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.

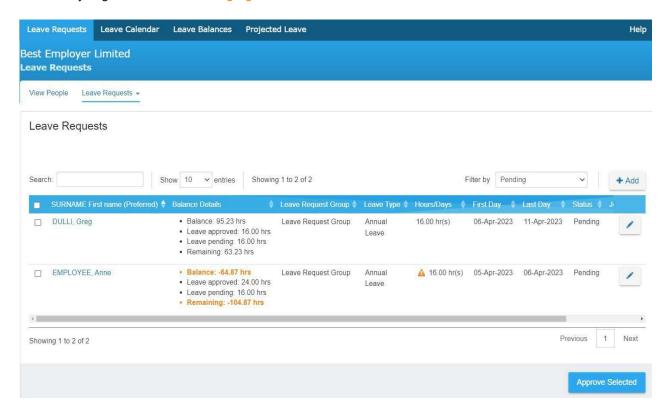
Enter your Username (this is not the same as your Employee Kiosk ID) and a password, you will be able to view all pending leave requests, your team's leave balances, and a leave calendar.

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.

(1) 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

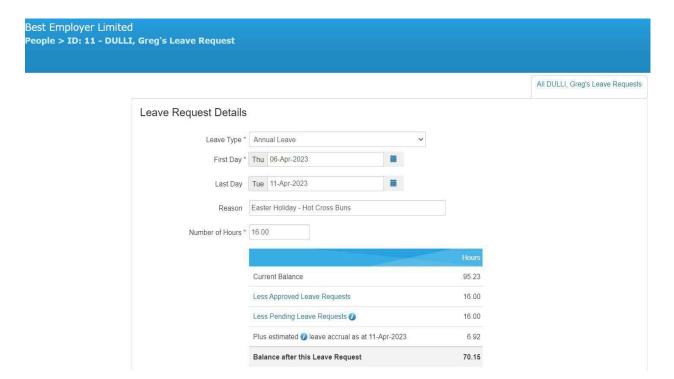


To Approve them all at once

- 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

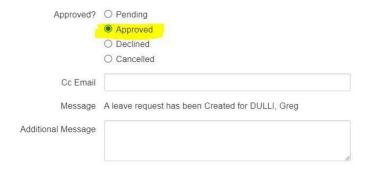


To Add a Leave Request

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



Remove

