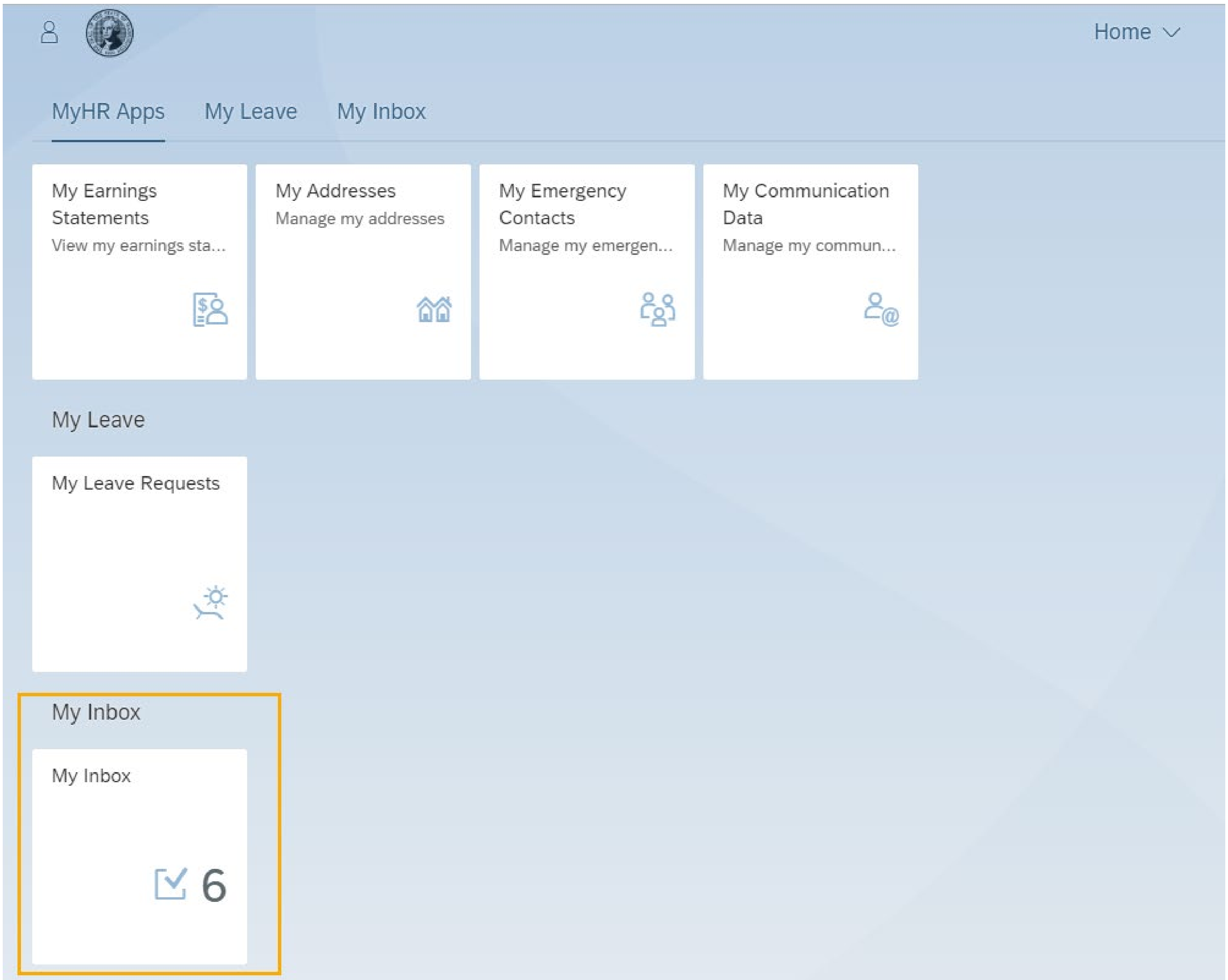
MyPortal Supervisor– approve or reject employee leave request

(SCROLL DOWN TO STEP 1)

Contents

Step 1

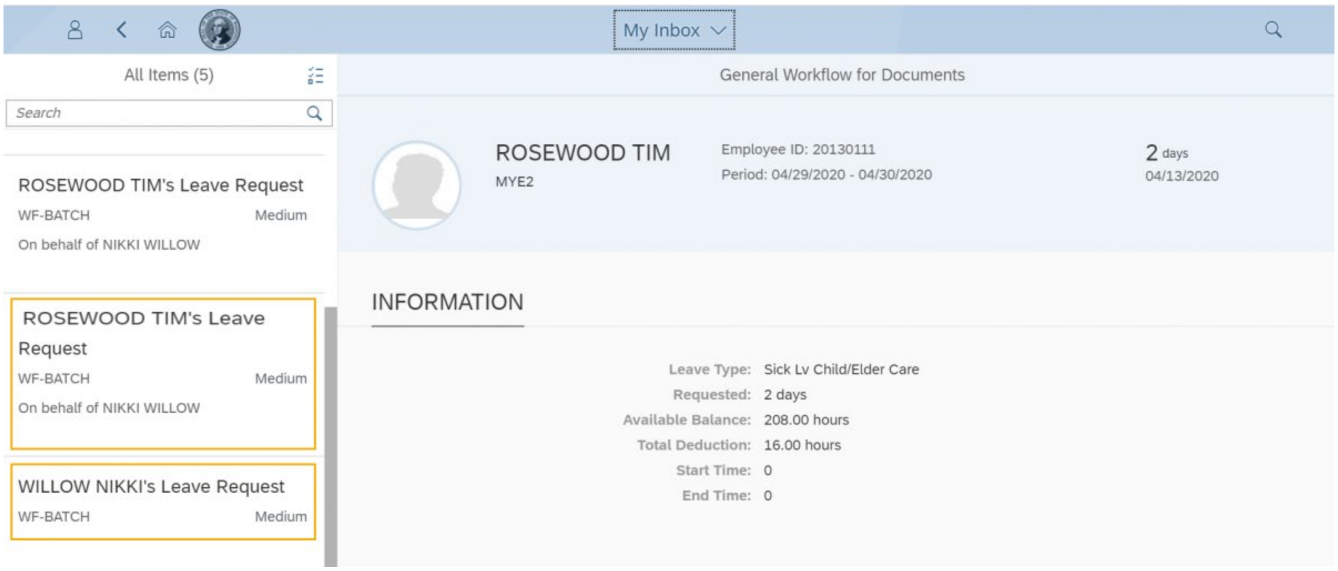
Click the My Inbox tile from your home page or My Inbox tab.



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.



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.

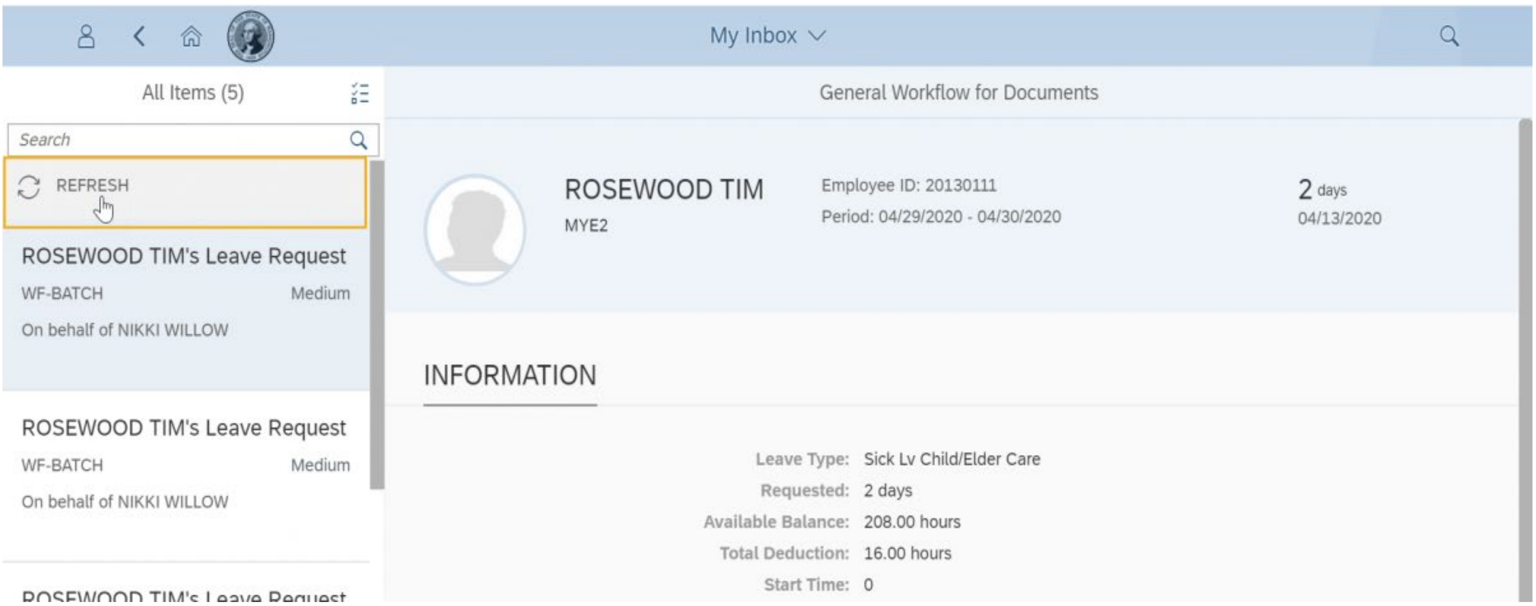
Some leave types such as bereavement, inclement weather, and LWOP will not have a 'Total Deduction' or 'Available Balance' section in the leave request detail since they do not accrue leave and they are not deducted from an existing balance. They will, however, include the Requested hours or days as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

