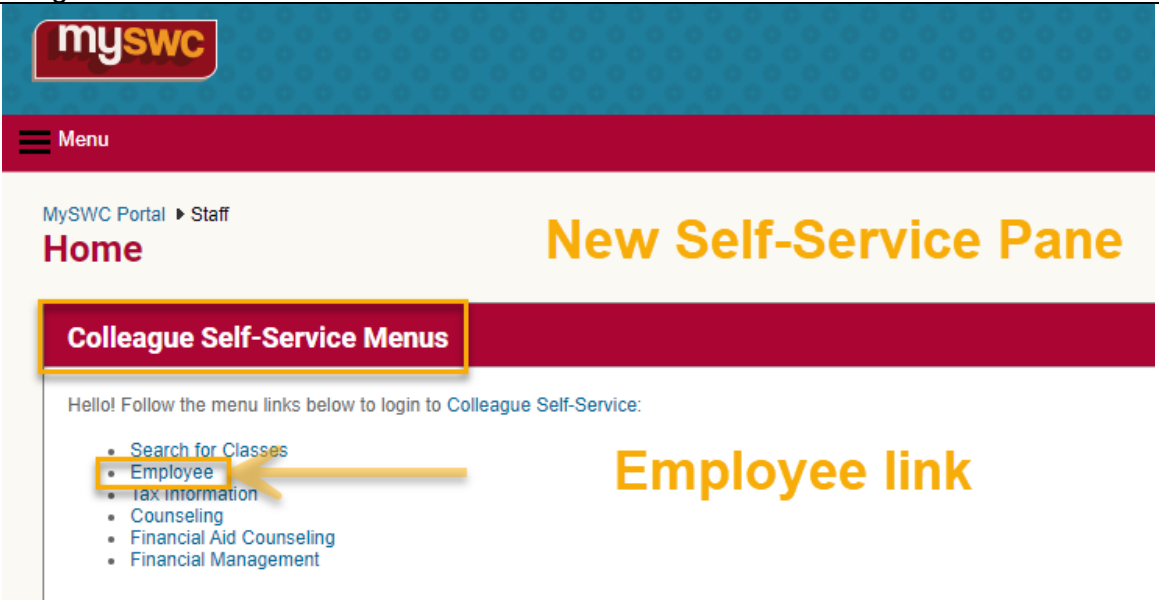
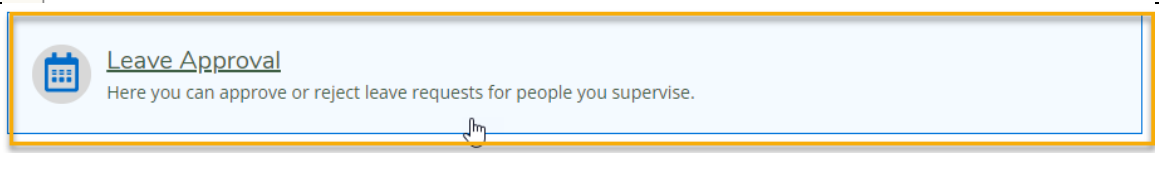


# Colleague Self-Service Leaves Guide

This reference guide will demonstrate the process of how managers approve leave requests in Colleague Self-Service.

## Approving/Rejecting Leaves

Step	Image Reference
<p>1. Login into your MySWC webportal and <b>click</b> on the “Employee” link in the “Colleague Self-Service” pane.</p>	 <p>The screenshot shows the MySWC webportal interface. At the top, there is a blue header with the 'myswc' logo and a red 'Menu' button. Below the header, the text 'MySWC Portal ▶ Staff' is visible, followed by 'Home' and 'New Self-Service Pane'. A red banner contains the text 'Colleague Self-Service Menus'. Below this banner, a message reads: 'Hello! Follow the menu links below to login to Colleague Self-Service:'. A list of links is provided: 'Search for Classes', 'Employee', 'Tax Information', 'Counseling', 'Financial Aid Counseling', and 'Financial Management'. The 'Employee' link is highlighted with a yellow box and a yellow arrow points to it from the text 'Employee link' on the right. The 'New Self-Service Pane' and 'Employee link' are also labeled in yellow text.</p>
<p>2. Once on the “Employee Overview” screen, <b>click</b> the “Leave Approval” button.</p>	 <p>The screenshot shows a light blue button with a calendar icon and the text 'Leave Approval'. Below the button, it says 'Here you can approve or reject leave requests for people you supervise.' A mouse cursor is pointing at the bottom right corner of the button.</p>

3. **Notice** any outstanding leave requests.

