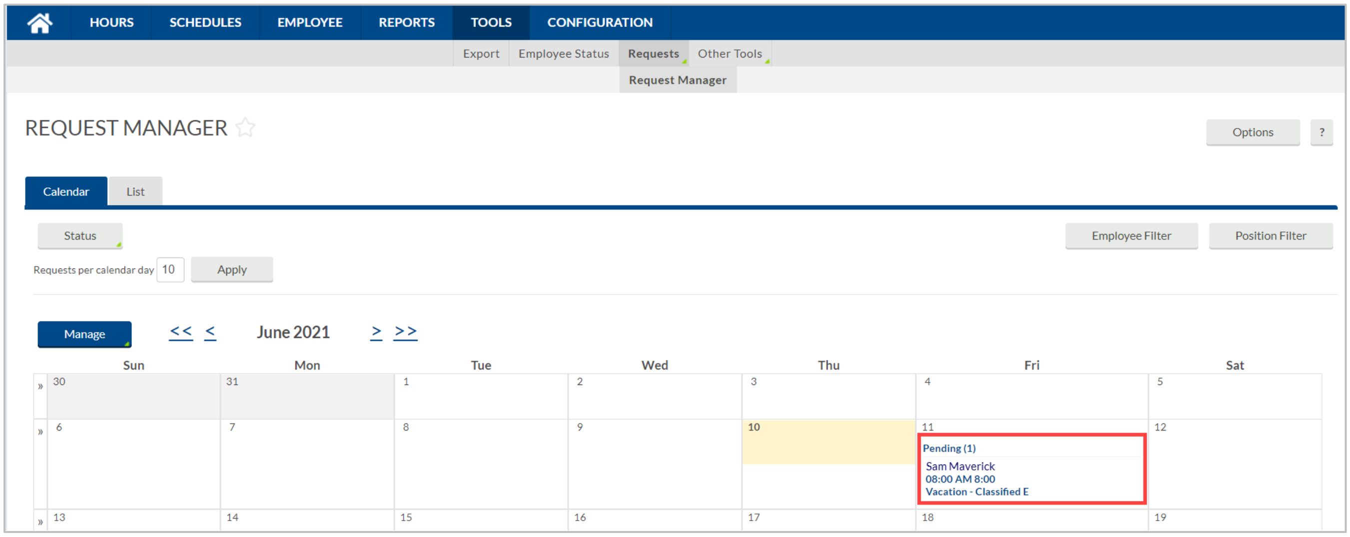
View Employee Leave Requests Job Aid

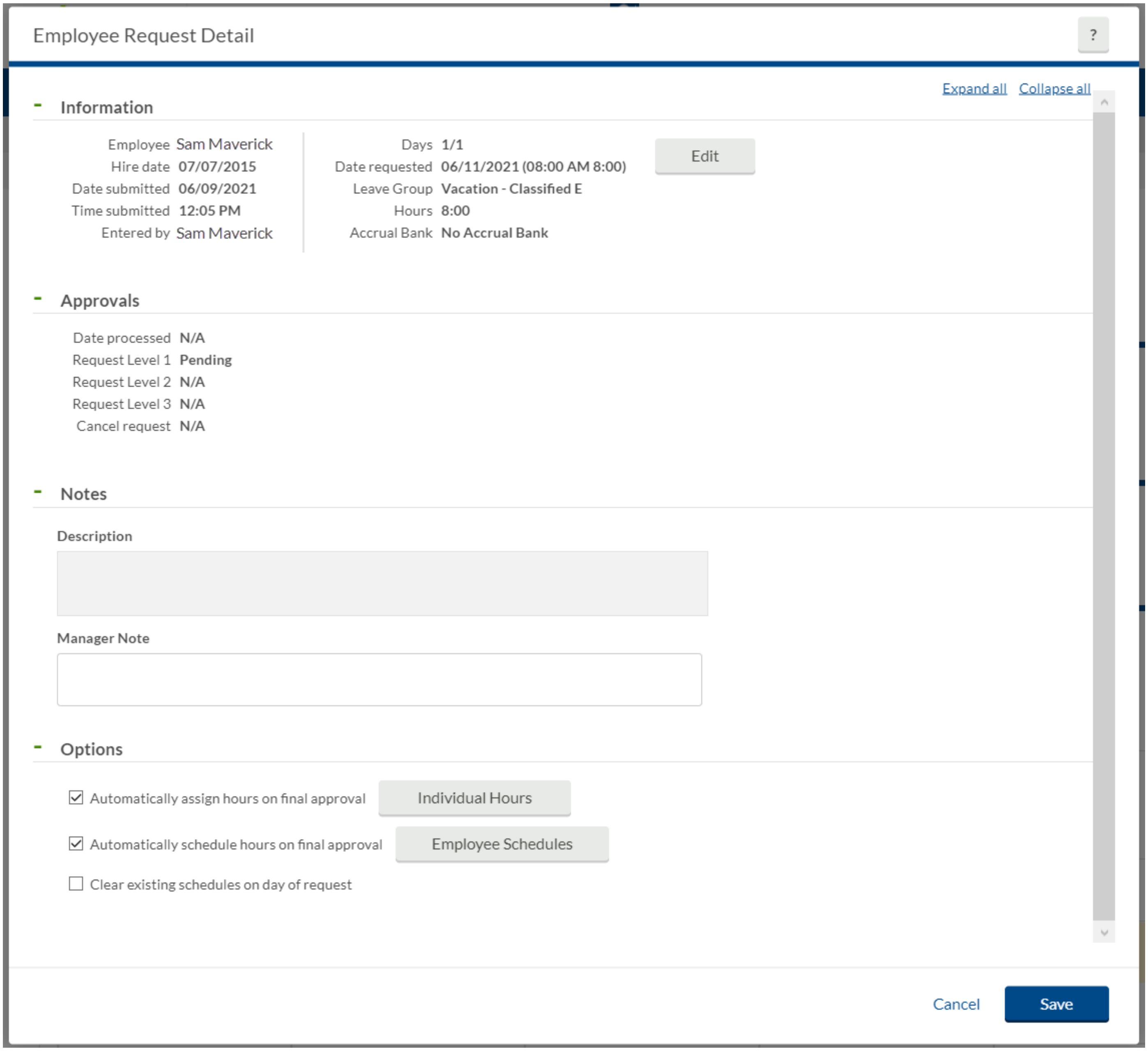
The purpose of this job aid is to explain how to view submitted Leave Requests in TCP.

Note: *Calendar view will be used for the following steps but these actions can be taken through List View also.*

1. Click on Tools, then Requests. The Request Manager page will populate.
2. By default, requests for all employees will display. To limit the visible requests to one or certain employees, use the Employee Filter or the Position Filter.



3. To view detailed information on a request submitted and how its approval will be handled, right-click, and select Detail. Or, click the request and then click the Manage button, or, double click on the request.
4. Information in the Detail dialog box includes:
    a. Employee Information
    b. When the request was submitted
    c. Who submitted the request
    d. The date of the request
    e. The leave code
    f. The number of hours requested
    g. The leave bank the hours will be deducted from
    h. The employee's accrual balances
    i. If any approvals have been made for the request
    j. The description entered by the employee (if applicable)
    k. Options for transferring the hours to the employee timecard upon approval of the request


Employee Request Detail
?
Expand all
Collapse all
Information
Employee Sam Maverick
Hire date 07/07/2015
Date submitted 06/09/2021
Time submitted 12:05 PM
Entered by Sam Maverick
Days 1/1
Date requested 06/11/2021 (08:00 AM 8:00)
Leave Group Vacation - Classified E
Hours 8:00
Accrual Bank No Accrual Bank
Edit
Approvals
Date processed N/A
Request Level 1 Pending
Request Level 2 N/A
Request Level 3 N/A
Cancel request N/A
Notes
Description
Manager Note
Options
Automatically assign hours on final approval
Individual Hours
Automatically schedule hours on final approval
Employee Schedules
Clear existing schedules on day of request
Cancel
Save