

Leave Approver Guide

As a **Leave Approver**, you will have access to iPayroll to review, add and approve leave requests for people in your team.

You will receive an email when a request is submitted. Click the link in the email to be taken to the login page or bookmark the iPayroll login page.

Enter your Username (this is not the same as your Employee Kiosk ID) and a password, you will be able to view all pending leave requests, your team's leave balances, and a leave calendar.

When you approve (or decline) a request, an email is automatically sent to the team member, and the status is updated in their Employee Kiosk.

! Your own leave requests will not be displayed in this Leave Approver page, as they are most likely approved by someone else. To view your own leave, **login to your iPayroll Employee Kiosk**.

Leave Requests

1. **Pending** (not approved) Leave Requests are displayed
2. Review the **Balance Details**
3. Any negative values will be **highlighted**

Leave Requests

Leave Calendar

Leave Balances

Projected Leave

Help

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Leave Requests

View People

Leave Requests

Leave Requests

Search:

Show

10

 entries

Showing 1 to 2 of 2

Filter by

Pending

+ Add

☐	SURNAME First name (Preferred)	Balance Details	Leave Request Group	Leave Type	Hours/Days	First Day	Last Day	Status	
☐	DULLI, Greg	- Balance: 95.23 hrs - Leave approved: 16.00 hrs - Leave pending: 16.00 hrs - Remaining: 63.23 hrs	Leave Request Group	Annual Leave	16.00 hr(s)	06-Apr-2023	11-Apr-2023	Pending	
☐	EMPLOYEE, Anne	- Balance: -64.87 hrs - Leave approved: 24.00 hrs - Leave pending: 16.00 hrs - Remaining: -104.87 hrs	Leave Request Group	Annual Leave	16.00 hr(s)	05-Apr-2023	06-Apr-2023	Pending	

Showing 1 to 2 of 2

Previous

1

Next

Approve Selected

To Approve them all at once

1. Select all the requests by **clicking the box** next to **SURNAME**
2. Click **Approve Selected**
3. You will be asked if you are sure you want to approve?
4. Select **Approve selected** and you will have a success message **OR**
5. Select **Cancel** to return to the Leave Requests page

To review each Leave Request

1. Select the **edit pen** to open the request
2. Review all the details - check the type of leave, the dates and maybe the reason, although this is not a required field in the request and may not be completed.
3. Review the **Balance after this Leave Request**
4. Select **Approved** OR
5. Select **Declined** OR
6. Select **Cancelled** (this will delete the leave request)
7. Add an email address to **cc Email** if you want a third party to know you have approved / declined the request
8. Add an **Additional Message** to the team member about this request if required
9. **Save**
10. **Remove (this will delete the leave request)**
11. You can then also review *All of this person's Leave Requests*

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People > ID: 11 - DULLI, Greg's Leave Request

All DULLI, Greg's Leave Requests

Leave Request Details

Leave Type *	Annual Leave	▼
First Day *	Thu 06-Apr-2023	📅
Last Day	Tue 11-Apr-2023	📅
Reason	Easter Holiday - Hot Cross Buns	
Number of Hours *	16.00	

	Hours
Current Balance	95.23
Less Approved Leave Requests	16.00
Less Pending Leave Requests 🟡	16.00
Plus estimated 🟡 leave accrual as at 11-Apr-2023	6.92
Balance after this Leave Request	70.15

To Add a Leave Request

In the main Leave Request page

1. Select **+Add**
2. Select the **employee's name**
3. Select Leave **Type*** from drop down
4. Select **First Day*** - first day they are away on leave
5. Select **Last Day*** - last day they are away on leave
6. Enter **Reason** - *only if required*
7. Enter Number of **Hours*** or **Number of Days* if not completed automatically**
8. Select **Approved** OR **Declined**
9. Enter **cc Email** address for third party to be notified - *only if required*
10. Enter **Additional Message** for the employee - *only if required*
11. Save
12. A message will display - **Success - Leave Request has been created.**
13. An email will be sent to employee

Leave Tools

Approved? ☐ Pending

☒ **Approved**

☐ Declined

☐ Cancelled

Cc Email

Message: A leave request has been Created for DULLI, Greg

Additional Message

Remove

Save