

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	Time Record History Request Time Off Work Schedule
EMPLOYEE #2	TITLE	03/01/2016	Time Record History Request Time Off
EMPLOYEE #3	TITLE	04/07/2016	Time Record History Request Time Off Work Schedule

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

APPROVE THEIR EMPLOYEES IF NEEDED