# Staff Requests (Supervisor Self Service)

Last Modified on 10/22/2022 9:55 am CDT

Search for Time Off Requests | Approve, Deny, or Cancel a Time Off Request | Print a List of Time off Requests

**PATH:** *Supervisor Self Service > Staff Requests*

Supervisors can complete the following tasks on the Staff Requests tab:

- Search for Time Off Requests
- Approve, Deny, or Cancel a Time Off Request
- Print a List of Time off Requests

## Time Off Request Statuses

| Request Status | Description |
|---|---|
| **Approved** | The request was approved. |
| **Approved Override** | The request was approved by a Self Service Approver or a user with the HR Override subtool right prior to the Supervisor taking action when the *Supervisor and Self Service Approver* Approval Workflow is being used; or, the request was approved by a user who is assigned to the *HR Override* sub-tool right. |
| **Denied** | The request was denied. |
| **Denied Override** | The request was denied by a Self Service Approver or a user with the HR Override subtool right prior to the Supervisor taking action when the *Supervisor and Self Service Approver* Approval Workflow is being used; or, the request was denied by a user who is assigned to the *HR Override* sub-tool right. |
| **Payroll In Process** | Campus Payroll is in the process of applying the time off request to the employee's balance. |
| **Pending** | The request has been submitted, but no action has been taken on the request. |
| **Pending Alternate Approval** | The request was submitted, but the district is using the *Supervisor* OR *Supervisor and Self Service Approver* Approval Workflow and the employee is not assigned to a supervisor or the request was submitted by a Supervisor. |
| **Supervisor Approved** | The request was approved by the employee's supervisor, but the Self Service Approver still needs to approve, deny, or cancel the request. |

# Search for Time Off Requests

**PATH:** *Supervisor Self Service > Staff Requests*

As a supervisor, you can search for time off requests by using specific search criteria. The *Pending* **Request Status** is automatically selected for you when you first view the Staff Requests tab so that you can quickly see requests that require an action from you.

1. Enter search criteria in the **Request Status** and/or **Advanced Search** fields. Use the information in the Time Off Request Statuses table to complete the **Request Status** field.



   Click the **Clear** button to quickly remove all selections from the **Request Status** field and the **Advanced Search** fields. If you leave all search fields blank, all time off requests are returned in the search results.

2. Click the **Search** button.
   **Result**
   All time off requests that match the search criteria display.

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# Approve, Deny, or Cancel a Time Off Request

**PATH:** *Supervisor Self Service > Staff Requests*

As a supervisor, you can approve, deny, or cancel an employee's time off request by selecting the checkbox next to the request and clicking the appropriate button. To approve, deny, or cancel all requests, select the checkbox in the top row next to the column names.

| Action | Result |
|---|---|
| **Approve** | When the Approval Workflow is Supervisor Only, the time off request status changes to Approved until it is processed in Campus Payroll. Campus Payroll will reduce the approved hours from the employee's balance.<br>When the Approval Workflow is Supervisor and Self Service Approver, the status changes to Supervisor Approved until the Final approval action is taken. |

| Action | Result |
|--------|--------|
| **Deny** | The time off request status changes to Denied and no further actions are available. The employee can see the denied request in their Time Off History. |
| **Cancel** | The time off request is removed and cannot be retrieved by the supervisor or the employee. All traces of the request are removed from Campus. Only pending, approved for today, or future requests can be cancelled.<br>This option is only available if the *Approver* option is selected in the **Allow Cancellations By** field on the Self Service Processing Rules. |

*Example Staff Requests*

## View Details and Enter Comments

You can enter comments on a time off request by clicking the **Details** button BEFORE you approve, deny, or cancel the request. The Details window also provides additional information like the Employee's balance, any outstanding approved hours (approved hours for future dates), as well as the number of hours currently being requested and the days on which those hours are requested.

Enter your comment in the **Supervisor Comments** field. Mark the **Comment visible to employee** checkbox if you want your employee to see your comment. If you do not mark the checkbox, your comment is hidden from the employee.

| | Status ▲ | Employee Name | Leave Type | Request Start Date | Request End Date | Total Hours | Approver | |
|---|---|---|---|---|---|---|---|---|
| ☑ | Pending | Johnson, Rochelle (Shelly) | Sick | 03/07/2016 | 03/07/2016 | 8 | | Details |
| ☑ | Pending | Johnston, Sugar L | Vacation | 03/10/2016 | 03/11/2016 | 16 | | Details |

**Details- Johnston, Sugar L**

**Balance details as of the last pay period closed: 01/15/2016**

| Leave Type | Balance | Outstanding Approved Hours |
|---|---|---|
| Vacation | 116.00 | 24 |

**Requested Time**

Total requested hours: 16

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Mar 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | 8 hours | 8 hours | |

**Employee Comments**

Going out of town.

**Approver Comments**

Supervisor Comments:

Hope you have a nice time.

☑ Comment visible to employee

Save    Close

*Example Time Off Details Screen*

# Print a List of Time off Requests

**PATH:** *Supervisor Self Service > Staff Requests*

1. Search for time off requests.
2. Click the **Print** button.

▶ Advanced Search

Search    Clear    Requests 1-20 of 59

Approve    Deny    Cancel Request    Print

| | Status ▲ | Employee Name | Leave Type | Request Start Date |
|---|---|---|---|---|
| ☐ | Approved | Tobon, Mary M | Vacation | 12/09/2015 |
| | Approved | Hare, Jack S | Sick | 12/24/2015 |

**Result**

The Print Time Off Requests window displays.

3. Complete the following tasks on the Print Time Off Requests window:
   1. Select whether you want to produce a **PDF** or **CSV** file.
   2. Mark the **Show Comments** checkbox to include comments entered by the employee and supervisor. (Optional)
   3. Mark the **Shade Alternate Rows** checkbox to make the report easier to read. (Optional)



4. Click the **Print** button.

   **Result**

   Campus prints the report in the format you selected.



*Example report in PDF format with shaded rows and comments*