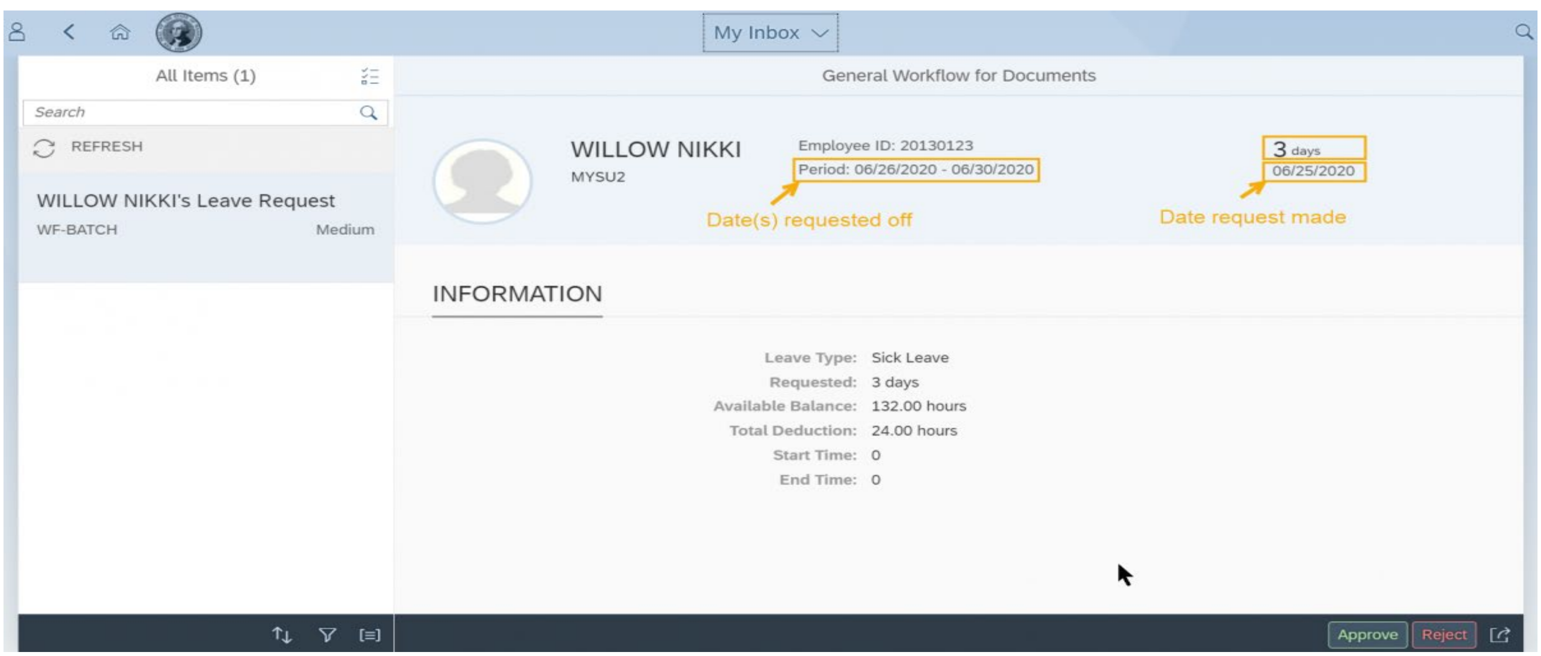
The WF-Batch and Medium text on the leave request indicates the workflow process that brings the leave request into the Approver's Inbox and the priority of the leave request – this text does not change and does not impact the employee or supervisor.

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.

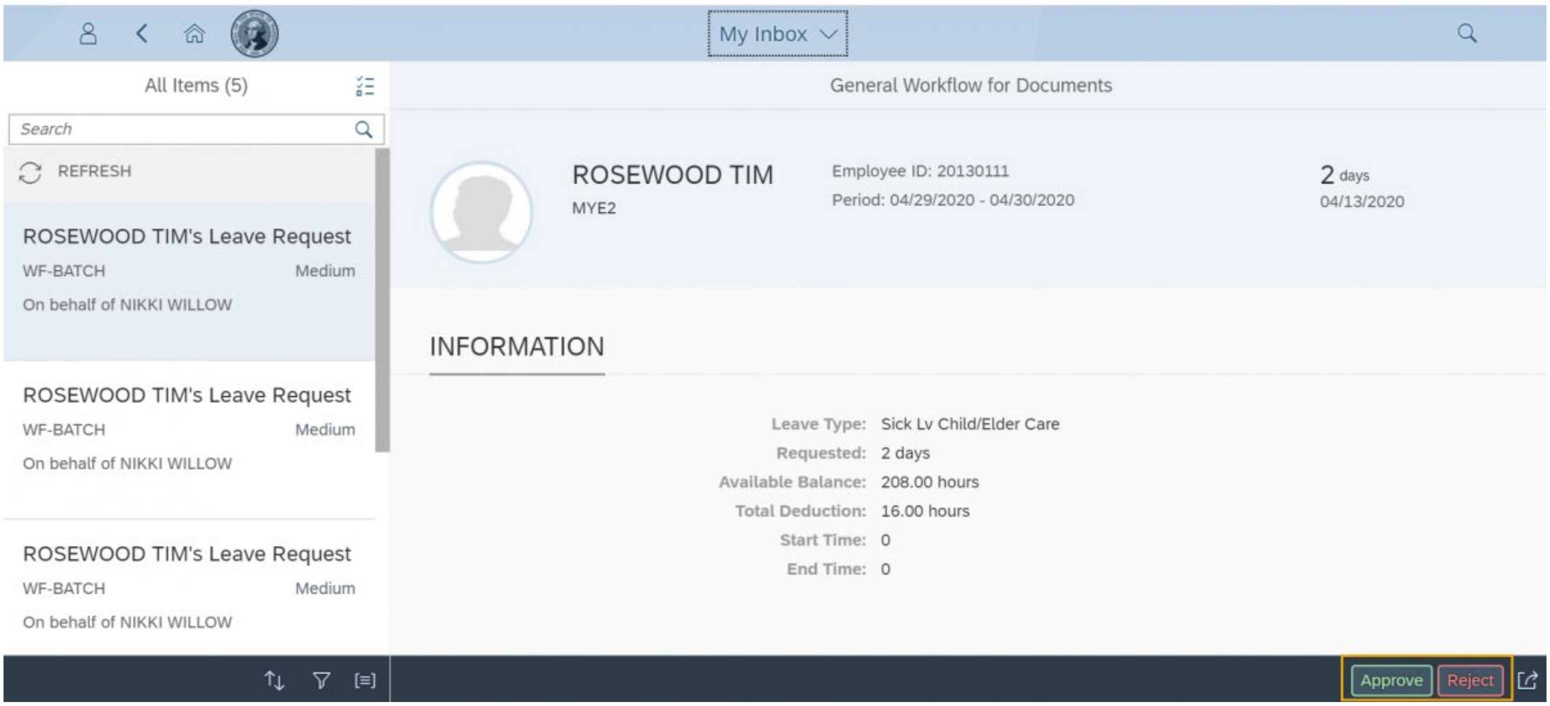




Period displays the date(s) the employee is requesting off. The day(s) listed is the total number of days/hours being requested off followed by the date the request was made.

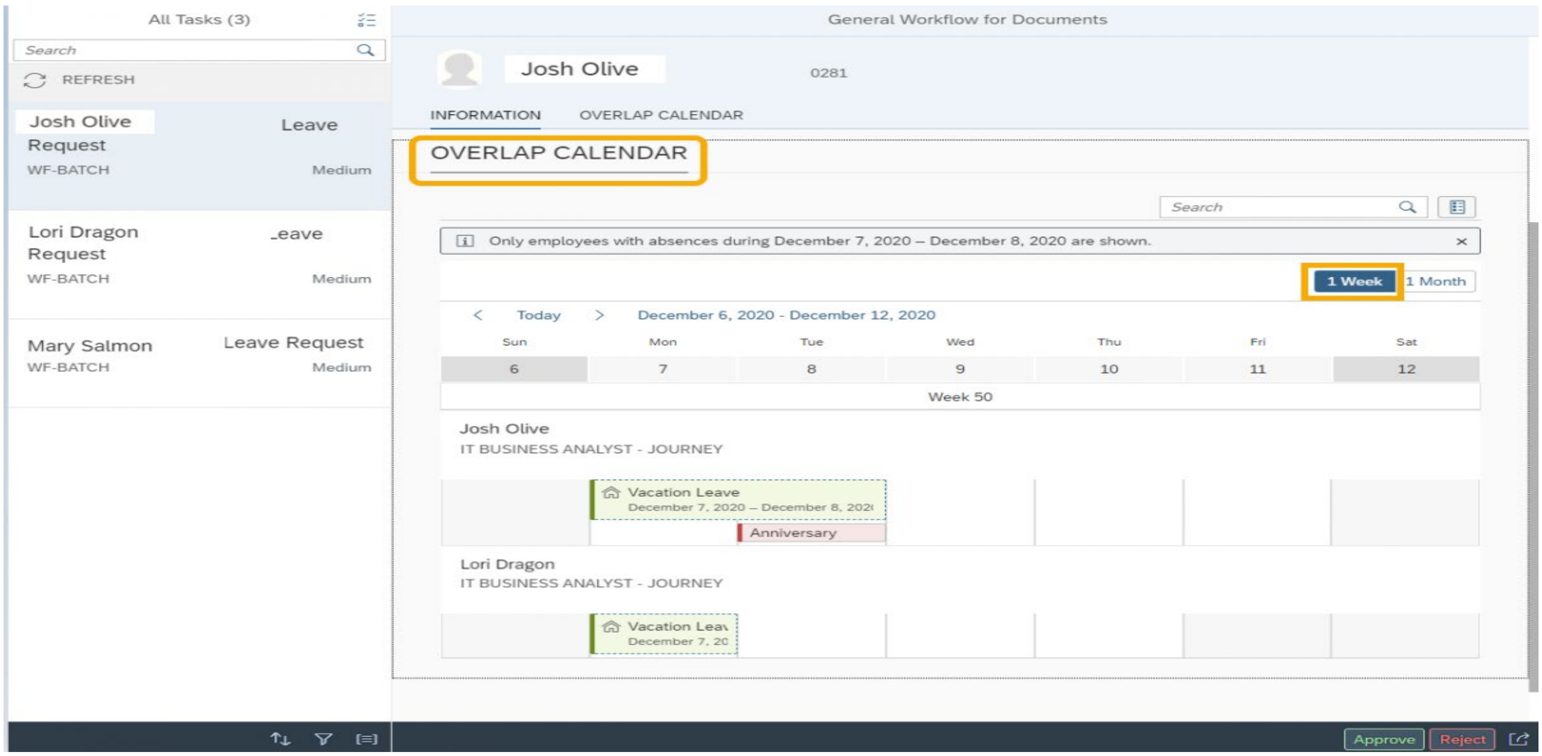
Step 3

Click the Approve or Reject button.



