

MyPortal Supervisor– approve or reject employee leave request

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Step 1

Click the My Inbox tile from your home page or My Inbox tab.

The screenshot shows a user dashboard with a light blue header. On the left, there is a user profile icon and a circular seal. On the right, there is a 'Home' dropdown menu. Below the header, there are three tabs: 'MyHR Apps', 'My Leave', and 'My Inbox'. The 'My Inbox' tab is selected and highlighted with a blue underline. Below the tabs, there are four white tiles arranged in a row: 'My Earnings Statements' (with a dollar sign and person icon), 'My Addresses' (with a house icon), 'My Emergency Contacts' (with a group of people icon), and 'My Communication Data' (with a person and @ icon). Below these tiles, there is a 'My Leave' section with a 'My Leave Requests' tile (with a sun and person icon). At the bottom left, there is a 'My Inbox' tile, which is highlighted with a blue border. This tile contains the text 'My Inbox' and a blue checkmark icon followed by the number '6'.

The number displayed on the My Inbox tile indicates the number of items that require action.

Step 2

Click on a Leave Request in the All-Items pane to review the request detail.

The screenshot displays a user interface for managing leave requests. At the top, there is a navigation bar with a 'My Inbox' dropdown menu. Below this, the main content area is divided into two sections: 'All Items (5)' on the left and 'General Workflow for Documents' on the right. The 'All Items' section contains a search bar and a list of items. The selected item, 'ROSEWOOD TIM's Leave Request', is highlighted in yellow. The 'General Workflow for Documents' section shows the details for the selected item, including the employee's name (ROSEWOOD TIM), employee ID (20130111), and the leave type (Sick Lv Child/Elder Care). The 'INFORMATION' section provides further details such as the requested days (2 days), available balance (208.00 hours), and total deduction (16.00 hours).

If you are designated as a substitute you can approve or reject the leave requests for another supervisor/manager's direct employees. Their leave requests will display "On Behalf of <<Supervisor Name>>" in the leave request as shown above.

Some leave types such as bereavement, inclement weather, and LWOP will not have a 'Total Deduction' or 'Available Balance' section in the leave request detail since they do not accrue leave and they are not deducted from an existing balance. They will, however, include the Requested hours or days as well as the Start or End Time.

The WF-Batch and Medium text on the leave request indicates the workflow process that brings the leave request into the Approver's Inbox and the priority of the leave request – this text does not change and does not impact the employee or supervisor.

Enter search criteria in the Search box below the All Items heading to search for a particular employee's leave request.

The Sort, Filter, and Group By options at the bottom of the All Items pane are not applicable at this time.

If My Inbox doesn't refresh, click on the refresh button.

The screenshot shows the 'My Inbox' interface. The top navigation bar includes a user profile icon, navigation arrows, a home icon, a search icon, and the text 'My Inbox'. Below this, the left pane shows 'All Items (5)' with a search bar and a 'REFRESH' button highlighted with a yellow box and a hand cursor. The main pane displays 'General Workflow for Documents' for 'ROSEWOOD TIM' (Employee ID: 20130111, MYE2, Period: 04/29/2020 - 04/30/2020). The request is for '2 days' and was made on '04/13/2020'. The 'INFORMATION' section lists: Leave Type: Sick Lv Child/Elder Care, Requested: 2 days, Available Balance: 208.00 hours, Total Deduction: 16.00 hours, and Start Time: 0.

The screenshot shows the 'My Inbox' interface. The top navigation bar includes a user profile icon, navigation arrows, a home icon, a search icon, and the text 'My Inbox'. Below this, the left pane shows 'All Items (1)' with a search bar and a 'REFRESH' button highlighted with a yellow box. The main pane displays 'General Workflow for Documents' for 'WILLOW NIKKI' (Employee ID: 20130123, MYSU2, Period: 06/26/2020 - 06/30/2020). The request is for '3 days' and was made on '06/25/2020'. The 'INFORMATION' section lists: Leave Type: Sick Leave, Requested: 3 days, Available Balance: 132.00 hours, Total Deduction: 24.00 hours, Start Time: 0, and End Time: 0. At the bottom right, there are 'Approve' and 'Reject' buttons.

Period displays the date(s) the employee is requesting off. The day(s) listed is the total number of days/hours being requested off followed by the date the request was made.

Step 3

Click the Approve or Reject button.

The screenshot shows a web application interface for managing leave requests. At the top, there is a navigation bar with a 'My Inbox' dropdown menu. Below this, the main content area is divided into a left sidebar and a main panel. The sidebar contains a search bar and a list of items, each labeled 'ROSEWOOD TIM's Leave Request' with a 'Medium' priority and 'On behalf of NIKKI WILLOW'. The main panel displays the details for a specific request for 'ROSEWOOD TIM' (Employee ID: 20130111, MYE2). The request is for 'Sick Lv Child/Elder Care' for '2 days' from '04/29/2020' to '04/30/2020', made on '04/13/2020'. Below the request details, there is an 'INFORMATION' section with the following data: Leave Type: Sick Lv Child/Elder Care, Requested: 2 days, Available Balance: 208.00 hours, Total Deduction: 16.00 hours, Start Time: 0, and End Time: 0. At the bottom right of the interface, there are two buttons: 'Approve' and 'Reject', which are highlighted with a red box.

During payroll processing, MyPortal may display a message 'System unavailable, please try again in 1 hour'. If this message is displayed between 12pm and 1pm, wait about 15 minutes and try your request again.

If there are multiple leave requests from your direct or indirect employees on the same day, the leave request will include an Overlap Calendar where you can see who has requested leave for

The screenshot shows a workflow interface for a 'Leave Request' task. On the left, a list of tasks includes 'Josh Olive Request', 'Lori Dragon Request', and 'Mary Salmon Leave Request'. The main panel displays the 'OVERLAP CALENDAR' for the selected task. The calendar shows a week view for December 6, 2020, to December 12, 2020. The '1 Week' view is selected. The calendar displays leave requests for Josh Olive and Lori Dragon on December 7, 2020. Josh Olive has a 'Vacation Leave' from December 7, 2020, to December 8, 2020, and an 'Anniversary' on December 8, 2020. Lori Dragon has a 'Vacation Leave' on December 7, 2020.

the same day. There is a '1 Week' view and a '1 Month' view. The default and recommended view is '1 Week' since it will show the overlap without having to select a specific day which is an additional step required on the '1 Month' view.

