

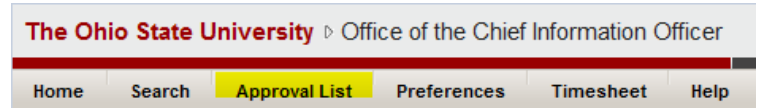
# eLeave Supervisor Approvals



**THE OHIO STATE UNIVERSITY**  
JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

1 Login to eLeave by going to <http://eleave.osu.edu>.

2 Click “Approval List” on the navigation bar at the top to view leave requests that are ready for your review.



3 View the Approval List at the bottom. Your complete list of items will load automatically. You can filter your list by using the Filter feature.

Filter Approval List

Employee Name  Leave Dates From  To

Employee ID  [Lookup Employee](#) Payment Cycle

Employee Class  Department(s)  (eg., 03000, 02000)

Leave Designation

Sort Field  Sort Direction

4 Open a leave request in the Approval List by clicking on the employee name.

Approval List: 1-1 of 1

Employee Name	Employee ID	Emp Rcd	Working Title	Supervisor / ID	Submitted By / Date
Roberts, Cordelia C	200002207	0	Fiscal Administrator	Myers, Jacob 200002200	Roberts, Cordelia C 07/08/2011 10:37 AM

5 Review the leave request. Pay special attention to the leave designation and details, comments, and the leave balances.

6 Enter a comment if you need to communicate with your employee. Please note that comments are public record. They cannot be deleted and can be viewed by anyone.

Comments

Reason for absence, person responsible in my absence, etc.

2000 characters remaining

Once a comment is submitted, it cannot be deleted or changed. Comments can be viewed and become part of the employee's personnel records. They may be subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.

Do not include medical documentation in the comments.

7 Take action on the leave request at the bottom. Clicking “Approve” or “Deny” will save your decision and comments automatically. Note that “Deny” requires a comment. Clicking “Save for Later” will save a comment without a decision. To return to your list without taking action, click “Approval List” at the top.

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Roberts, Cordelia C	07/08/2011 10:37 AM	Submitted for Approval
Pending Approval	Recruitment, Train04 Myers, Jacob	07/08/2011 10:37 AM	Supervisor Approval

Actions