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

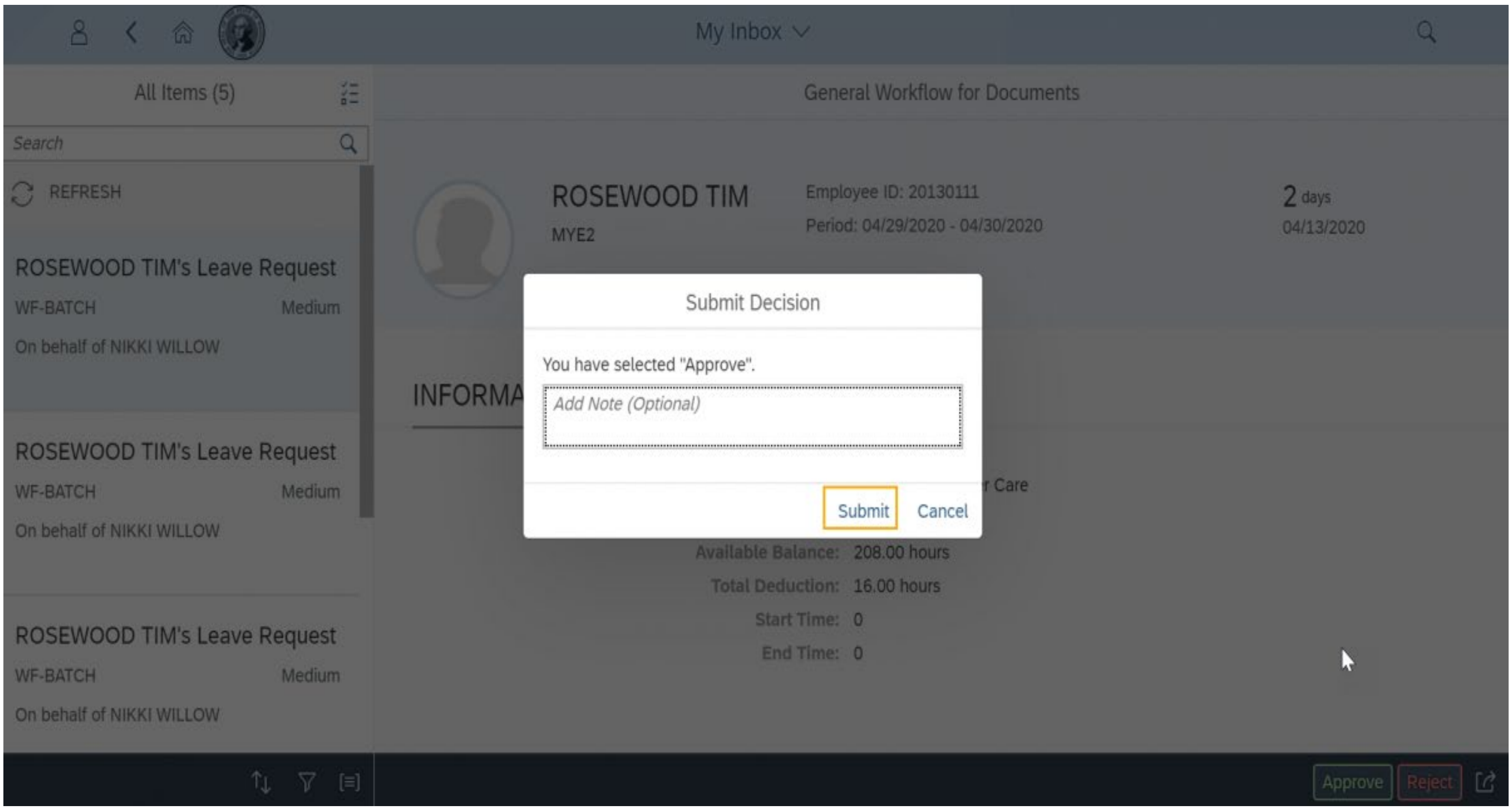


the same day. There is a ‘1 Week’ view and a ‘1 Month’ view. The default and recommended view is ‘1 Week’ since it will show the overlap without having to select a specific day which is an additional step required on the ‘1 Month’ view.

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.

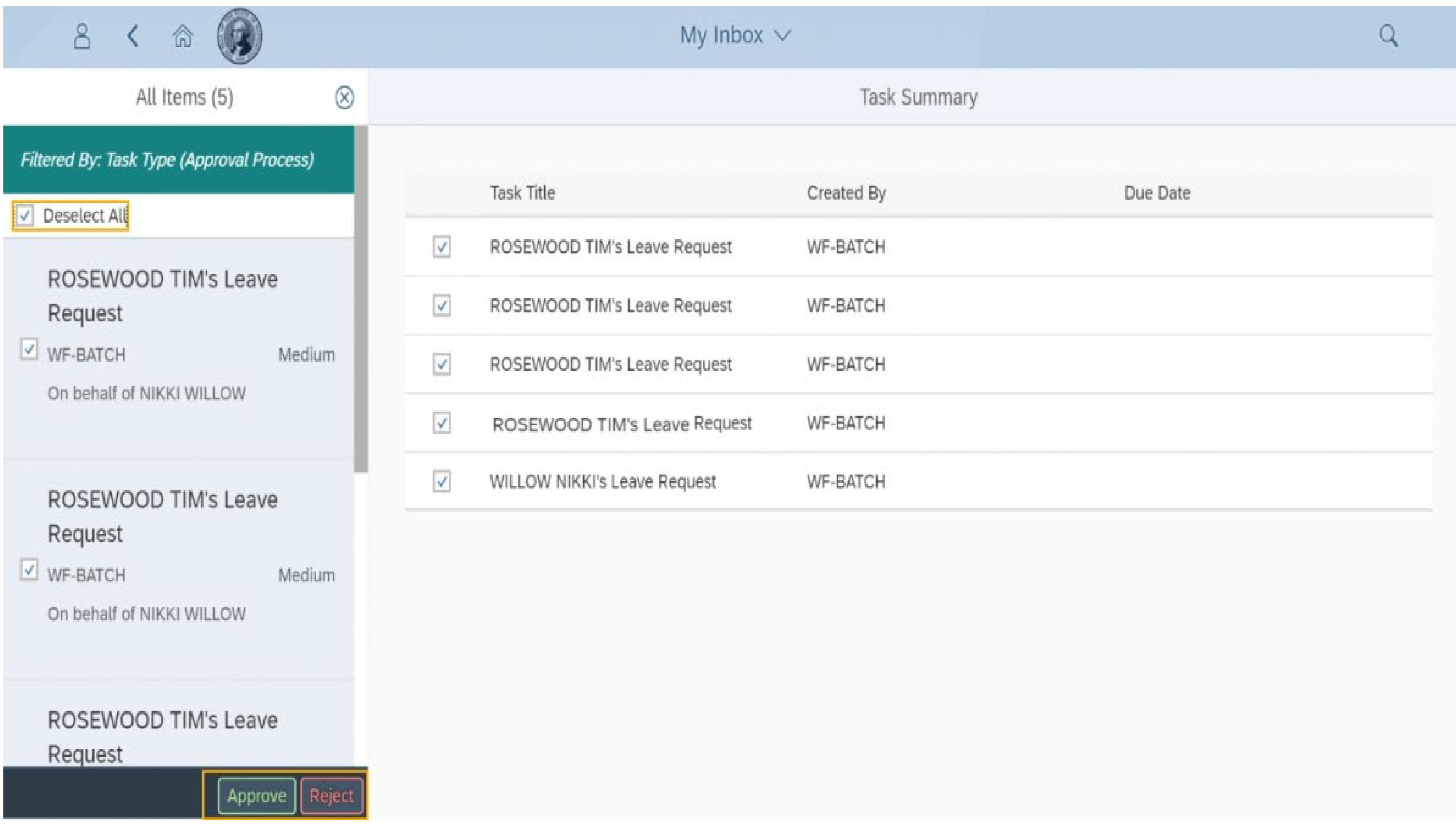
Step 4

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



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.



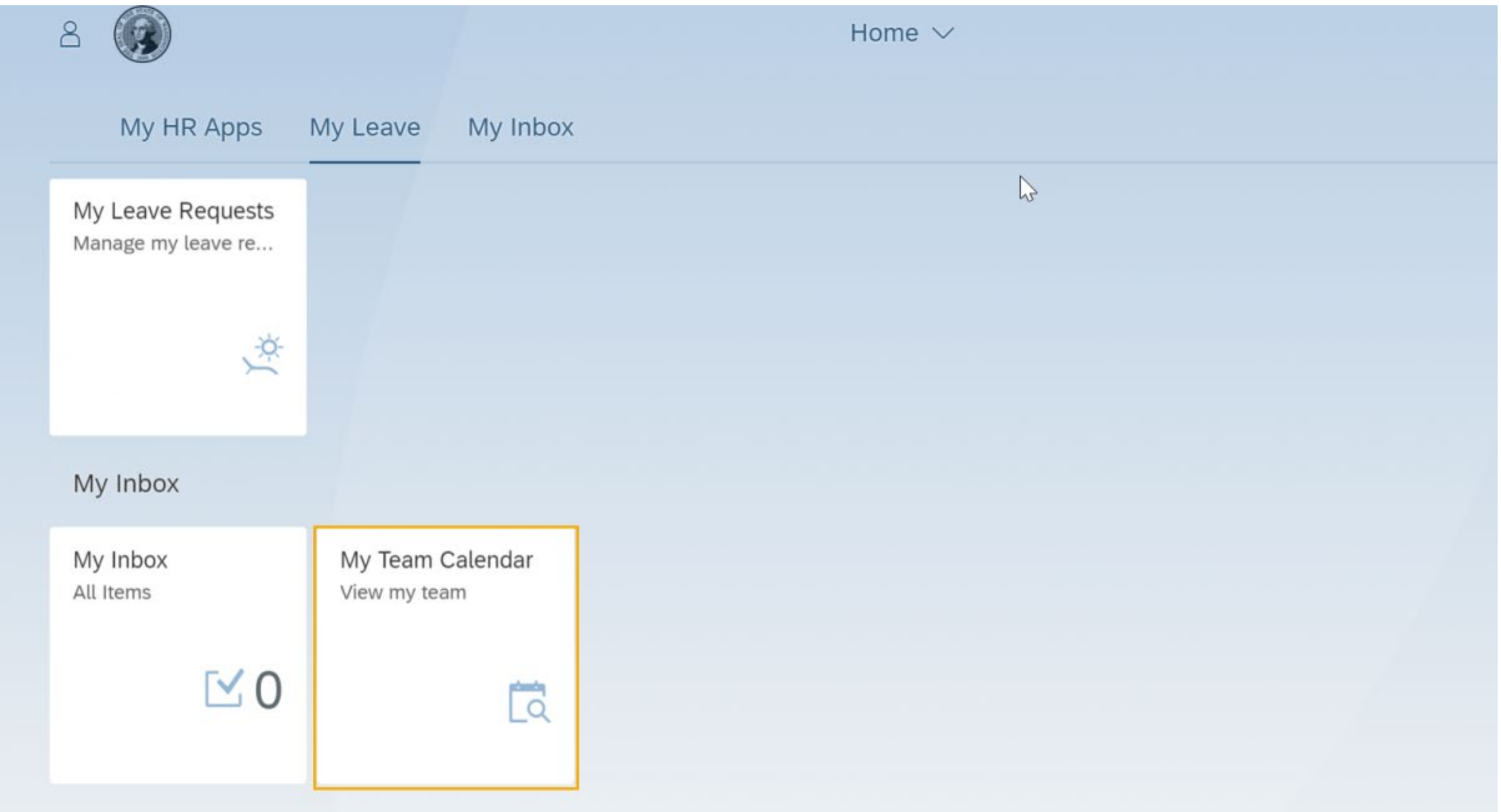
MyPortal Supervisor- my team calendar

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)