If you are approving leave on behalf of another supervisor, the Overlap Calendar will only display leave overlap if all employees requesting leave on that day have the same supervisor. For example, if your direct report employee is requesting leave on the same day as an employee you are approving leave on behalf, the Overlap Calendar will not display.

Step 4

Add any notes for the requestor and click Submit to confirm the approval/rejection or Cancel to return to the Leave Request without submitting.

The screenshot displays a mobile application interface for managing leave requests. At the top, there is a navigation bar with a user profile icon, a home icon, and a search icon. Below this, the main content area shows a list of items under the heading 'All Items (5)'. The first item is 'ROSEWOOD TIM's Leave Request' with a status of 'WF-BATCH' and 'Medium' priority. A modal dialog box titled 'Submit Decision' is overlaid on the screen. The dialog contains the text 'You have selected "Approve".' and a text input field labeled 'Add Note (Optional)'. Below the input field are two buttons: 'Submit' and 'Cancel'. The background of the application is dimmed, showing details for the selected leave request, including the employee's name 'ROSEWOOD TIM', employee ID '20130111', and the period '04/29/2020 - 04/30/2020'. At the bottom right of the screen, there are buttons for 'Approve' and 'Reject'.

Once you select Submit, you will receive a confirmation message "Task successfully processed" and an email notification will be sent to the requestor once the leave has posted to the Human Resource Management System which occurs every 5 minutes.

You can approve/reject multiple, or all leave requests at the same time by clicking on the Multi-Select option to the right of the All Items heading (Note: Due Date will always be blank). This option will not show the details of the leave requests.

The screenshot shows a user interface for managing tasks. At the top, there is a navigation bar with a profile icon, back arrow, home icon, and a search icon. The main header area contains "My Inbox" with a dropdown arrow and a search icon. Below this, there are two main sections: "All Items (5)" and "Task Summary".

The "All Items (5)" section is filtered by "Task Type (Approval Process)". It contains a list of three items, each representing a leave request. Each item has a checkbox, the title "ROSEWOOD TIM's Leave Request", a status of "WF-BATCH", and a priority of "Medium". The first two items also include the text "On behalf of NIKKI WILLOW". At the bottom of this list, there are two buttons: "Approve" and "Reject".

The "Task Summary" section displays a table with the following data:

Task Title	Created By	Due Date
<input checked="" type="checkbox"/> ROSEWOOD TIM's Leave Request	WF-BATCH	
<input checked="" type="checkbox"/> ROSEWOOD TIM's Leave Request	WF-BATCH	
<input checked="" type="checkbox"/> ROSEWOOD TIM's Leave Request	WF-BATCH	
<input checked="" type="checkbox"/> ROSEWOOD TIM's Leave Request	WF-BATCH	
<input checked="" type="checkbox"/> WILLOW NIKKI's Leave Request	WF-BATCH	

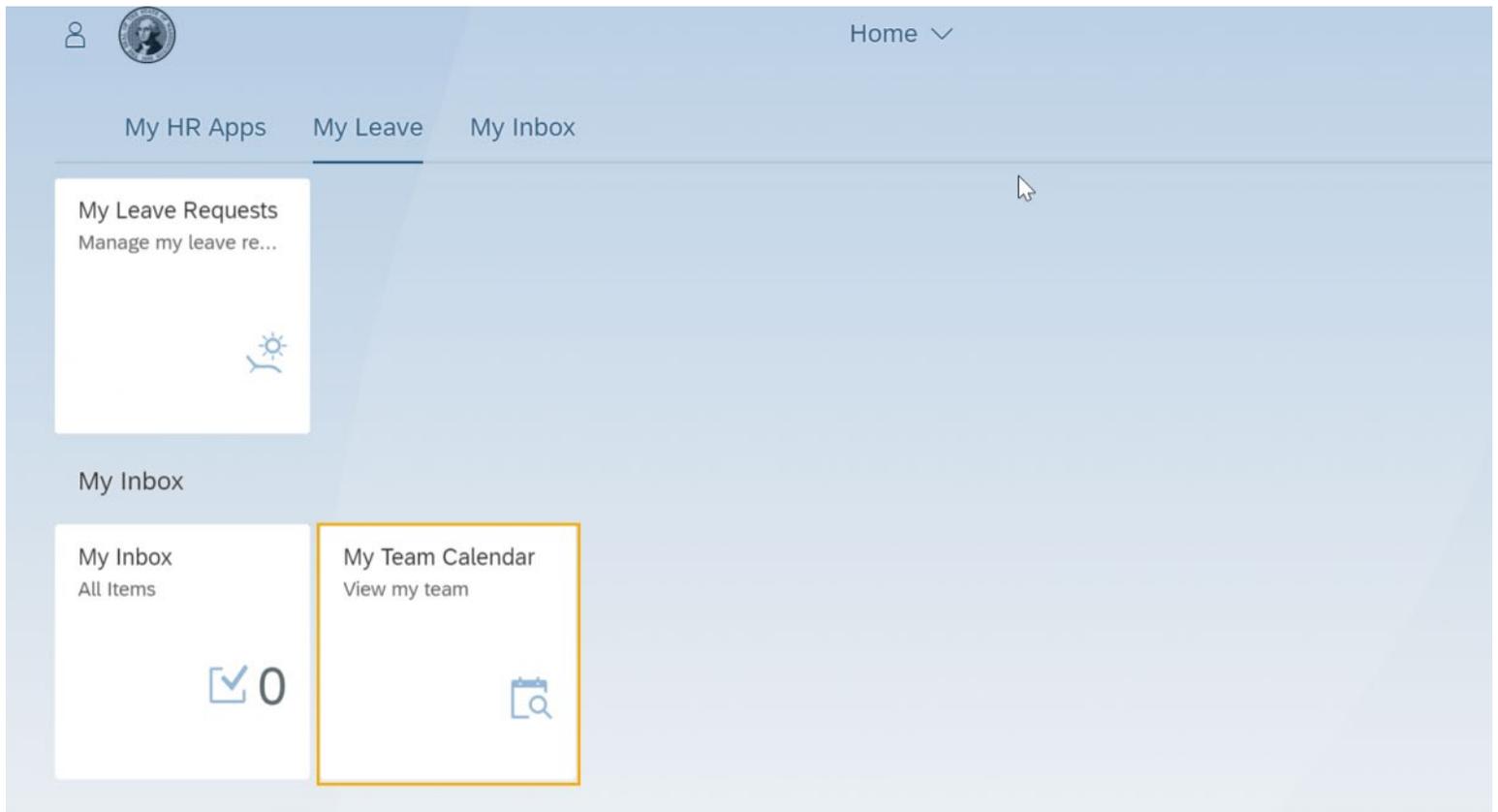
MyPortal Supervisor- my team calendar

Use this procedure to view absences and anniversary dates of your team in a calendar view. In addition to viewing absence and anniversary date information for your direct and indirect reports, you can view absence and anniversary date information for peers within your organizational hierarchy structure.

