Approving Leave Time Submitted Through My.tcu.edu

Contents
Purpose .............................................................................................................................................................. 1
Note ................................................................................................................................................................... 1
Email Notification .............................................................................................................................................. 1
Approving/Disapproving Electronic Submitted Leave Time .............................................................................. 1

   Missing Leave Approval Icon ..................................................................................................................... 2
Tips .................................................................................................................................................................... 4

Purpose
Leave time is submitted for processing through my.tcu.edu. Time submitted for approve is routed electronically for approval. After time is approved it is electronically routed to payroll for processing. Department Managers have established the structure for department on who will approve/disapprove time. Any questions regarding who is approving/disapproving leave should be directed to department managers.

Note
The electronic leave form and Manager Self Service are not management tools. Human Resources recommends, and strongly encourages departments to establish/maintain department business practices for scheduling and posting employee schedules.

Email Notification
Approvers do not received automatic email notification that time has been submitted for approval. On Monday, Wednesday and Friday mornings, approvers receive an email notification of any time waiting for approval. If there is no time waiting for approval, approvers will not receive an email.

Approving/Disapproving Electronic Submitted Leave Time

1. Log into my.tcu.edu, select the leave approval icon under Department Self Service.

This page can also be accessed at my.tcu.edu through Main Menu, Manager Self Service, Supervisor Leave Approval.
**Missing Leave Approval Icon**

If you are missing the leave reporting icon, please contact Human Resources at: ManagerSS@tcu.edu.

2. Click the search button. Employee(s) with time for approval will return in the Search Results. If there is no time to approve you will receive a message of “No matching values found.”

**Leave Approval - Direct Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Search Criteria](image)

- **Manager ID:**
- **EmpID:**
- **Description:**
- **Department:**
- **Department Description:**

- **Case Sensitive**

3. Select the employee to approve/disapprove leave.

4. Click on the click box to approve/disapprove a specific entry. To approve entry, click Approve Leave button. To disapprove entry, click Disapprove Leave button.
5. To mass approve/disapprove leave, click on the “Click all Approve/Disapprove Box” link. This will select all leave.

Then click the “approve” or “disapprove” leave button.
Tips

1. On the disapproval of leave, a Comments box is available to leave a comment to the employee. Employees can see this comment in Employee Self Service. Human Resources advises employees & supervisors discuss disapprovals. Once resolved, employees will need to resubmit the request.
2. Employees receive an email on the approval & disapproval of leave.
3. Approvers can see the employee’s current leave balances and the leave waiting for approval or payroll processing.
4. Department Managers/Delegates can approve leave time at my.tcu.edu, Main Menu, Manager Self Service, Budget Mgr/Delegate Approval.