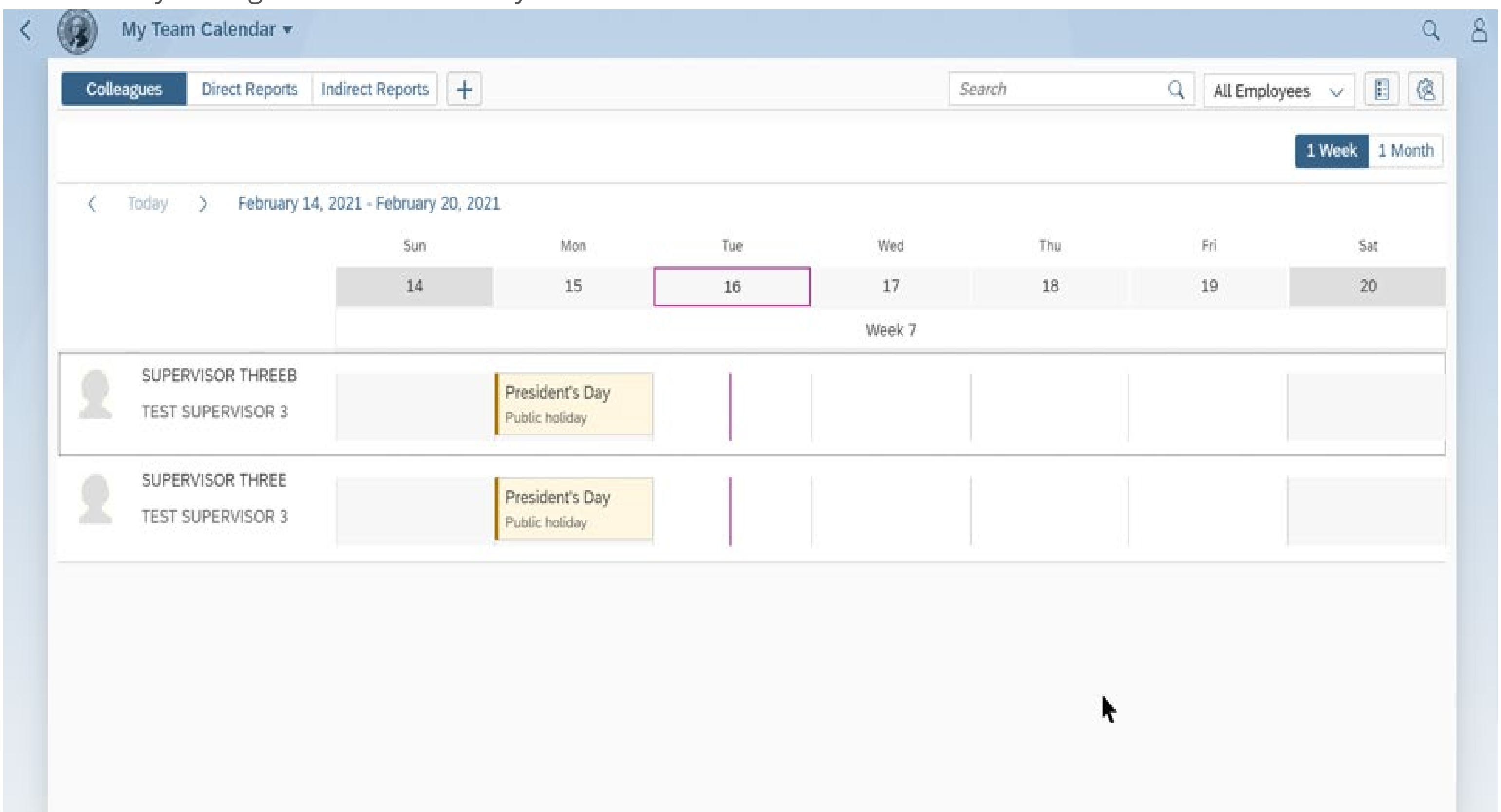
Step 1

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.



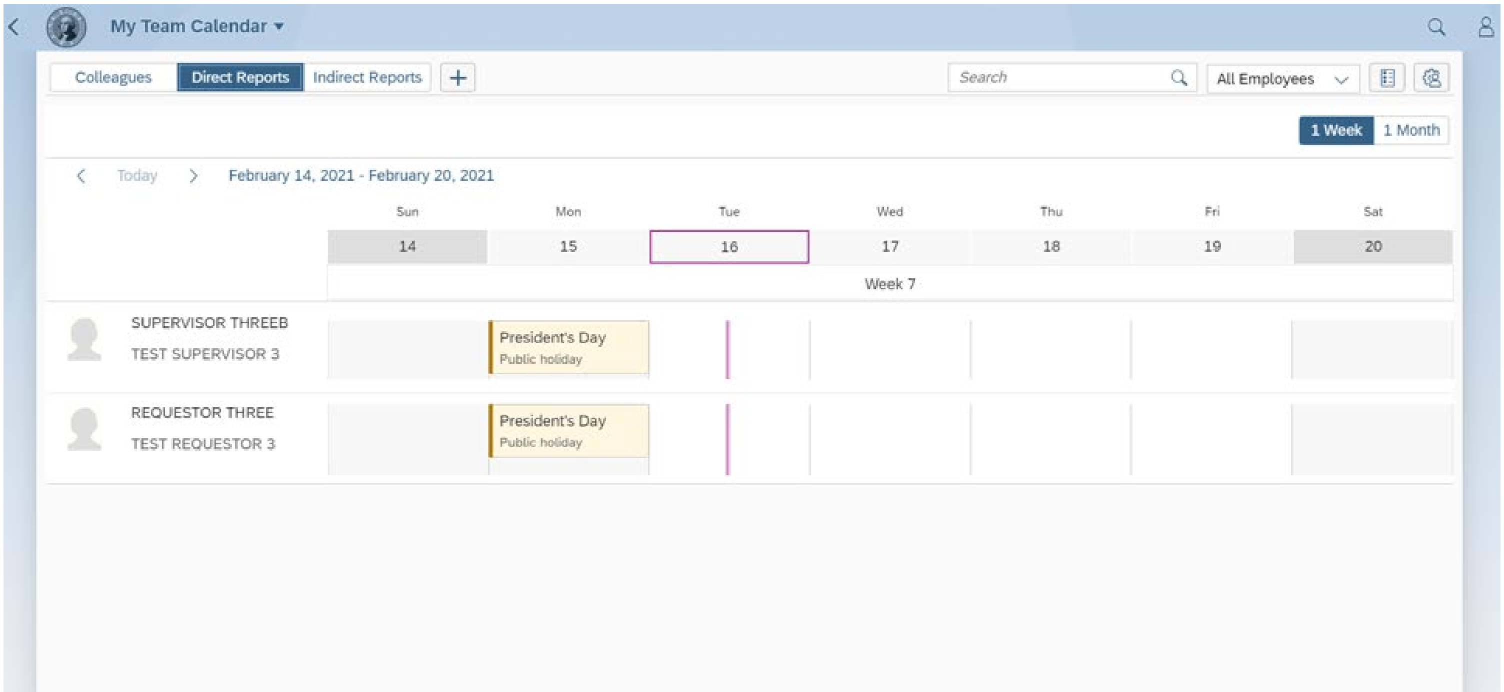
You can see your colleagues, direct employees, and indirect reports in My Team Calendar.

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.

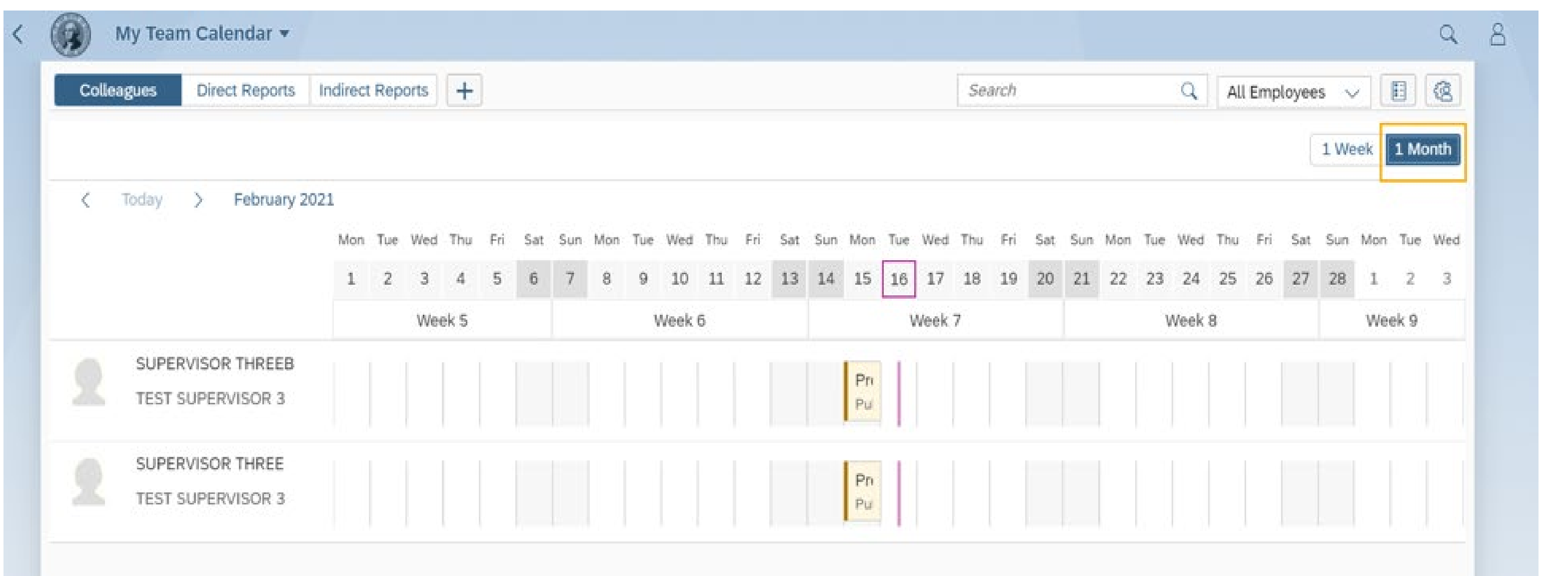
The colleagues are based on the agency's org structure (using the chief/manages relationship). An employee's colleagues would be their peers that report to the same supervisor.