(SCROLL DOWN TO STEP 1)

Step 1

Click on My Team Calendar.



Step 2

You will default to the Colleagues tab. View high level absence information for your peers within your organizational hierarchy structure.

The screenshot shows the 'My Team Calendar' interface. At the top, there are tabs for 'Colleagues', 'Direct Reports', and 'Indirect Reports', with 'Colleagues' selected. A search bar and a dropdown menu for 'All Employees' are also visible. The calendar view is set to '1 Week' and shows the dates from Sunday, February 14, 2021, to Saturday, February 20, 2021. The date Tuesday, February 16, 2021, is highlighted with a purple border. Below the calendar, two rows of employee information are shown, each with a profile icon, the name 'SUPERVISOR THREEB TEST SUPERVISOR 3', and a yellow box indicating 'President's Day Public holiday' on Tuesday, February 16, 2021.

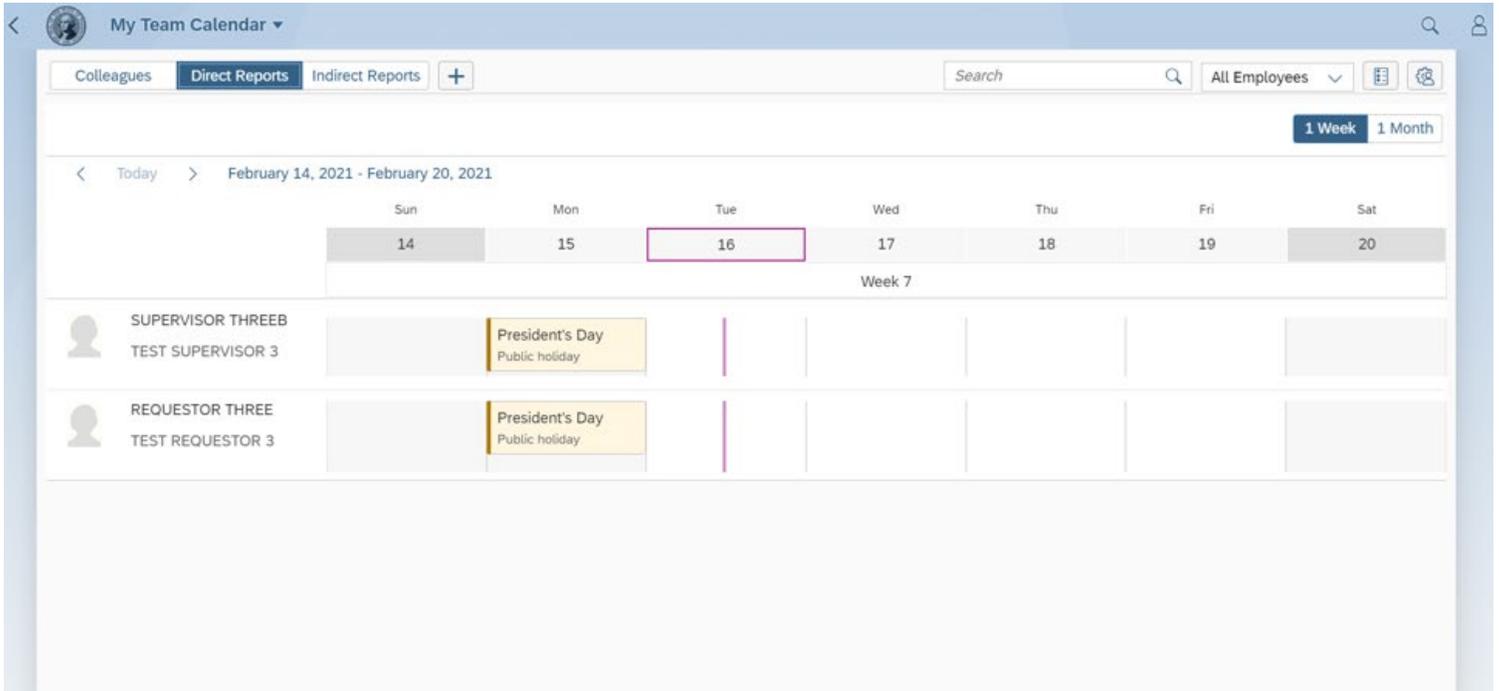
You can see your colleagues, direct employees, and indirect reports in My Team Calendar.

If you are seeing direct reports listed on the colleagues' tab, contact your HR office to ensure your position is set up as a chief position in the org structure in HRMS.

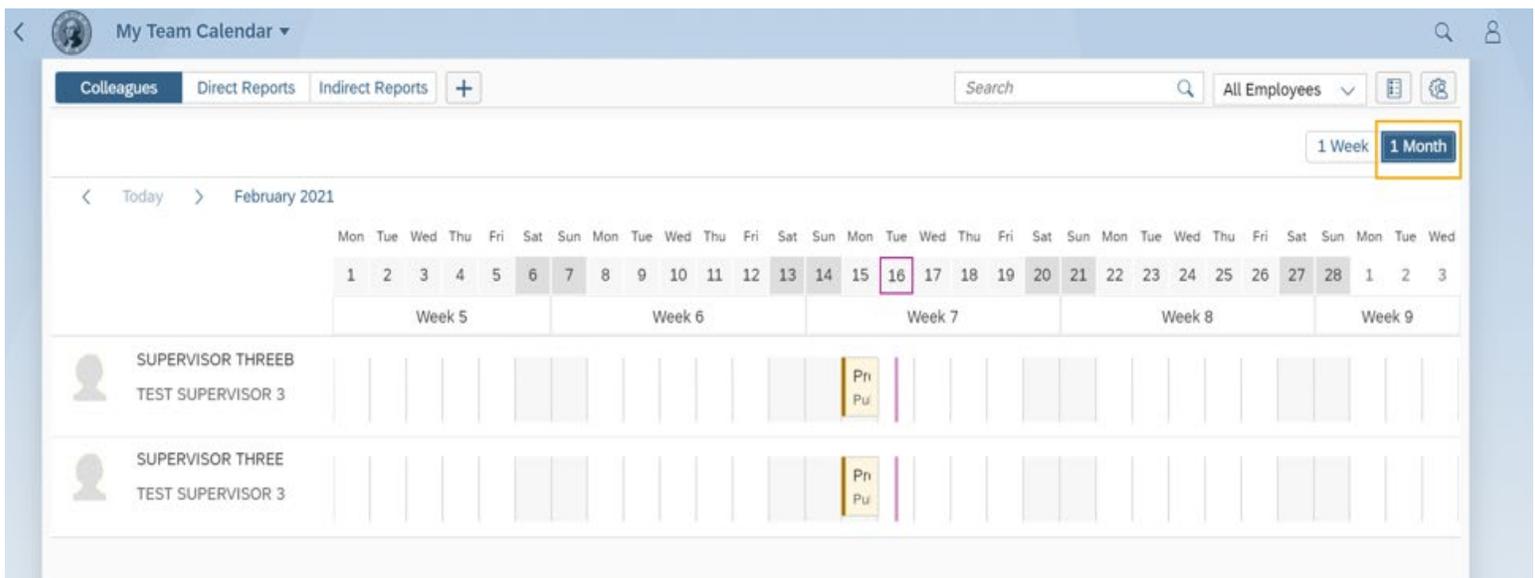
The colleagues are based on the agency's org structure (using the chief/manages relationship). An employee's colleagues would be their peers that report to the same supervisor.