Employee Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	20.00	5/31/2023 - 6/1/2023		Submitted	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Comments <input type="checkbox"/> View

4. From this screen, you will be able to quickly:
- “Approve” a leave
  - “Reject” a leave and provide commenting pertaining to the rejected leave
  - “Comment” on a leave before approving/rejecting
  - “View” the leave request with details

Actions

Approve
  Reject
  Comments
  View

Reject Leave Request

Rejected By Employee

Rejecting Request For Reason

Vacation 5/31/2023 - 6/1/2023

We really need you these two days

Cancel

5. When you enter the detailed View screen, you will see all pertaining information to the request:
- “Leave Type” requested and date information.
  - Leave day/hour breakdown
  - Leave plan information
  - Leave options:
    - Approve
    - Reject
    - Comments

Vacation 5/31/2023 - 6/1/2023 Submitted

Leave Type

Vacation

Start Date \* 5/31/2023

End Date \* 6/1/2023

Current Leave Balance: 38.17 hours

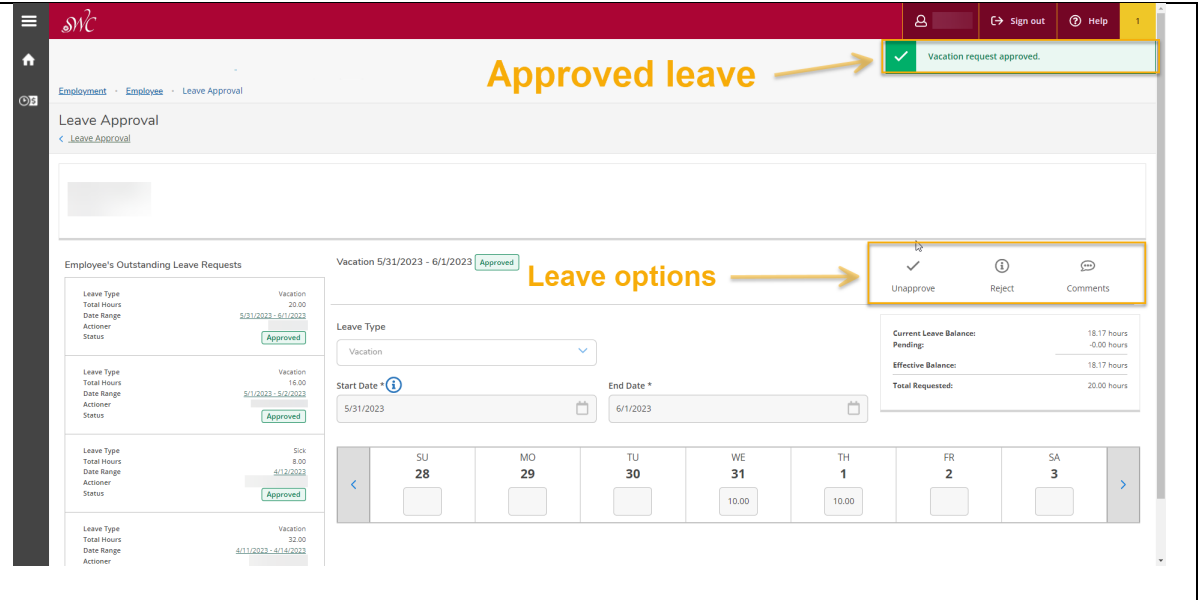
Pending: -20.00 hours

Effective Balance: 18.17 hours

Total Requested: 20.00 hours

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
			10.00	10.00		

6. Once a leave is approved, you will see a notification on the top-right corner of the SS screen. At the same time, you will be presented with the following options should they be needed:
- Unapprove
  - Reject
  - Comments



The screenshot displays the 'Leave Approval' interface. At the top right, a notification banner reads 'Vacation request approved.' Below this, the main content area shows a list of 'Employee's Outstanding Leave Requests'. The first request is highlighted, showing details for a 'Vacation' request from 5/31/2023 to 6/1/2023, with a total of 20.00 hours. To the right of this request, a box contains three options: 'Unapprove', 'Reject', and 'Comments'. A calendar view below shows the dates 28, 29, 30, 31, 1, 2, and 3 with corresponding hours (10.00 for 31 and 1). On the far right, a summary box shows 'Current Leave Balance: 18.17 hours', 'Pending: -0.00 hours', 'Effective Balance: 18.17 hours', and 'Total Requested: 20.00 hours'. Annotations with arrows point to the 'Approved leave' notification and the 'Leave options' box.