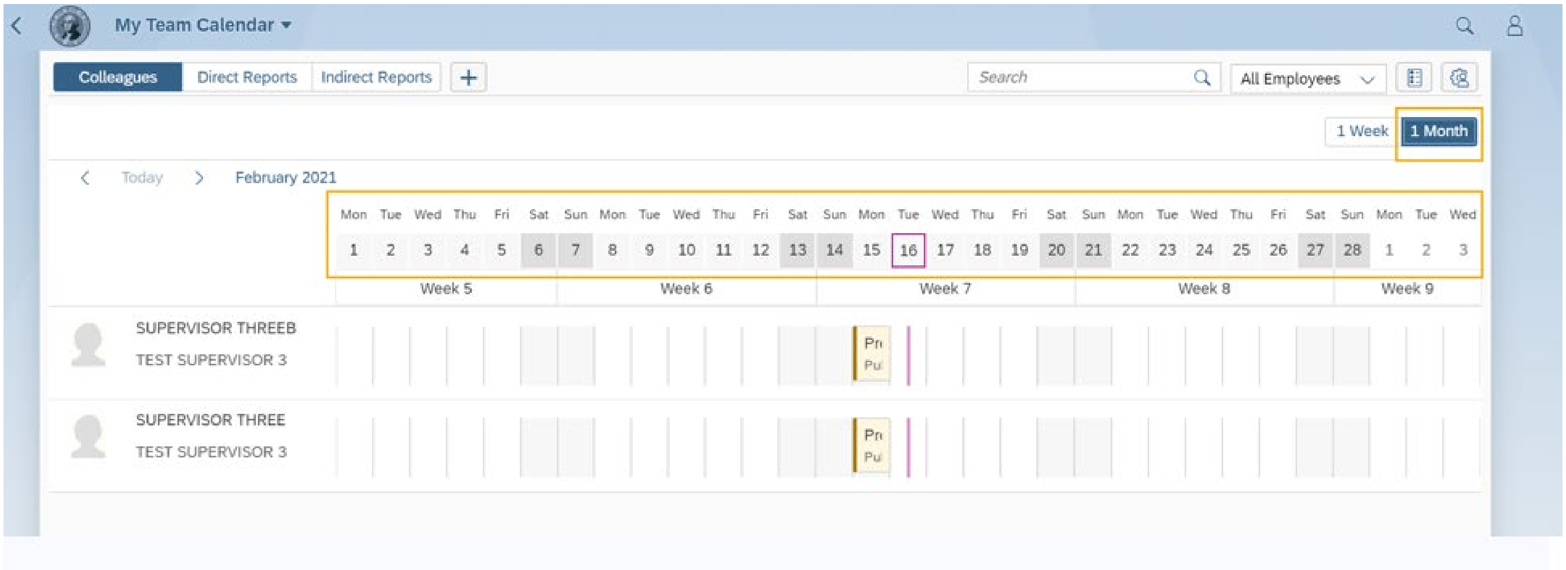
Step 3

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.



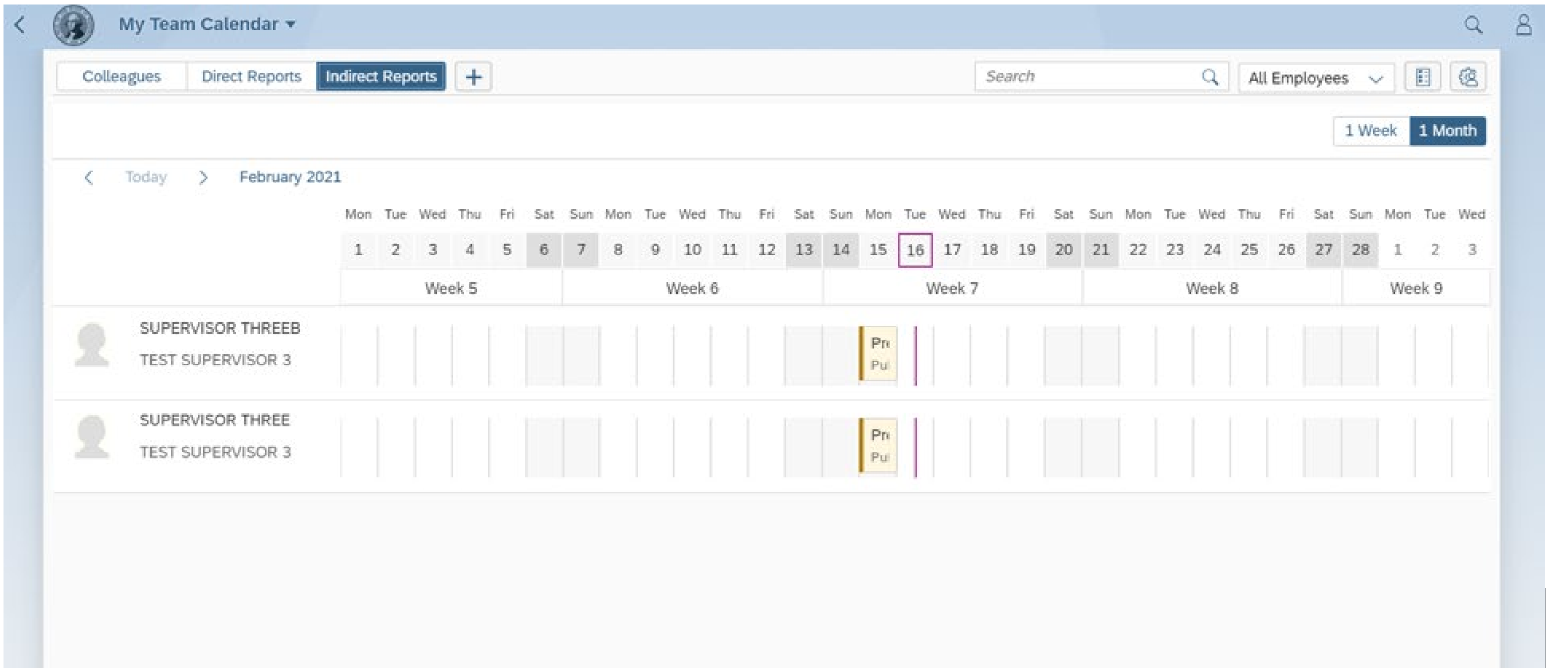


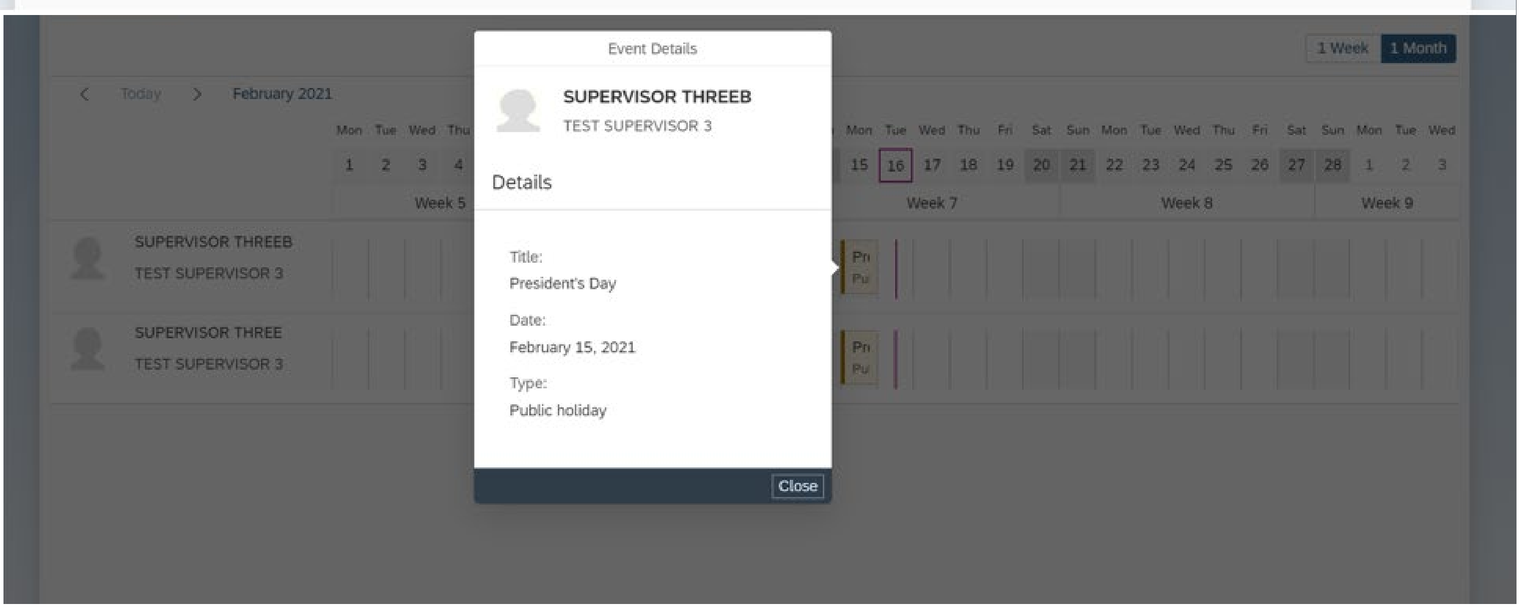
The month title will display above the days within the month. You can click on a date on the calendar to view leave request overview for a specific day

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

STEP 4

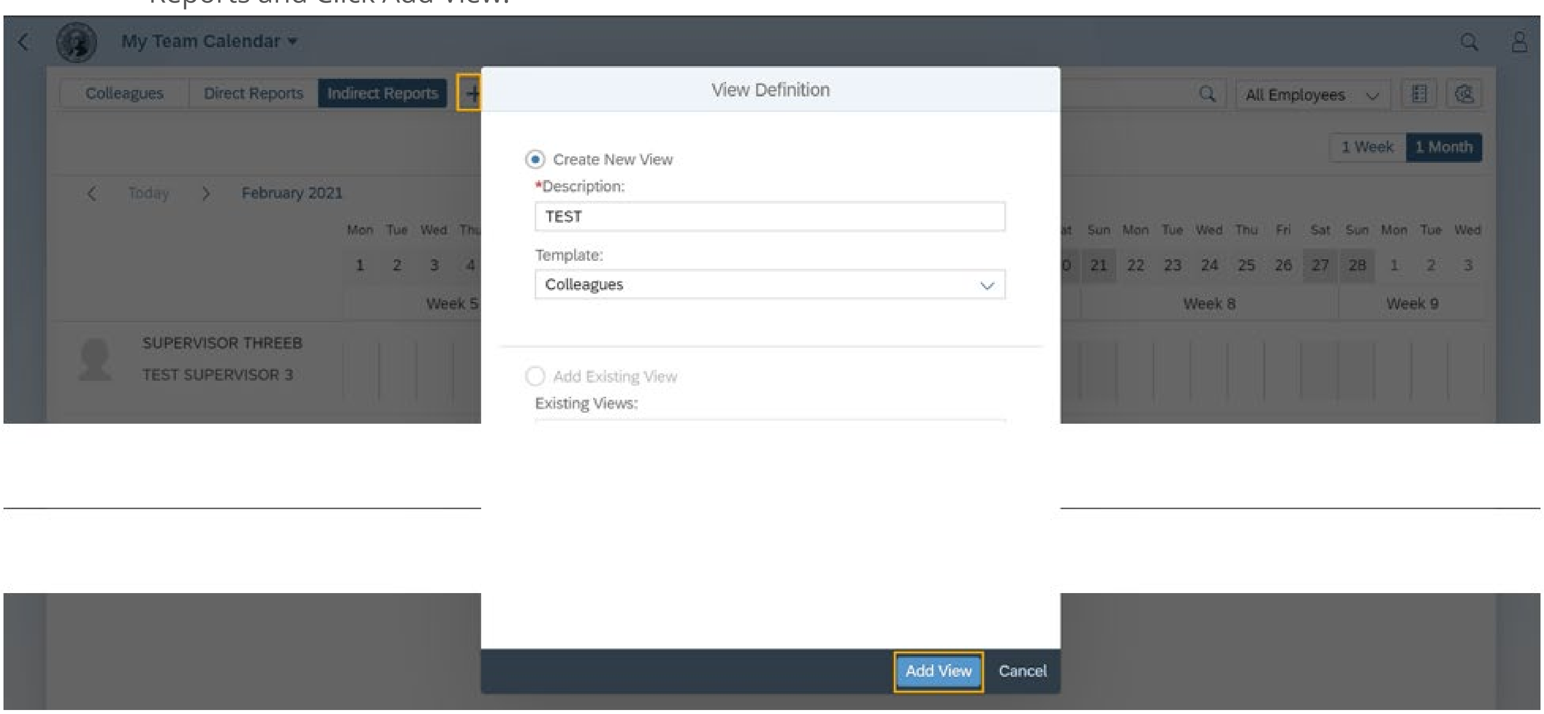
Click on the Indirect Reports tab to see high level absence and anniversary dates for your indirect reports.