Step 3

Click on the Direct Reports tab to see high level absence and anniversary dates for your direct reports.



TIP-By default, the calendar displays a weekly view. Click on the 1 Month icon to view the calendar by month.



My Team Calendar

Colleagues Direct Reports Indirect Reports +

Search All Employees

1 Week 1 Month

Today February 2021

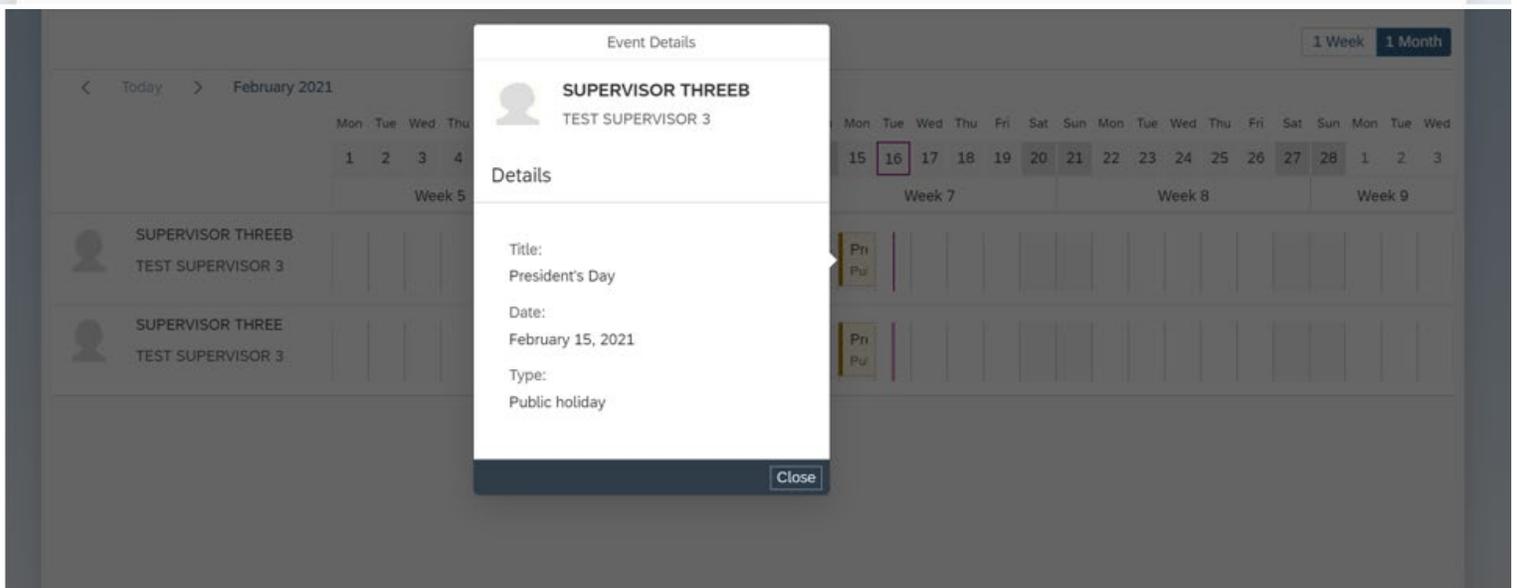
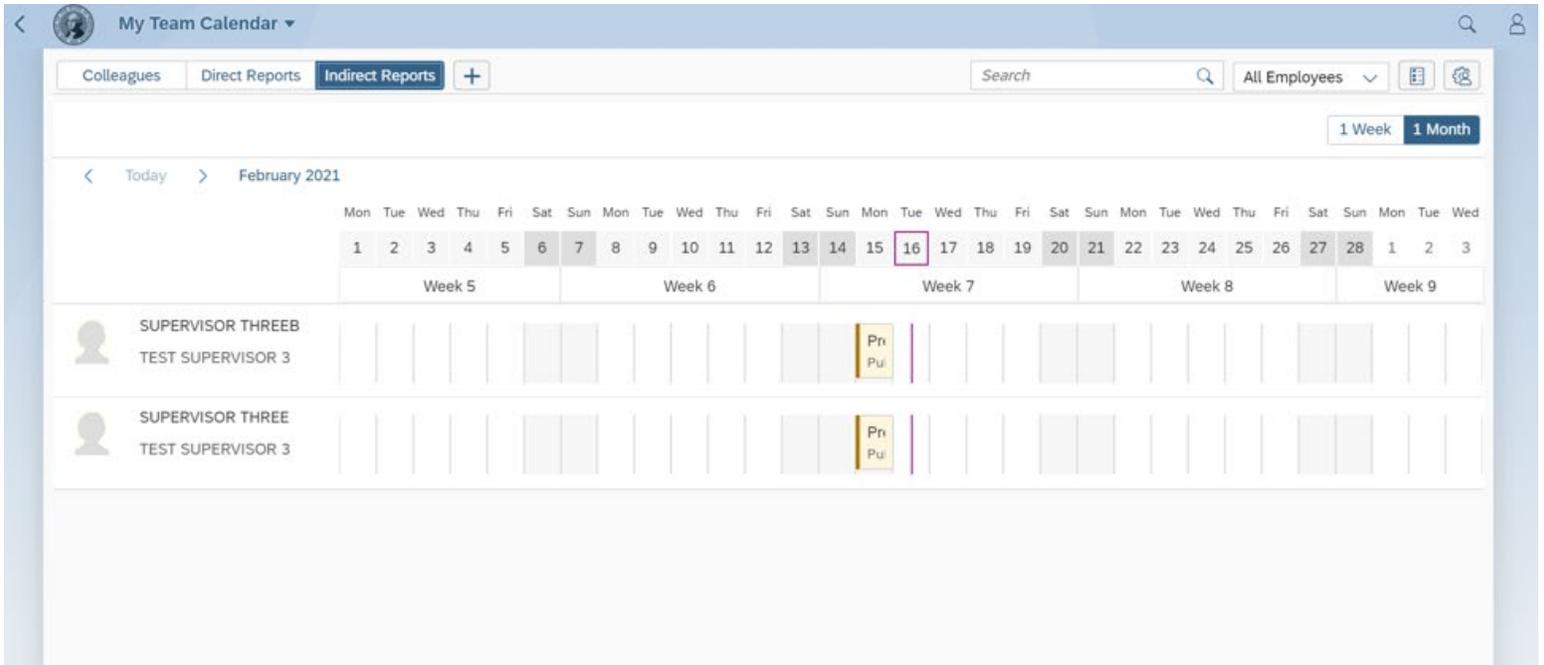
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3
Week 5							Week 6							Week 7							Week 8							Week 9		
SUPERVISOR THREEB TEST SUPERVISOR 3																														
SUPERVISOR THREE TEST SUPERVISOR 3																														

