

Employee – My Leave Information

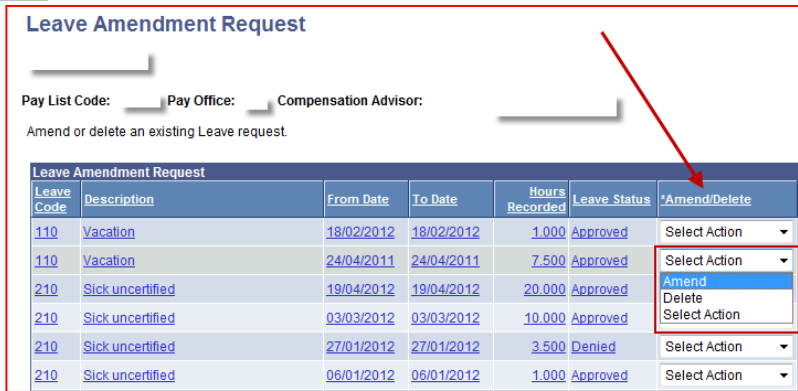
1. Amend a Leave Transaction

How to amend a leave transaction that was approved or denied by your supervisor

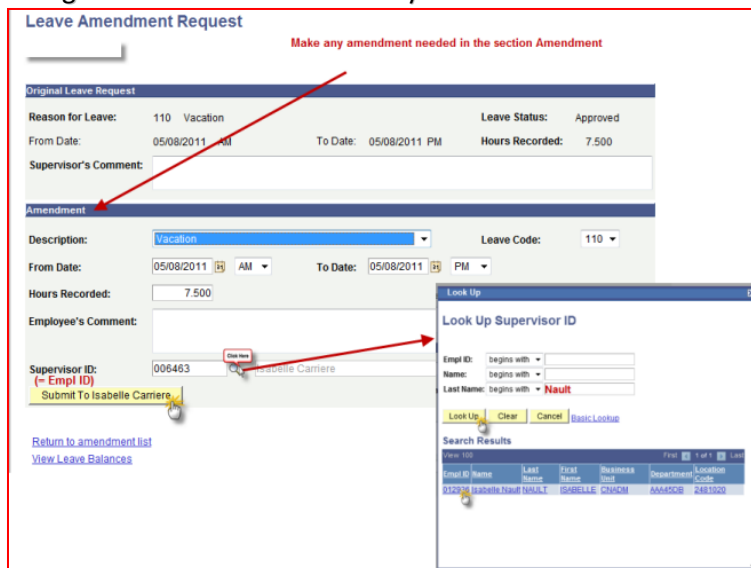
- From My Leave Information menu, click **Leave Amendment Request (GC)**



- Under the ***Amend/Delete** column click **Select Action** for the transaction to be amended and click Amend



- The **Leave Amendment Request** page will open. You can modify any information appearing in the Amendment section. If the supervisor needs to be modified, click on the **magnifying glass** to search for another supervisor. It is recommended to search using the Last Name field. When you are done with the modification click **Submit to**.