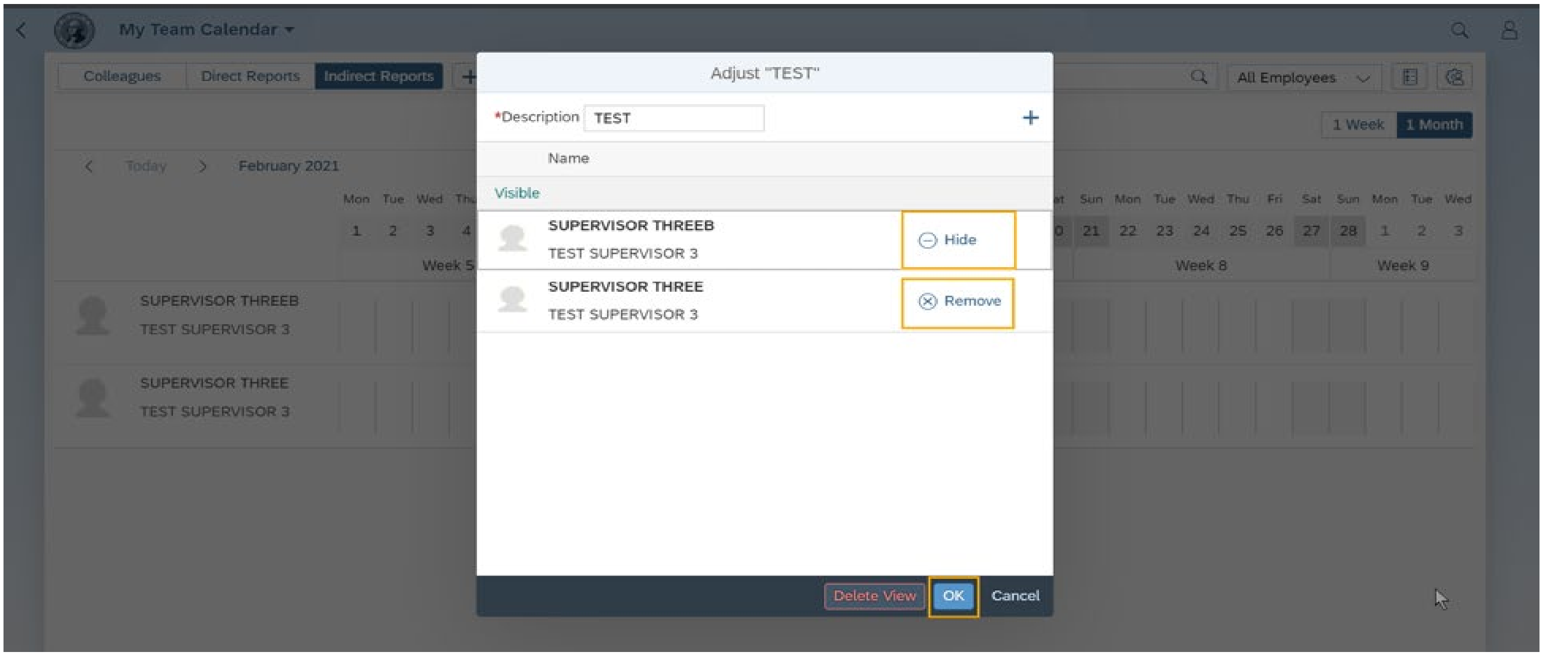


Step 5

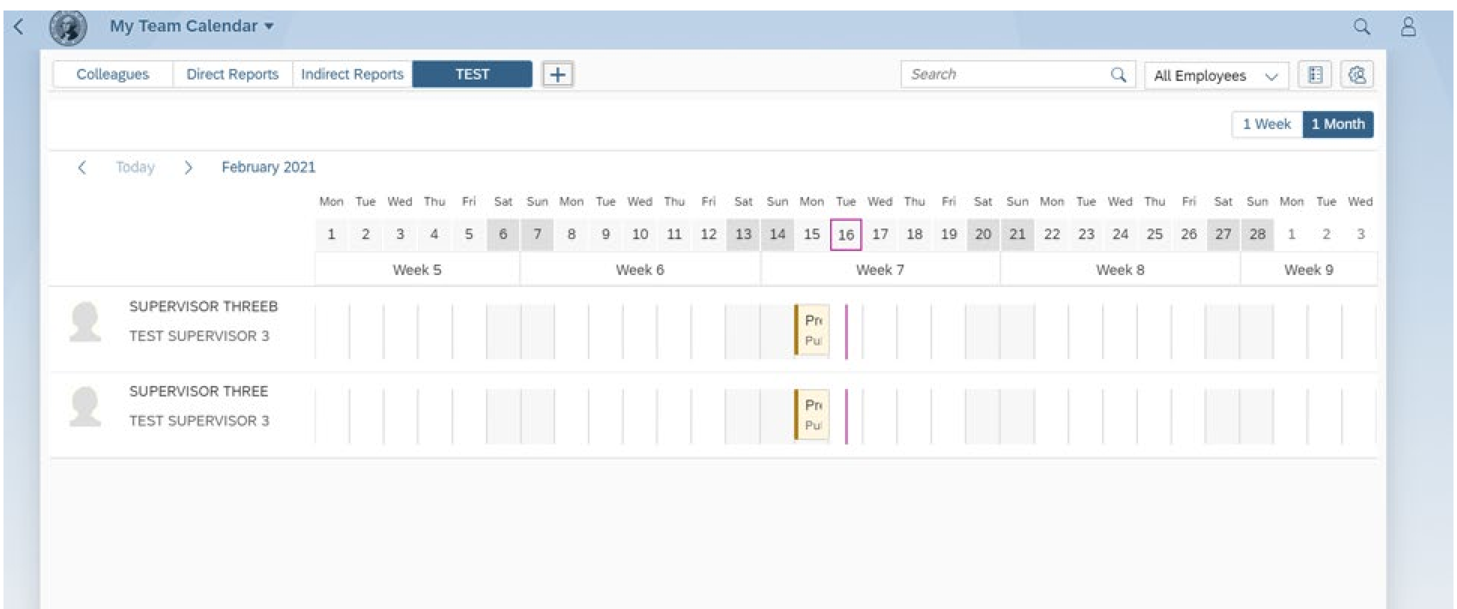
(Optional) Create your own calendar view by clicking on the plus sign. Enter a title for your view in the Description field. Select from the three templates Colleagues, Direct Reports and Indirect Reports and Click Add View.



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

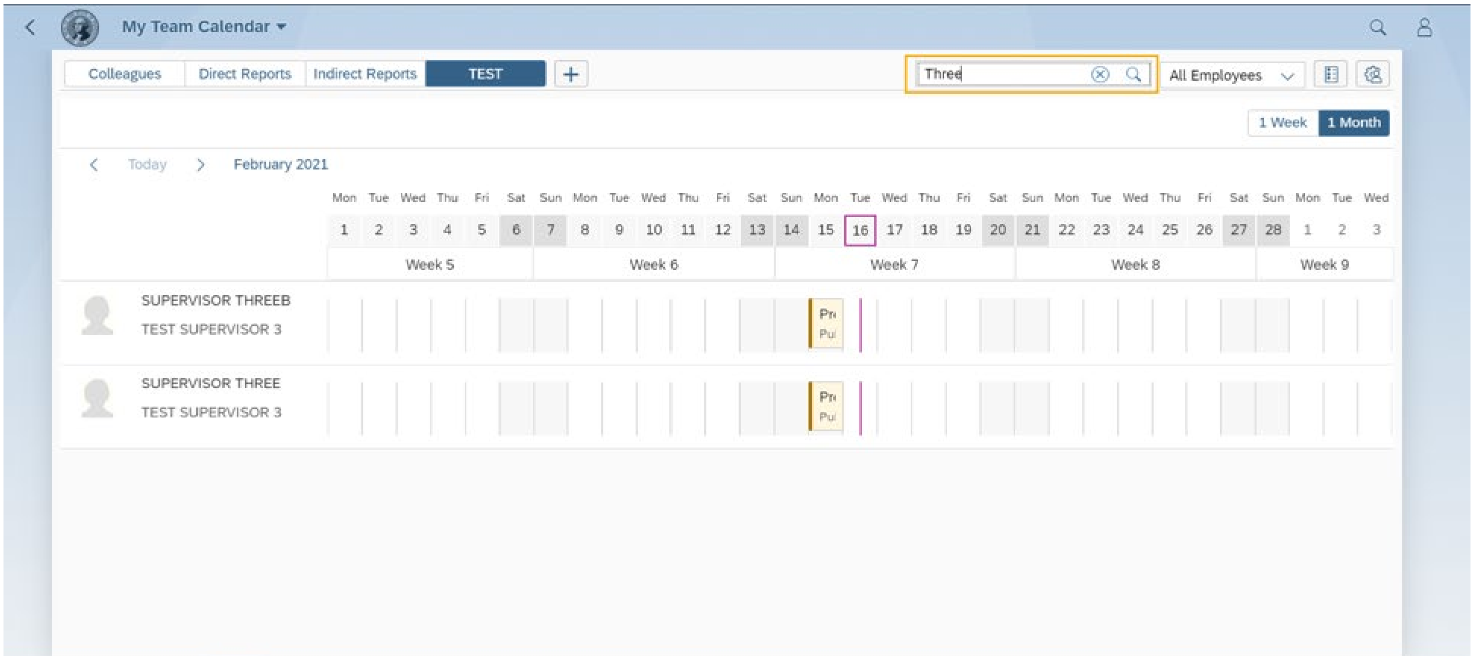


You will be able to see the Test tab and it will ask to hide or show the employees you would like to have on the tab.