The month title will display above the days within the month. You can click on a date on the calendar to view leave request overview for a specific day

Click on the date with the indicator and a pop-up box will display with detailed information.

STEP 4

Click on the Indirect Reports tab to see high level absence and anniversary dates for your indirect reports.

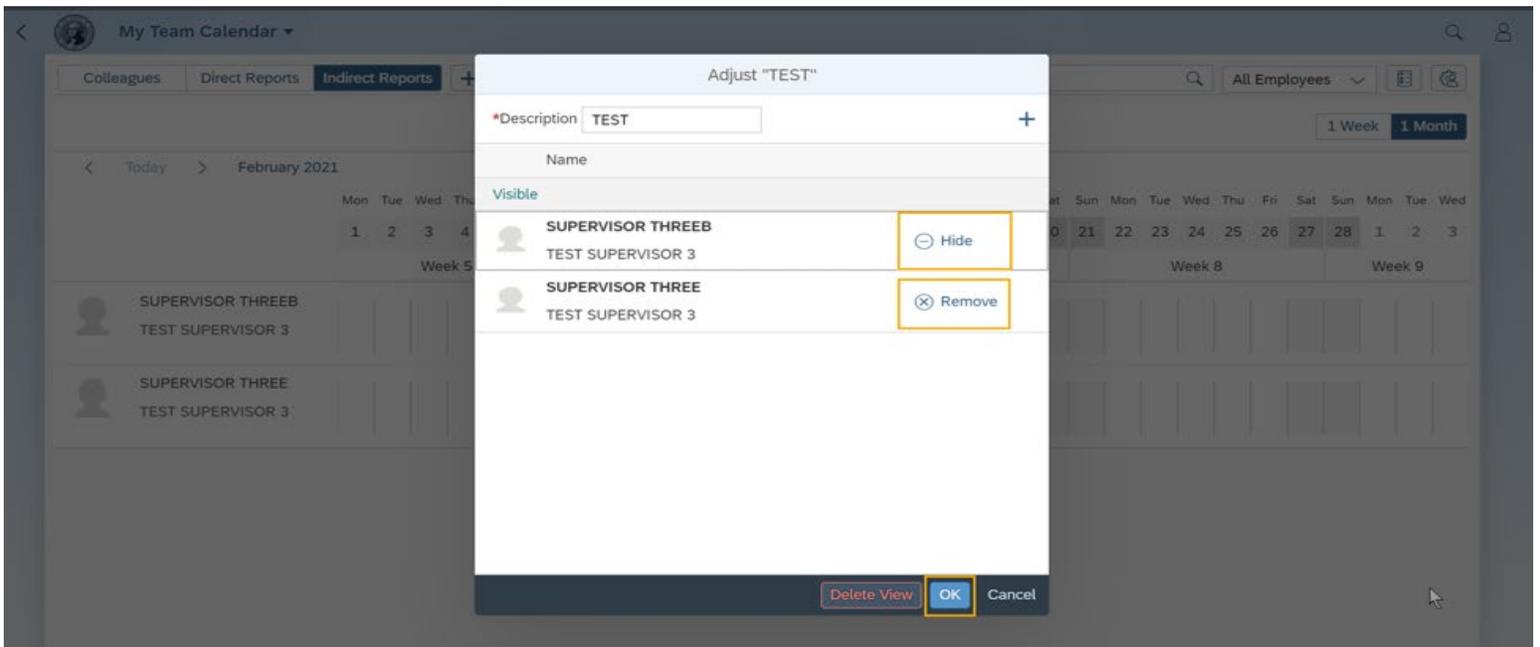


Step 5

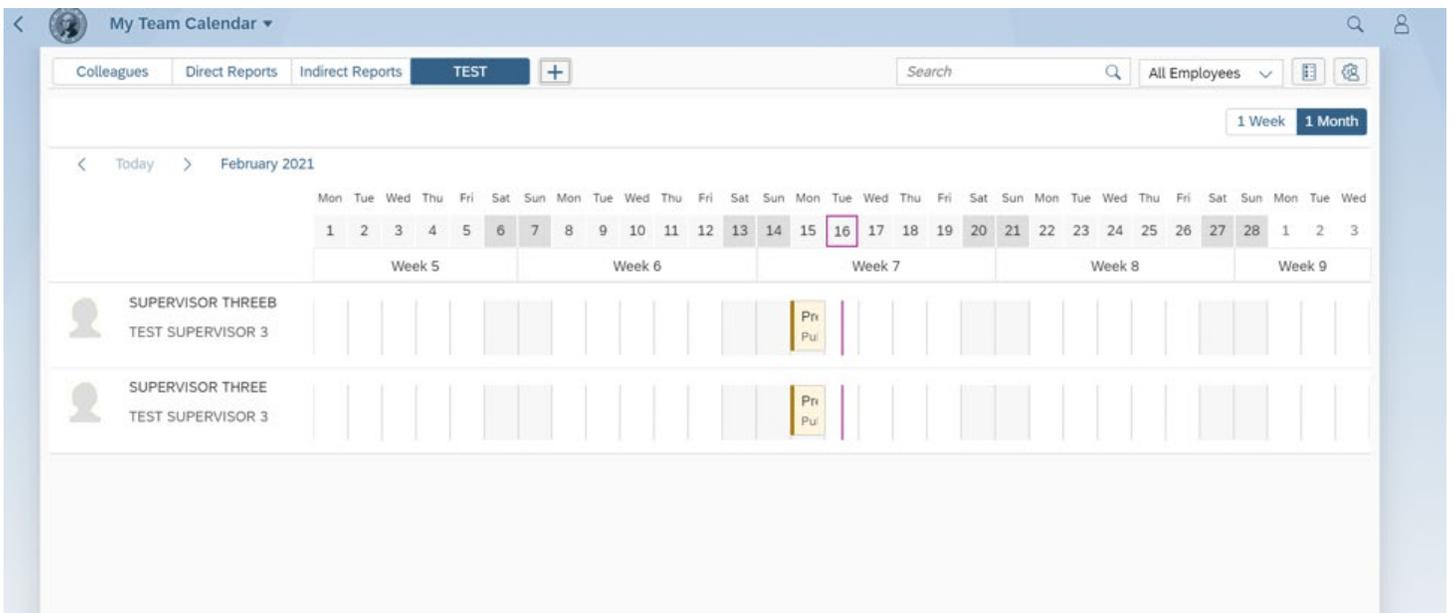
(Optional) Create your own calendar view by clicking on the plus sign. Enter a title for your view in the Description field. Select from the three templates Colleagues, Direct Reports and Indirect Reports and Click Add View.

The screenshot displays the 'My Team Calendar' application interface. A 'View Definition' dialog box is open in the foreground, allowing the user to create a new