Leave Self-Service System

- Click OK to finalize your request



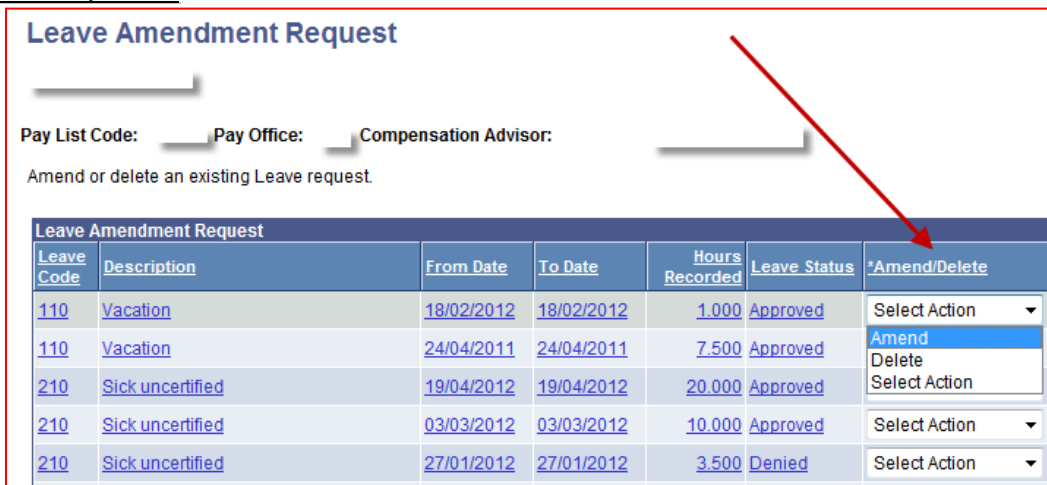
2. Delete a Leave Transaction

How to delete a leave transaction that was approved or denied by your supervisor

- From My Leave Information menu, click **Leave Amendment Request (GC)**

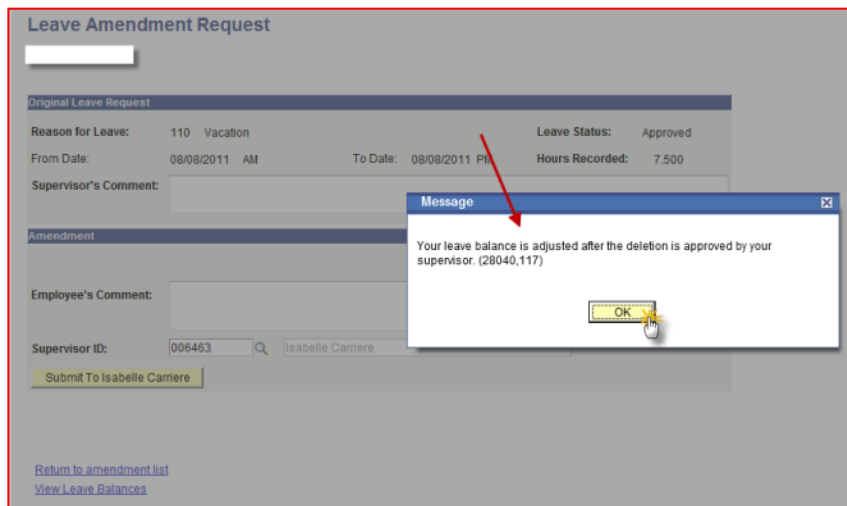


- Under the ***Amend/Delete** column click **Select Action** for the transaction to be amended and click **Amend**

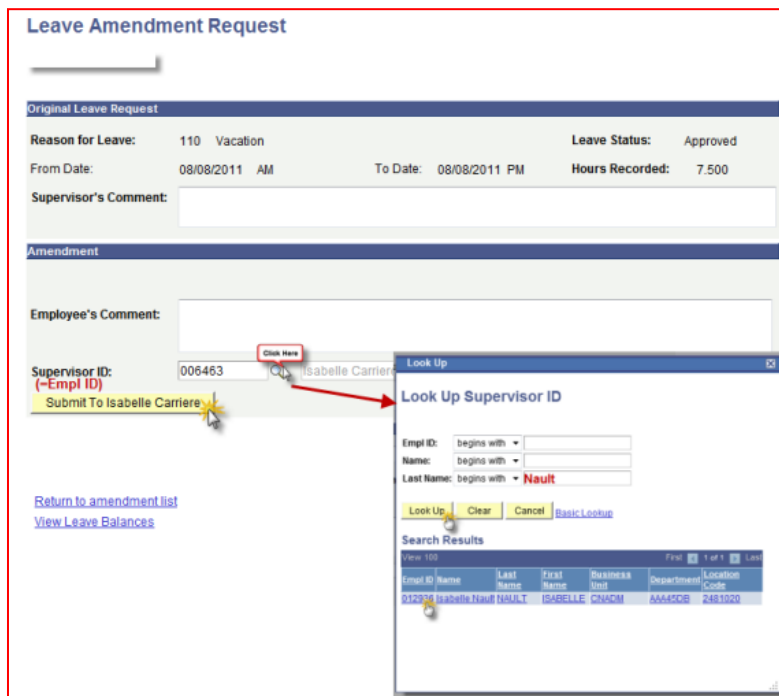


Leave Self-Service System

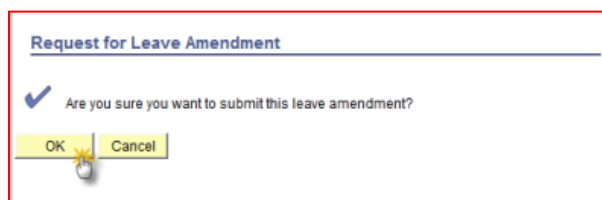
- You will get a notice message; click **OK**



- The **Leave Amendment Request** page will open. In the **Amendment** section you can add a comment. If the supervisor needs to be modified, click on the **magnifying glass** to search for another supervisor. It is recommended to search using the Last Name field.



- Click **OK** to finalize your request



3. Reassign a Pending Leave Transaction

How to reassign a transaction to another supervisor when the initial supervisor cannot process your request

After a transaction is submitted, an employee cannot amend, delete, or resubmit it. If a transaction is pending and was submitted to a supervisor who is on leave or terminated you will have to contact the [PeopleSoft Help Desk](#) with the transaction details and the name of the new supervisor so that the Help Desk can reassign the request.

Manager's Home

4. Reassign a Leave Request or a Leave Amendment Request

How to reassign a leave request or a leave amendment request to another Supervisor

- From the Manager's Home menu, click **Leave Request Approval (GC)** or **Leave Amendment Approval (GC)**



- Under the ***Details/Reassign** column click **Select Action** for the transaction to be reassigned and click **Reassign**

Leave Request Approval

Below is a list of leave requests requiring your approval.