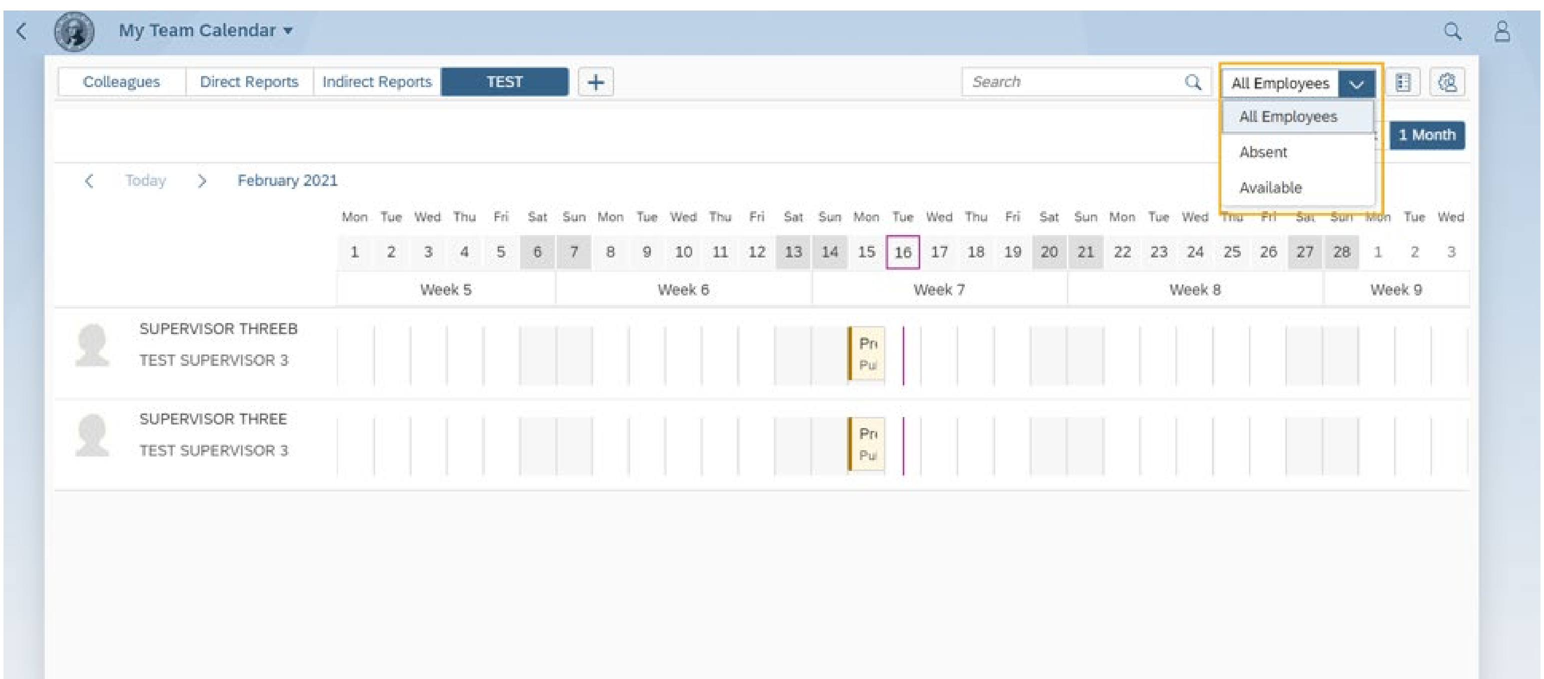


Step 6

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

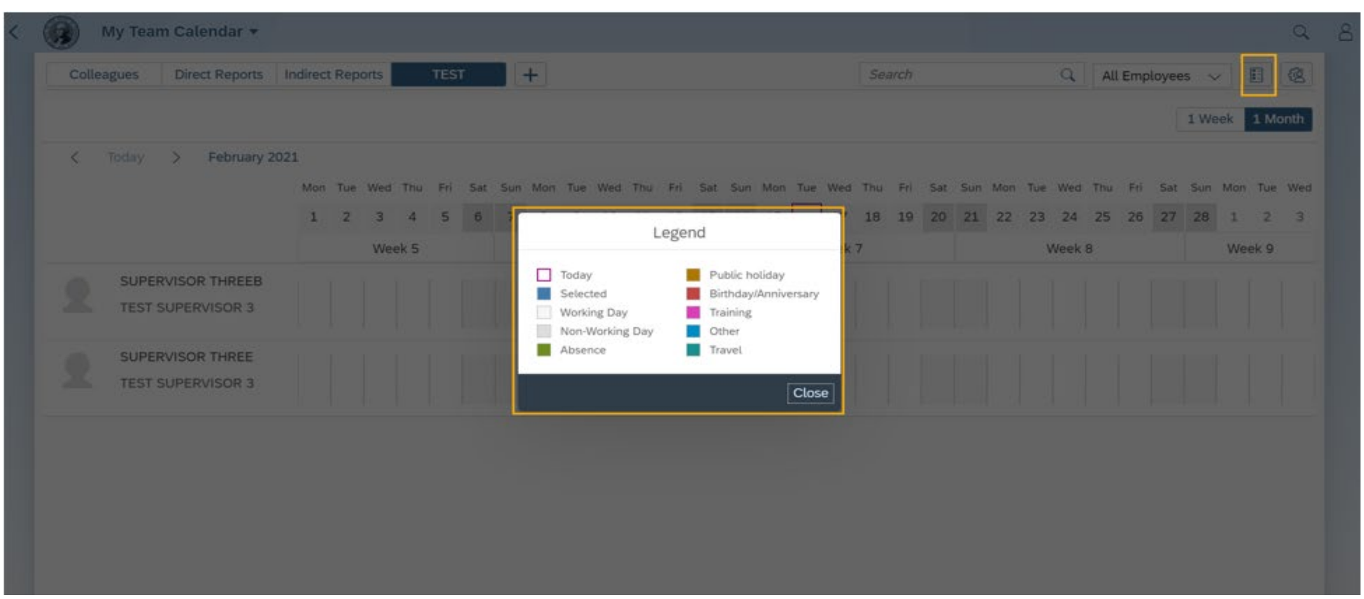


You can also select only absent or available employees using the drop-down list next to the search box.