calendar view. The dialog has two radio button options: 'Create New View' (which is selected) and 'Add Existing View'. Under the 'Create New View' section, there is a 'Description' field containing the text 'TEST' and a 'Template' dropdown menu currently set to 'Colleagues'. Below the 'Add Existing View' section, there is an 'Existing Views:' label followed by a list box that is currently empty. The background shows a calendar view for February 2021, with tabs for 'Colleagues', 'Direct Reports', and 'Indirect Reports'. The 'Add View' button at the bottom right of the dialog is highlighted with a yellow box.

Select the people whom you want to include in your personal view.

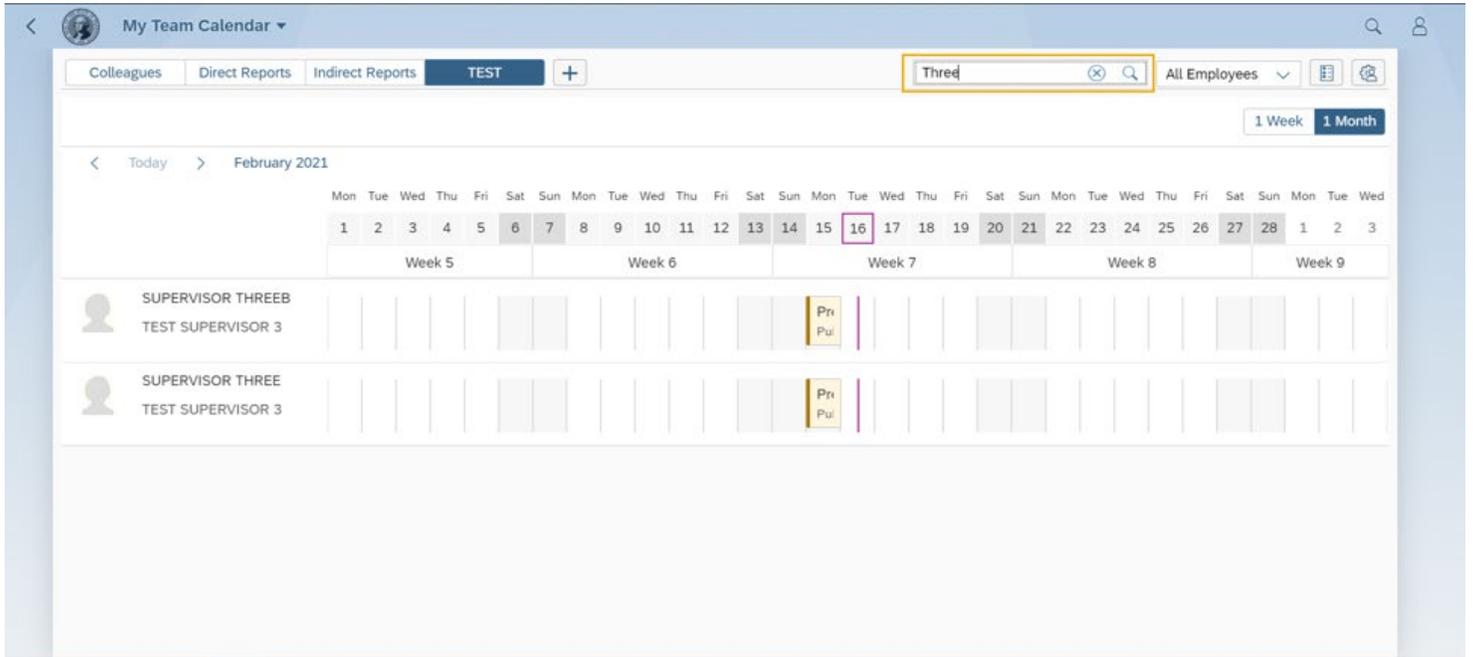


You will be able to see the Test tab and it will ask to hide or show the employees you would like to have on the tab.



