

# Approving Leave Time Submitted Through My.tcu.edu

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## 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

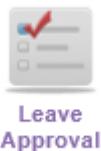
The electronic leave form and Manager Self Service are not management tools. Human Resources recommends, and strongly encourages departments to establish/maintain department business practices for scheduling and posting employee schedules.

## 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@tcu.edu](mailto:ManagerSS@tcu.edu@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.

[Find an Existing Value](#)


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▼ Search Criteria

Manager ID:


Empl ID:

Description:

Department:   

Department Description:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

#### Search Results

View All First ◀ 1-2 of 2 ▶ Last

Manager ID	Empl ID	Name	Description	Department	Department Description
<a href="#">10000093</a>	<a href="#">10079630</a>	Burnett,Mary Cout	Data Control Spc	23700	Human Resources
<a href="#">10000093</a>	<a href="#">10726430</a>	Clark,Randolph	Data Control Spc	23700	Human Resources

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.

23700 Human Resources  
106716382 Burnett,Mary Coutts  
Data Control Spc

Vacation/Sick Hours	
Current Leave Totals	Total Hours waiting approval/payroll
Sick Hours 480.00	Sick Hours
Vacation Hours 264.00	Vacation Hours 8.00

[Click all Approve/Disapprove Box](#)

Personalize   Find     First 1 of 1 Last							
	Approve/Disapprove	Leave Date	Day	Leave Type	Hours	Leave Status	Comments
1	<input checked="" type="checkbox"/>	08/12/2014	TUESDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>

[Question about Leave Approval? Email HR.](#)

- To mass approve/disapprove leave, click on the “Click all Approve/Disapprove Box” link. This will select all leave.

23700 Human Resources  
107254382 Clark,Randolph  
Data Control Spc

Vacation/Sick Hours	
Current Leave Totals	Total Hours waiting approval/payroll
Sick Hours 274.00	Sick Hours
Vacation Hours 264.00	Vacation Hours 40.00

[Click all Approve/Disapprove Box](#)

Personalize   Find     First 1-5 of 5 Last							
	Approve/Disapprove	Leave Date	Day	Leave Type	Hours	Leave Status	Comments
1	<input type="checkbox"/>	07/21/2014	MONDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
2	<input type="checkbox"/>	07/22/2014	TUESDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
3	<input type="checkbox"/>	07/23/2014	WEDNESDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
4	<input type="checkbox"/>	07/24/2014	THURSDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
5	<input type="checkbox"/>	07/25/2014	FRIDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>

[Question about Leave Approval? Email HR.](#)

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

Click all Approve/Disapprove Box

Personalize   Find     First  1-5 of 5  Last							
	Approve/ Disapprove	Leave Date	Day	Leave Type	Hours	Leave Status	Comments
1	<input checked="" type="checkbox"/>	07/21/2014	MONDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
2	<input checked="" type="checkbox"/>	07/22/2014	TUESDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
3	<input checked="" type="checkbox"/>	07/23/2014	WEDNESDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
4	<input checked="" type="checkbox"/>	07/24/2014	THURSDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>
5	<input checked="" type="checkbox"/>	07/25/2014	FRIDAY	Vacation	8.00	Submitted for Approval	<input type="text"/>

Approve Leave

Disapprove Leave

[Question about Leave Approval? Email HR.](#)

## 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.