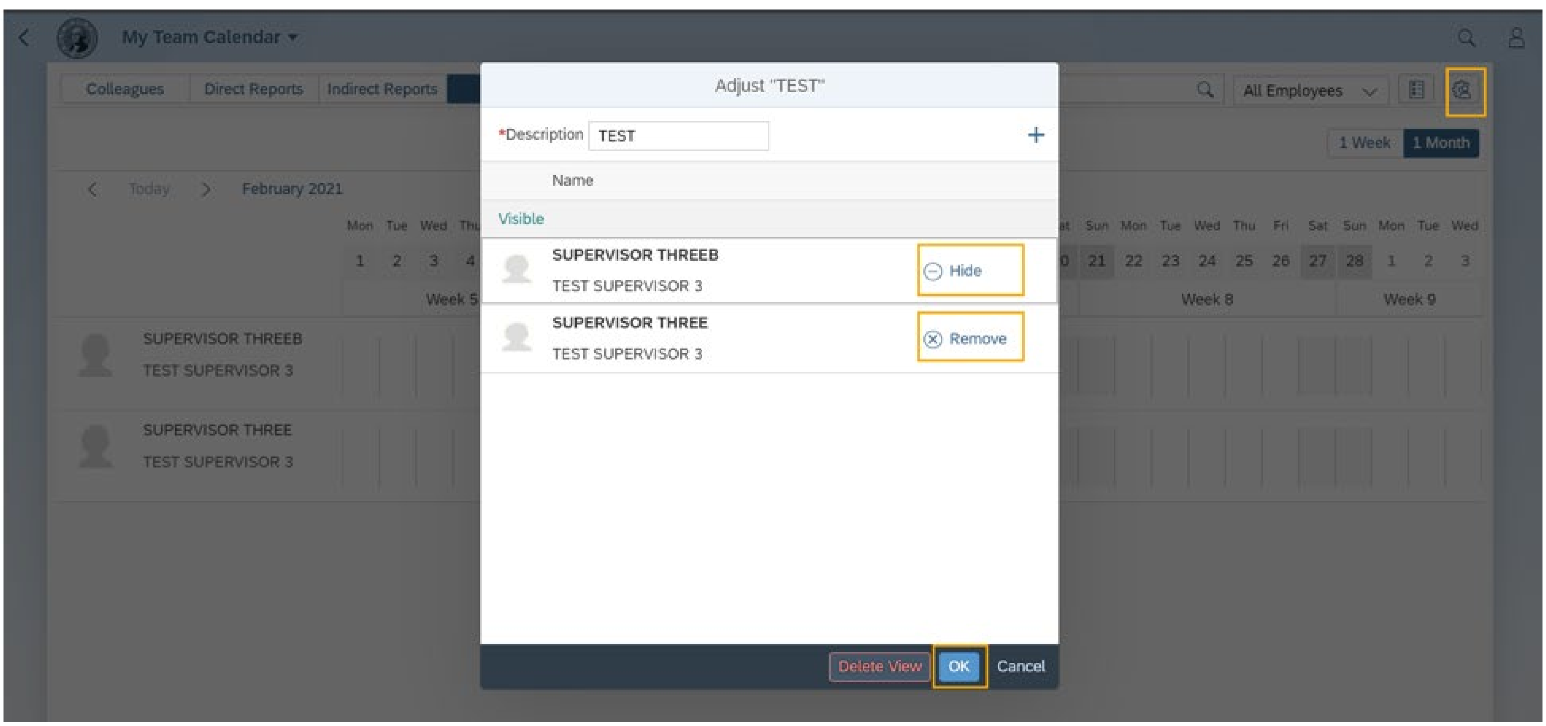
Step 7

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



Step 8

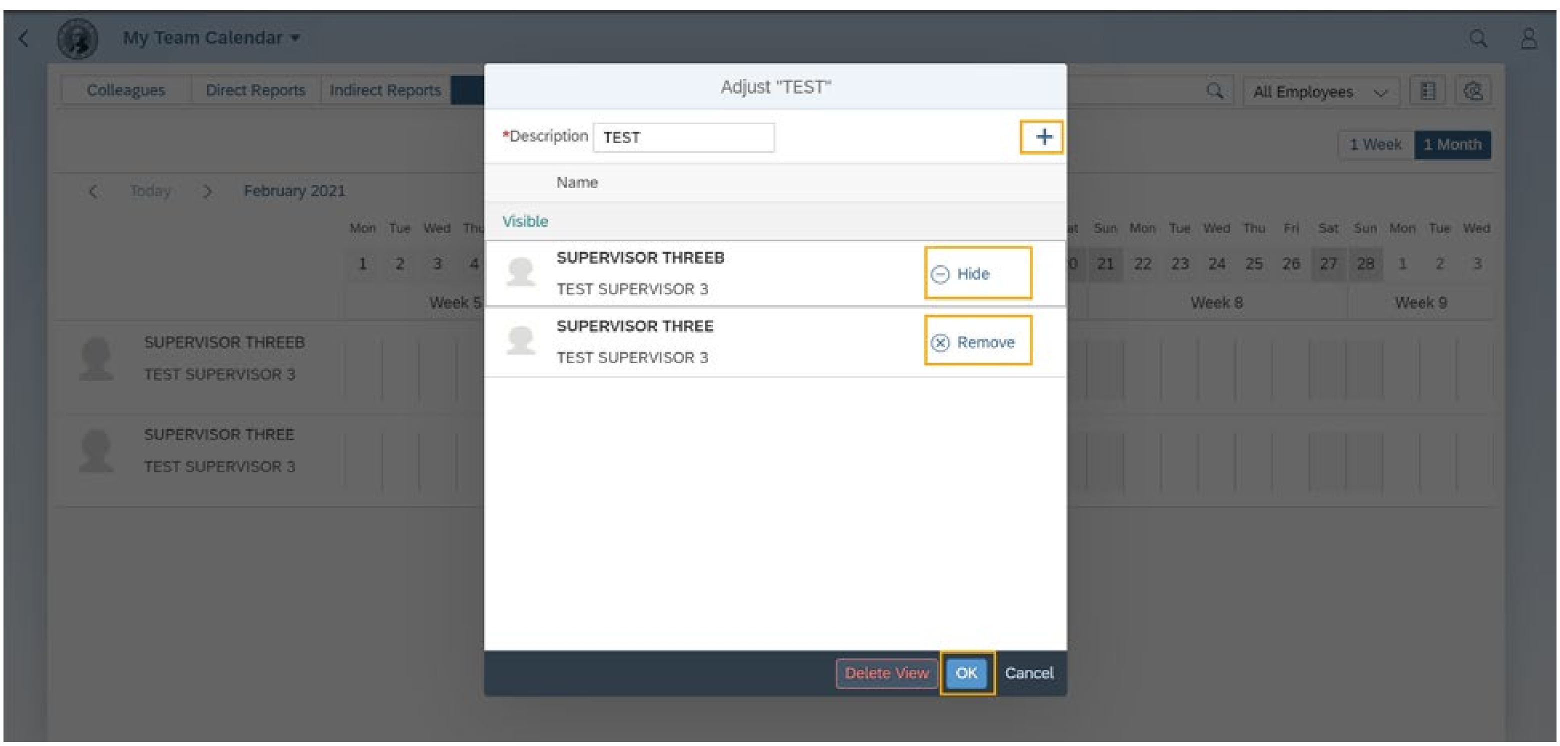
Adjust who you want to see on your view by clicking the “Show Personalization” button and clicking OK. You can adjust the view by hiding or removing the employees from the view.



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

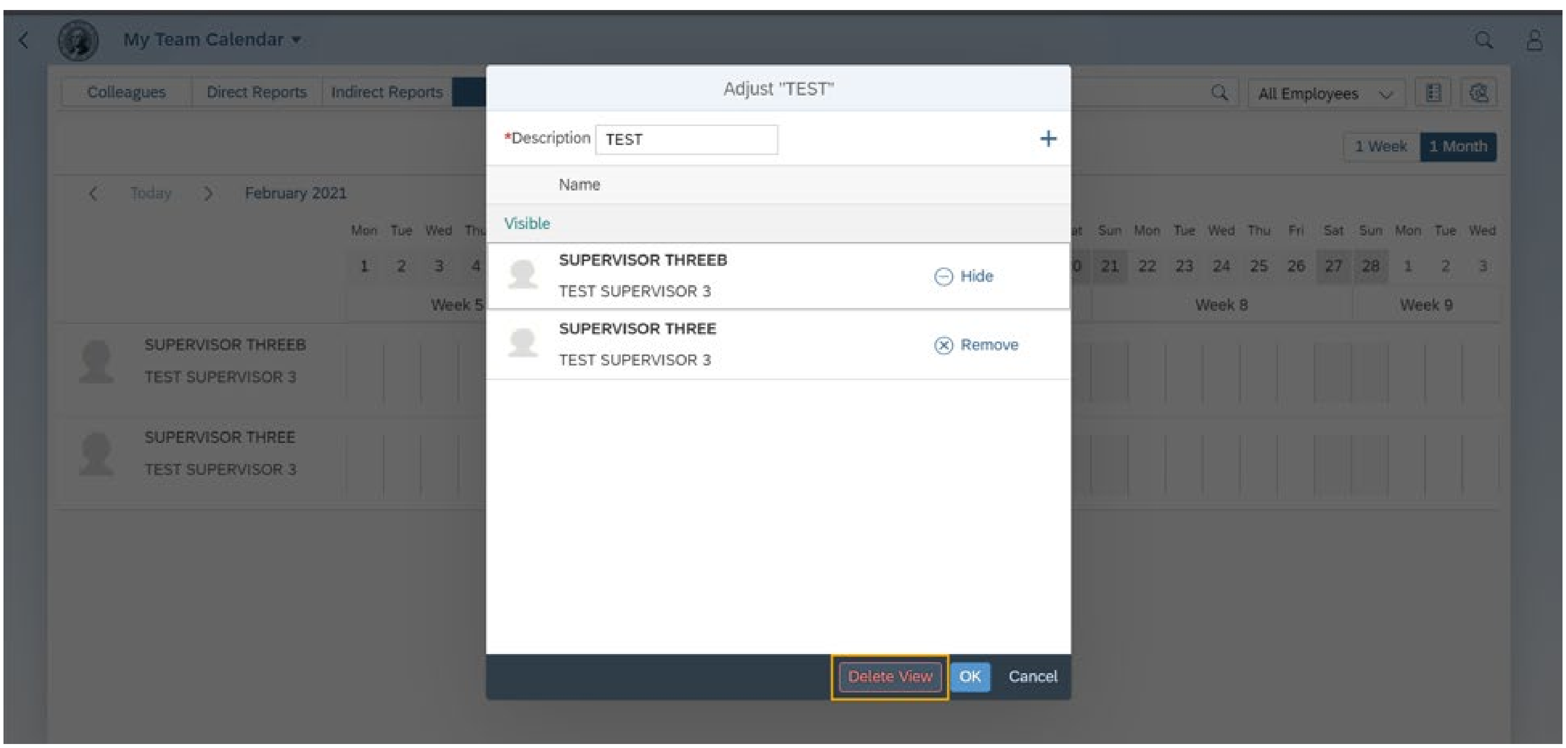
Step 9

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



Step 10

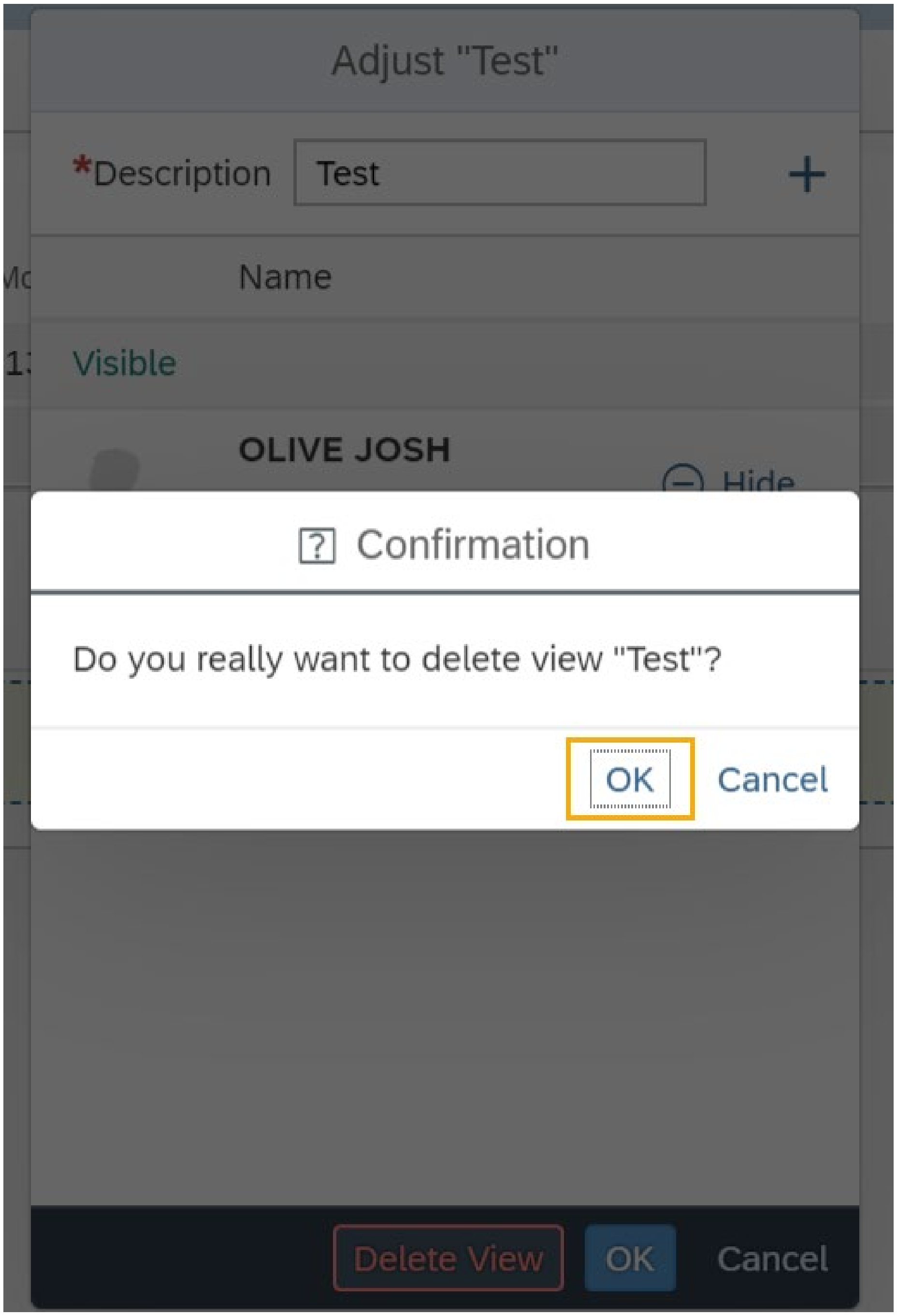
Click Delete View to delete your customized view.



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
Test
Name
Visible
OLIVE JOSH
Hide
Confirmation
Do you really want to delete view "Test"?
OK
Cancel
Delete View
OK
Cancel