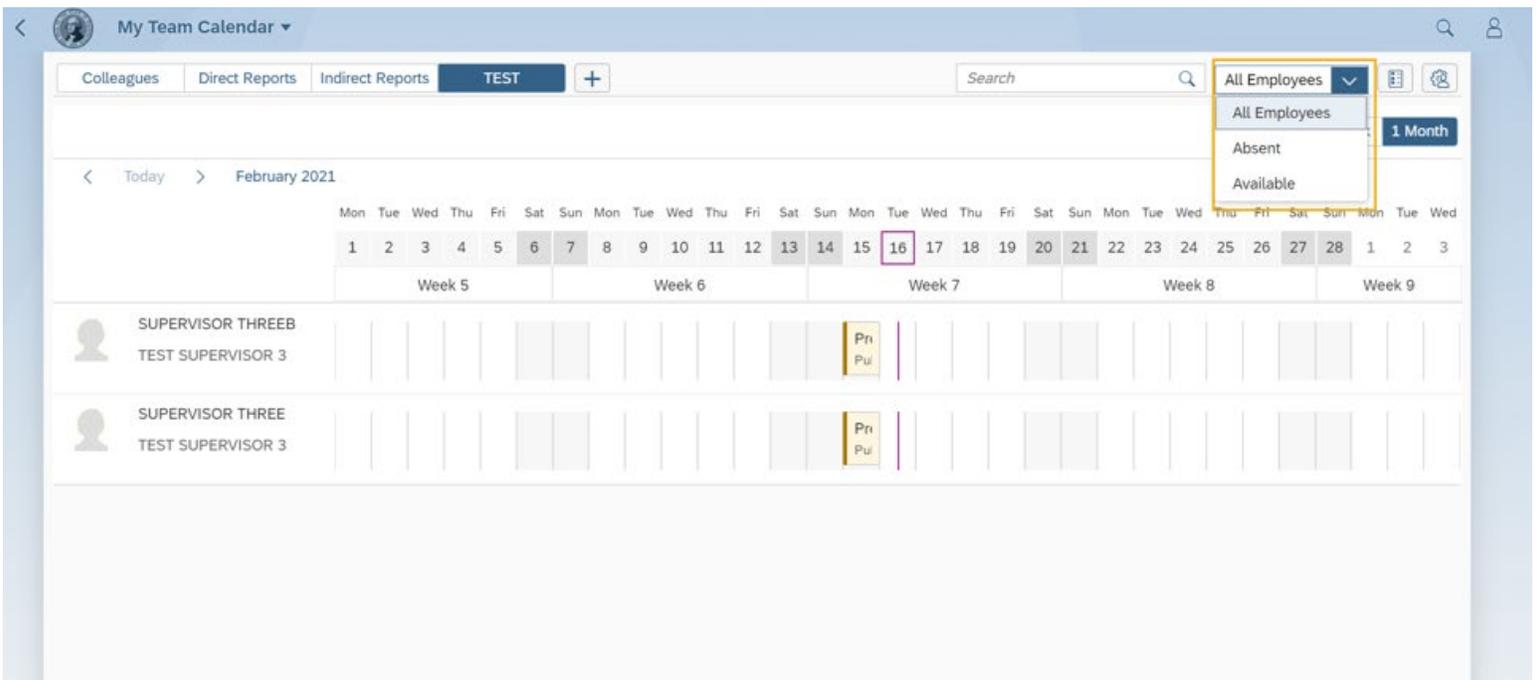
Step 6

Use the Search field to search employees in the template by first or last name.



The screenshot shows the 'My Team Calendar' interface. At the top, there are tabs for 'Colleagues', 'Direct Reports', 'Indirect Reports', and 'TEST'. A search bar contains the text 'Thred' and is highlighted with a yellow box. To the right of the search bar is a dropdown menu labeled 'All Employees'. Below the search bar, there are buttons for '1 Week' and '1 Month'. The calendar view shows the month of February 2021, with days of the week and dates from 1 to 28. Two employee rows are visible, both labeled 'SUPERVISOR THREEB TEST SUPERVISOR 3' and 'SUPERVISOR THREE TEST SUPERVISOR 3'. The calendar shows a 'Pn' (Paid) status for the 16th of February for both employees.

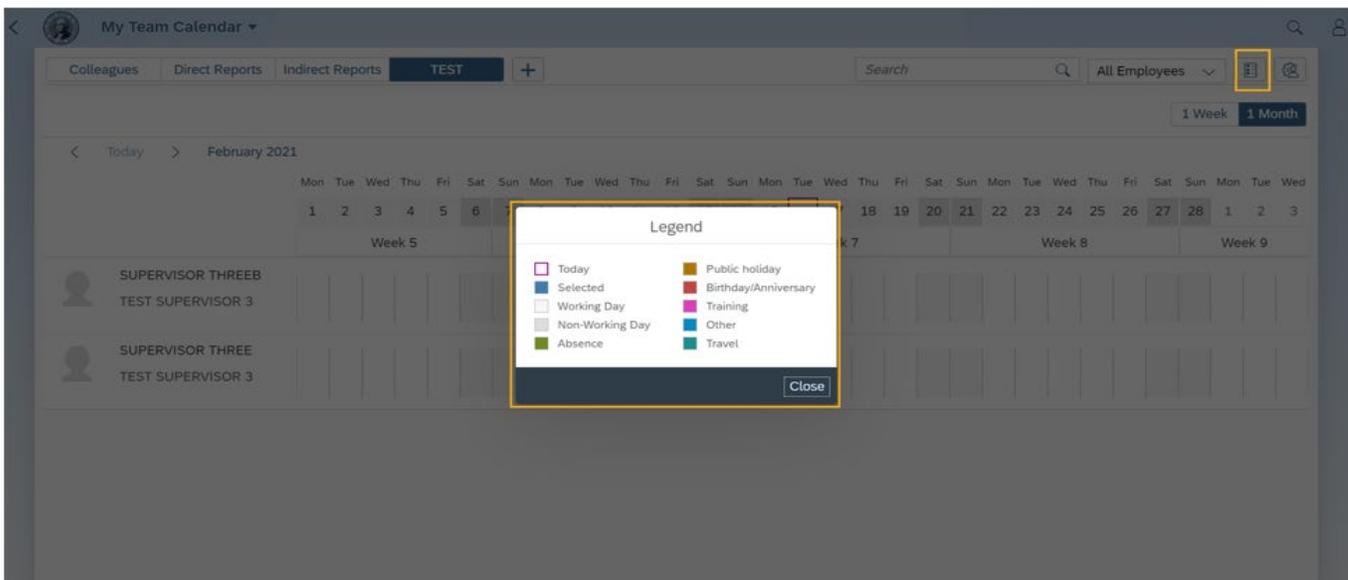
You can also select only absent or available employees using the drop-down list next to the search box.



The screenshot shows the 'My Team Calendar' interface with the search bar empty. The dropdown menu next to the search bar is open, showing options: 'All Employees', 'Absent', and 'Available'. The 'All Employees' option is highlighted with a yellow box. The rest of the interface, including the calendar grid and employee rows, is identical to the previous screenshot.

Step 7

Click the Show Legend button to view the calendar display values.



