURS
Community Service Leave	01/01/2019	12/31/2019	24.00 HOURS	24.00 HOURS



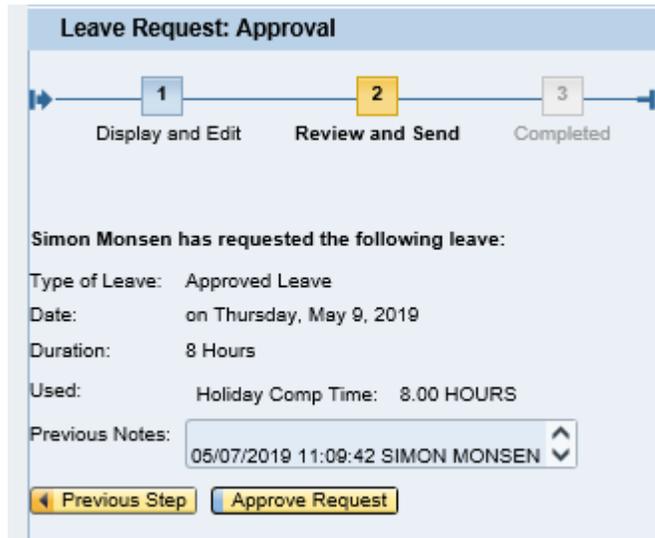
**Information**

The **Note for Requestor** field is opened for the approver to make a note or comment for the employee who is requesting leave. It is recommended to make a comment if **REJECTING** the leave request to explain the reason to the employee.

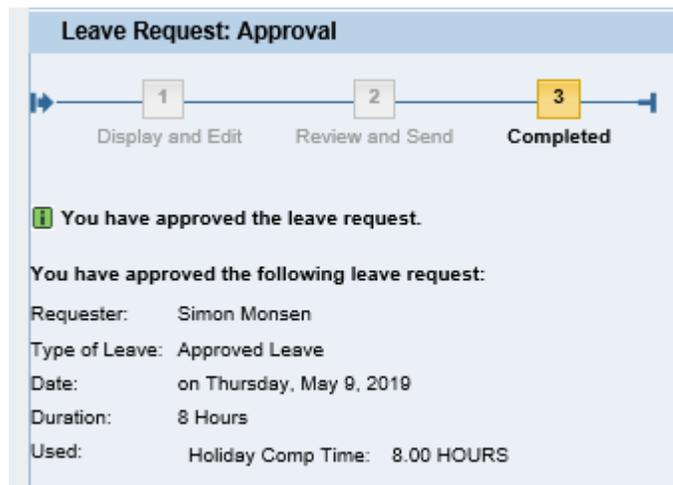
- Click **Review** to review the request before processing.

**Information** Other possible action:

- Click **Previous Step** to go back to the leave request overview screen.



- Click **Approve Request** to approve the request. If rejecting the request, the **Reject Request** button will be available on the screen. The processing status will be available to the employee in ESS.



- To go back to the main approval screen, click the hyperlink [Approve Another Absence](#).

**Information** Leave requests that were not approved/rejected, and the date requested is too far in the past to process can be removed by BEST Shared Services only. Managers will need to contact BEST to have the old requests deleted.

- The system task is complete.

**Additional Resources**

<b>Other BPPs</b>	BPP ESS-MyWorkTime_LeaveRequest.doc.
<b>WBTs</b>	MSS Web-Based training <a href="https://osc.cloud.nc.gov/training/MSS/story_html5.html">https://osc.cloud.nc.gov/training/MSS/story_html5.html</a>