

## Supervisor Pending Approvals Roster

Notes:

Supervisor(Designer): your name

As submitted at 11:00:37 AM

• Time records must be approved in chronological order\*

### Pending Leave Requests

Classified Employee	Reg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Approval		
						Yes	No	Approve	Deny	Postpone
EMPLOYEES NAME	02	04/12/2016	2.75	2.75 Hours	Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

[Submit](#) | [Reset](#)

### Pending Time Records Approvals

(No Pending Timesheets.)

[Submit](#) | [Reset](#)

### Employee Roster

#### Current Employees

Employee	Title	Next Timesheet Date	Actions
EMPLOYEE #1	TITLE	04/07/2016	<a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a>
EMPLOYEE #2	TITLE	03/01/2016	<a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>
EMPLOYEE #3	TITLE	04/07/2016	<a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a>

CLICK ON LINK UNDER EMPLOYEE'S NAME  
TO BRING UP THIS SUPERVISOR'S  
EMPLOYEES

APPROVE THEIR EMPLOYEES IF NEEDED