The screenshot shows a 'My Team Calendar' interface. At the top, there are tabs for 'Colleagues', 'Direct Reports', 'Indirect Reports', and 'TEST'. A search bar and a dropdown menu for 'All Employees' are also visible. A 'Show Legend' button, represented by a document icon, is highlighted with a yellow box. Below the calendar header, a legend window is open, displaying various color-coded categories: Today (white), Selected (blue), Working Day (light blue), Non-Working Day (grey), Absence (green), Public holiday (yellow), Birthday/Anniversary (red), Training (pink), Other (teal), and Travel (dark teal). The legend has a 'Close' button at the bottom right. The calendar grid below shows dates from Week 5 to Week 9, with names like 'SUPERVISOR THREEB' and 'TEST SUPERVISOR 3' listed on the left.

Step 8

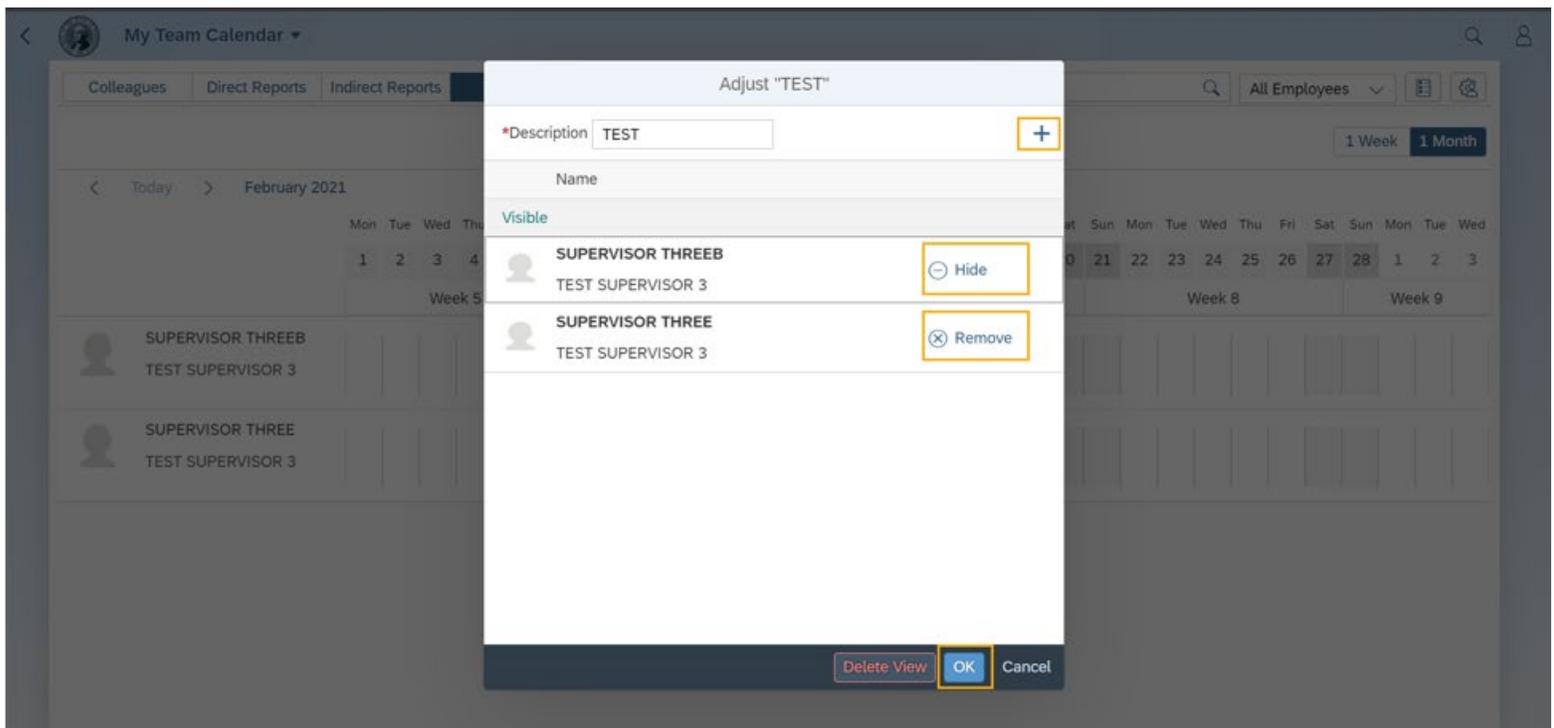
Adjust who you want to see on your view by clicking the “Show Personalization” button and clicking OK. You can adjust the view by hiding or removing the employees from the view.

The screenshot displays a 'My Team Calendar' interface. A modal window titled 'Adjust "TEST"' is open, allowing users to manage the visibility of employees. The modal includes a description field containing 'TEST' and a list of employees under the 'Visible' section. Two employees, 'SUPERVISOR THREEB' and 'SUPERVISOR THREE', both with the role 'TEST SUPERVISOR 3', are listed. Each entry has a corresponding 'Hide' or 'Remove' button. The 'Remove' button for the second entry is highlighted with a yellow box. At the bottom of the modal, there are buttons for 'Delete View', 'OK' (highlighted with a yellow box), and 'Cancel'. The background shows a calendar grid for February 2021 with various employee names and dates.

TIP- You can only remove employees from your custom tab. Employees can only be hidden on the Colleagues, Direct Reports, or Indirect Reports tabs.

Step 9

Click the plus sign on the Adjust View dialog box to add employees to your view.



Step 10

Click Delete View to delete your customized view.

The screenshot shows a calendar application interface with a modal dialog titled "Adjust 'TEST'". The dialog contains the following elements:

- A "Description" field with the text "TEST" and a plus sign (+) to its right.
- A "Name" field.
- A "Visible" section with two entries:
 - Entry 1: "SUPERVISOR THREEB" with "TEST SUPERVISOR 3" below it, and a "Hide" button (represented by a minus sign in a circle).
 - Entry 2: "SUPERVISOR THREE" with "TEST SUPERVISOR 3" below it, and a "Remove" button (represented by an 'X' in a circle).
- At the bottom of the dialog, there are three buttons: "Delete View" (highlighted with a yellow box), "OK", and "Cancel".

The background shows a calendar view for February 2021, with tabs for "Colleagues", "Direct Reports", and "Indirect Reports". The calendar displays a grid for "Week 5", "Week 8", and "Week 9".

Step 11

A Delete confirmation pop-up will display “Do you really want to delete view [View Name]?” Click OK.

The view will be deleted, and you will return to the My Team Calendar page.

Adjust "Test"

*Description



Name

Visible

OLIVE JOSH

Hide

Confirmation

Do you really want to delete view "Test"?

OK

Cancel

Delete View

OK

Cancel