Request Processing (Self Service Approver)

Last Modified on 10/22/2022 9:57 am CDT

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

PATH: *Human Resources > Personnel > Request Processing*

Employees assigned to the Self Service Approver role can complete the following tasks on the Request Processing tab:

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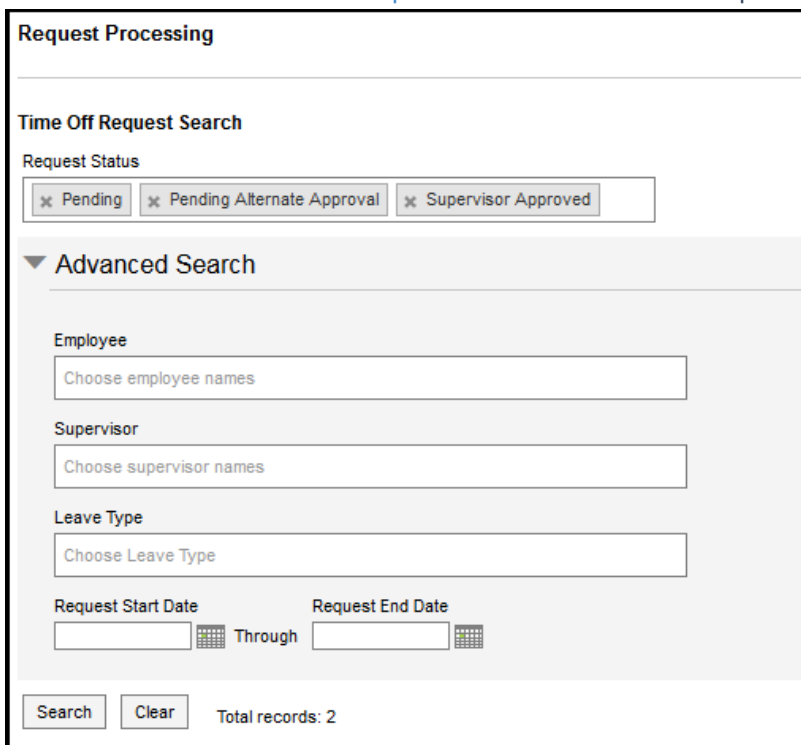
Time Off Request Statuses

Request Status	Description
Approved	The request was approved.
Approved Override	The request was approved by a Supervisor prior to the Self Service Approver 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 Supervisor prior to the Self Service Approver 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 employee submitting the request is also the Supervisor or Self Service approver and cannot approve their own request.
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: *Human Resources > Personnel > Request Processing*

As a Self Service Approver, you can search for time off requests by using specific search criteria. The *Pending*, *Pending Alternate Approval*, and *Supervisor Approved* **Request Statuses** are automatically selected for you when you first view the Request Processing screen 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.

Approve, Deny, or Cancel a Time Off Request

PATH: *Human Resources > Personnel > Request Processing*

As a Self Service Approver, 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 more than one request at a time, select the checkbox in the top row next to the column names.

Action	Result
Approve	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 once the record is extracted.
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. 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 view 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.

Details- Johnson, Rochelle (Shelly)

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

Leave Type	Balance	Outstanding Approved Hours
Xtra Time Off	36.00	16

Requested Time

Total requested hours: 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 13	14 8 hours	15 8 hours	16	17	18	19

Employee Comments

Going out of town.

Approver Comments

Supervisor Comments:
Have a nice trip.

☑ Comment visible to employee

Save   Close

Example Time Off Details Screen

Print a List of Time off Requests

PATH: *Human Resources > Personnel > Request Processing*

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)

Print Time Off Requests

Print format

◉ PDF   ○ CSV

☐ Show Comments

☑ Shade Alternate Rows

[Print] [Cancel]

4. Click the **Print** button.

   Result

   Campus prints the report in the format you selected.

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Status	Employee Name	Leave Type	Request Start Date	Request End Date	Total Hours	Approver
Approved	Tobon, Mary M	Vacation	12/09/2015	12/09/2015	8	De La Hoya, Carmen
Approved	Hare, Jack S	Sick	12/24/2015	12/24/2015	8	North, Kristin S
Employee Comments: 1/4 day PTO had been planned but ended up being out sick all day						
Approved	Hensley, Marla L	Sick	12/28/2015	12/28/2015	8	North, Kristin S
Approved	Johnson, Rochelle	Xtra Time Off	12/28/2015	12/28/2015	8	Wills, Ty
Employee Comments: Extra time off						
Approved	Johnston, Sugar L	Xtra Time Off	12/28/2015	12/28/2015	8	Wills, Ty
Employee Comments: Extra day off						

Example report in PDF format with shaded rows and comments