Empl ID	Name	Leave Code	Description	From Date	To Date	Hours Recorded	Leave Status	*Details/Reassign
		670	Other Paid Leave Travel (Isolated Post Allowance)	04/06/2012	14/06/2012	0.500	Pending	Select Action
		670	Other Paid Leave Travel (Isolated Post Allowance)	02/02/2012	02/02/2012	1.000	Pending	Details Reassign Select Action
		670	Other Paid Leave Travel (Isolated Post Allowance)	05/03/2012	05/03/2012	20.000	Pending	Select Action
		110	Vacation	07/09/2012	07/09/2012	1.000	Pending	Select Action
		540	Personal leave	11/12/2012	11/12/2012	7.500	Pending	Select Action

- Enter the **Supervisor ID** or click on the **magnifying glass** to search. It is recommended to search by the Last Name Field.

Favorites | Main Menu > Manager Self Service > Manager Leave Approval (GC) > Leave Request Approval (GC)

Supervisor ID: Click Here
 (= Empl ID)
 Comment:

Look Up

Look Up Supervisor ID

Empl ID: begins with

Name: begins with

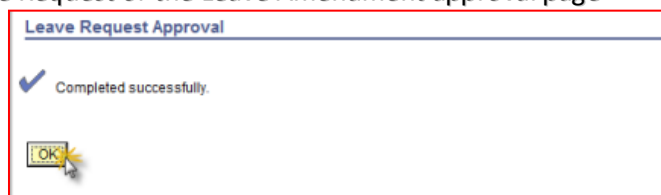
Last Name: begins with

[Basic Lookup](#)

Search Results

Empl ID	Name	Last Name	First Name	Business Unit	Department	Location Code
012936	Isabelle Nault	HAULT	ISABELLE	CHADM	AAA4SDB	2481020

- Click OK to return to the Leave Request or the Leave Amendment approval page



5. Recommend a Leave Request or a Leave Amendment Request

How to recommend a leave request or a leave amendment to another Supervisor

- On the Manager's Home menu, click Leave Request Approval or Leave Amendment Approval



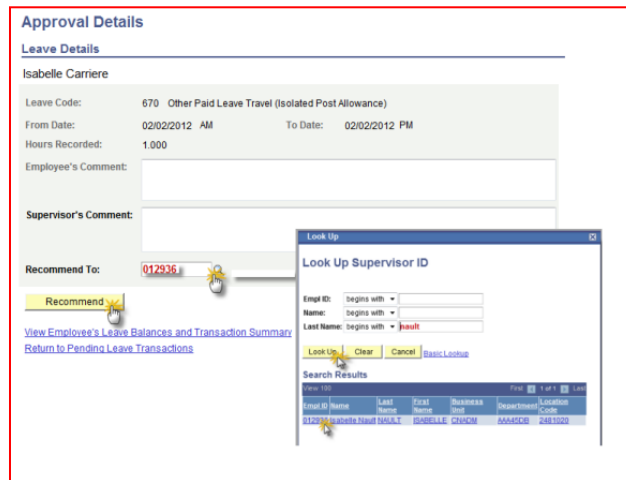
- Under the *Details/Reassign, click **Select Action** for the transaction to be recommended and click **Details**

Leave Request Approval

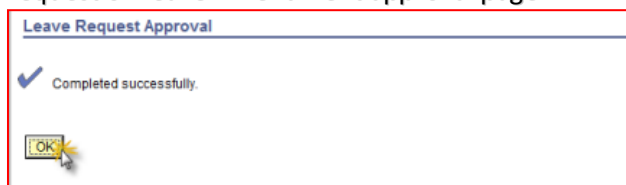
Below is a list of leave requests requiring your approval.

Empl ID	Name	Leave Code	Description	From Date	To Date	Hours Recorded	Leave Status	*Details/Reassign
		670	Other Paid Leave Travel (Isolated Post Allowance)	02/02/2012	02/02/2012	1.000	Pending	Select Action
		670	Other Paid Leave Travel (Isolated Post Allowance)	05/03/2012	05/03/2012	20.000	Pending	Details
		110	Vacation	07/09/2012	07/09/2012	1.000	Pending	Select Action
		540	Personal Leave	11/12/2012	11/12/2012	7.500	Pending	Select Action

When the leave details page opens, you can enter the Supervisor ID in the Recommend To field or search using the magnifying glass, then click **Recommend**



- Click **OK** to return to the Leave Request or Leave Amendment approval page



6. Third Party Leave

How to submit or modify a transaction for an employee that cannot use Leave Self-Service because the employee is on a leave of absence or has been terminated

From the Third Party Leave section of the Manager's Home page you can enter, amend, or delete a transaction on behalf of your employee if you have the required supporting documentation. Please refer to the [User guide – Self-Service](#) for more details on how to use Third Party Leave.