You have been designated as an approver for your division/department.

Under the Department Requests Tab, you are able to view the following requests submitted from your Faculty.

- Pending requests (Request Queue)
- Approved requests
- Declined requests
- Cancelled requests

June 22, 2009
The Department Requests has four (4) categories:

- **Request Queue**
  All requests submitted by the Faculty pending action.

- **Approved Requests**
  All requests approved.

- **Declined Requests**
  All declined requests including the reason for denial.

- **Cancelled Requests**
  All requests cancelled due to scheduling conflicts or changes in plans, etc.
Department Request
Notification/e-mail alerts

A submitted leave request will generate a notification/e-mail alert to the approver and the administrative contact(s).

- The alerts advise the approver of a pending leave request that needs review and action.
- The notification/e-mail contains the leave request information and gives the approver the option to view the request and make a determination by clicking on the link.
- Once the request is viewed the approver can approve or deny the request.

Notification/e-mails are sent to the administrative contact(s) when leave request are:

- Submitted
- Approved
- Denied
- Cancelled
- Keyed-in to People Soft

June 22, 2009
Department Requests

Request Queue

The Request Queue:

→ Indicates the number of requests received from Faculty staff pending action/determination.

→ Enables the approvers to view the leave request:
  - Click on View and the request form will be displayed.
  - The request form opens to display details and allows the approver to determine status of the request: (approve or deny).

June 22, 2009
The **Reports tab** permits queries using different variables:

- Leave Type
- Department
- Faculty Name
- Request Status
- Leave Date Range

In this screen shot the leave type chosen was **Vacation** and the **Leave Data Range used** was 2009-06-01 to 2009-06-10

- To view the report, click on **Request Report**
- The report will be displayed at the bottom half and it can be exported to an excel spreadsheet
- To view the request and information click on **VIEW**, and the leave request will open and information displayed.
The **Search Module** for approvers will list the requests according to the search criteria used.

**Leave Type**

**Leave Data Range**

The results will be listed with the option to view requests. Click on **VIEW** to see the request.