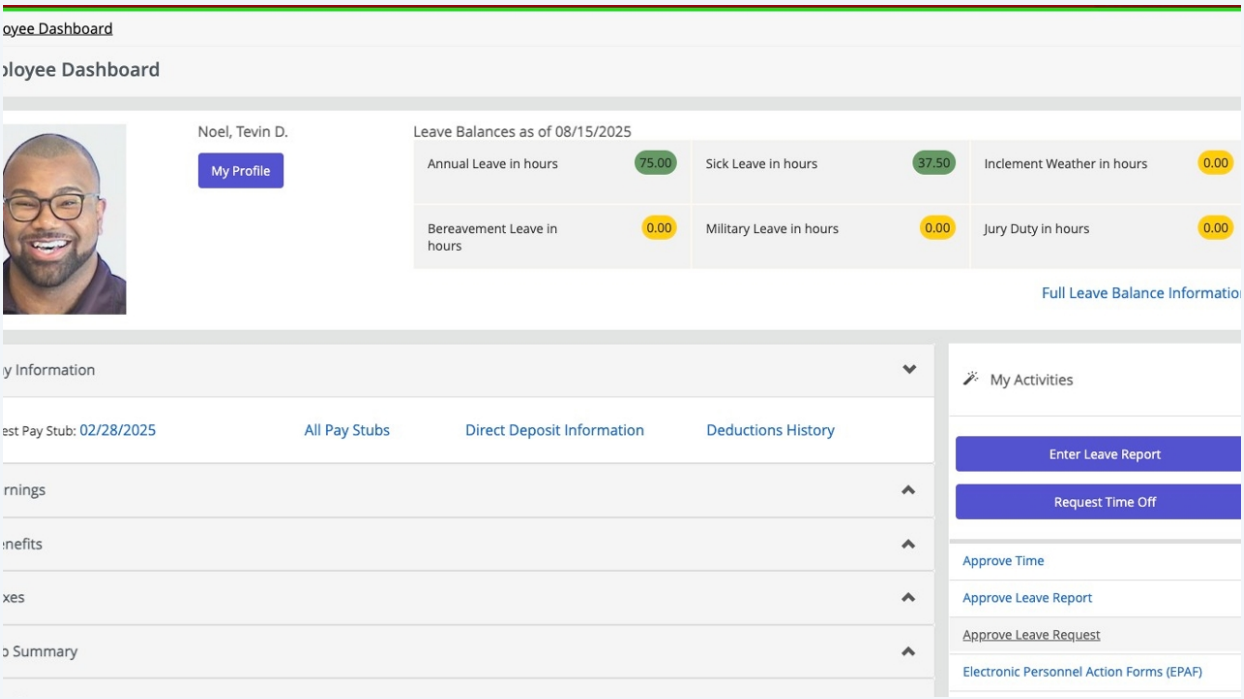
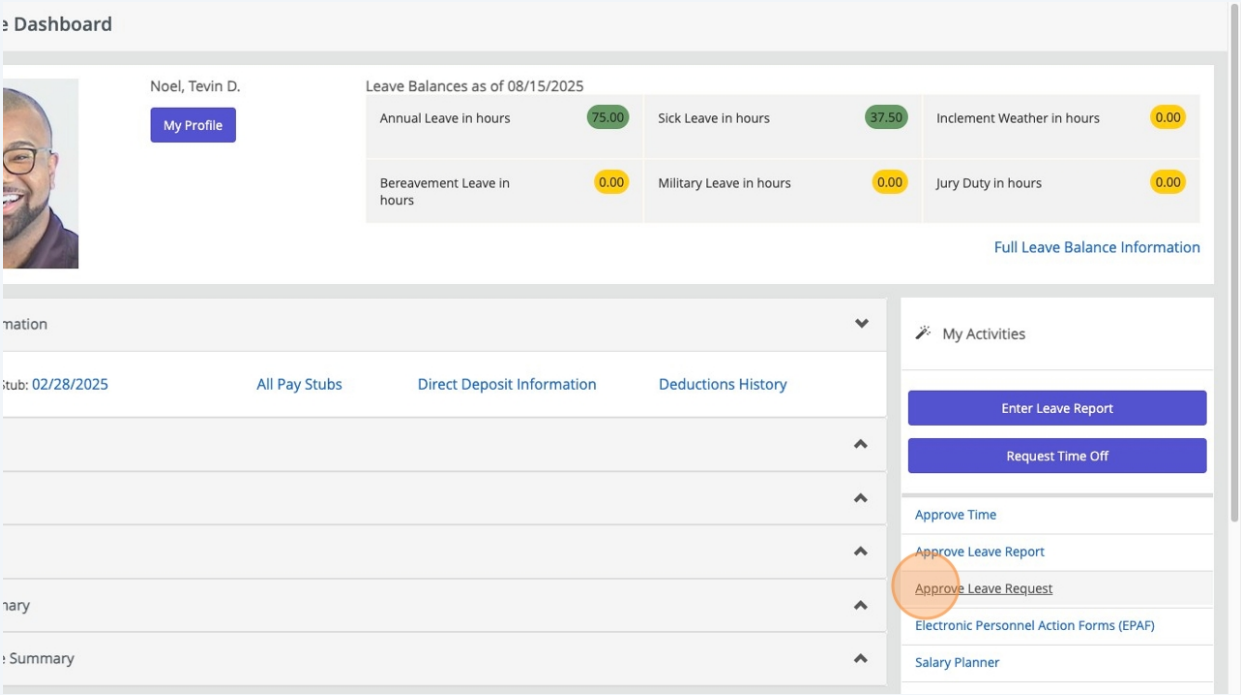
How to Approve Leave Requests (Time Off Request)

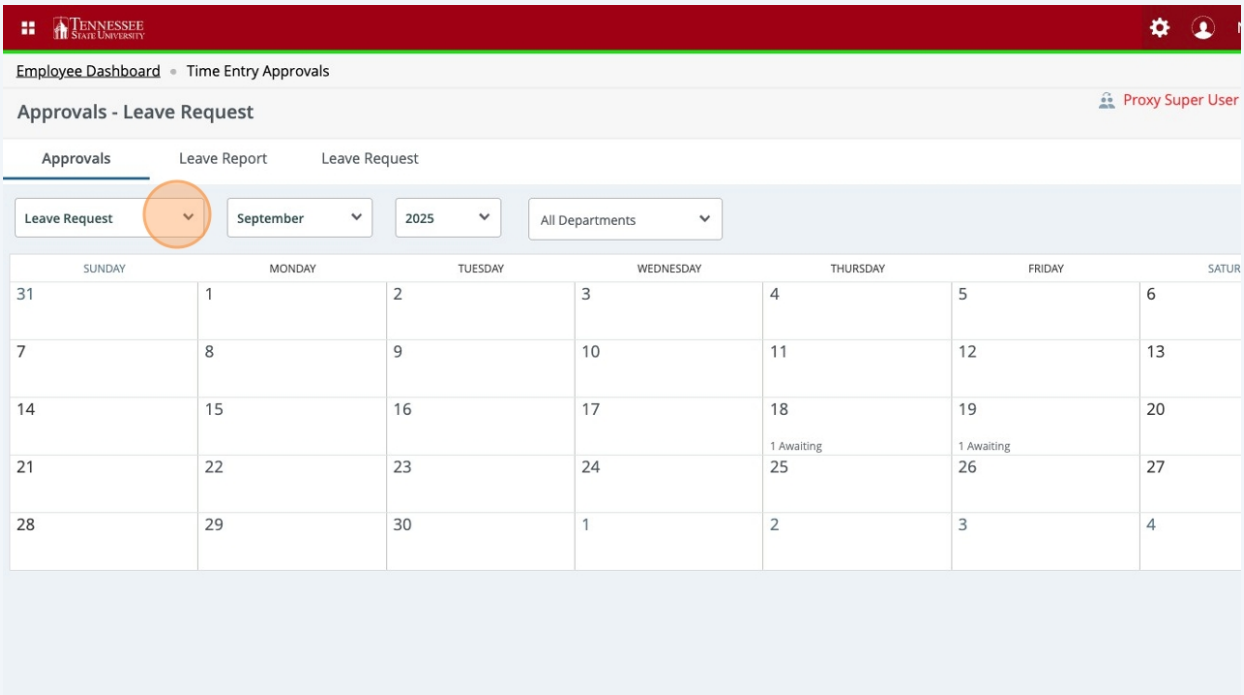
1 Navigate to Employee Dashboard via Banner Services



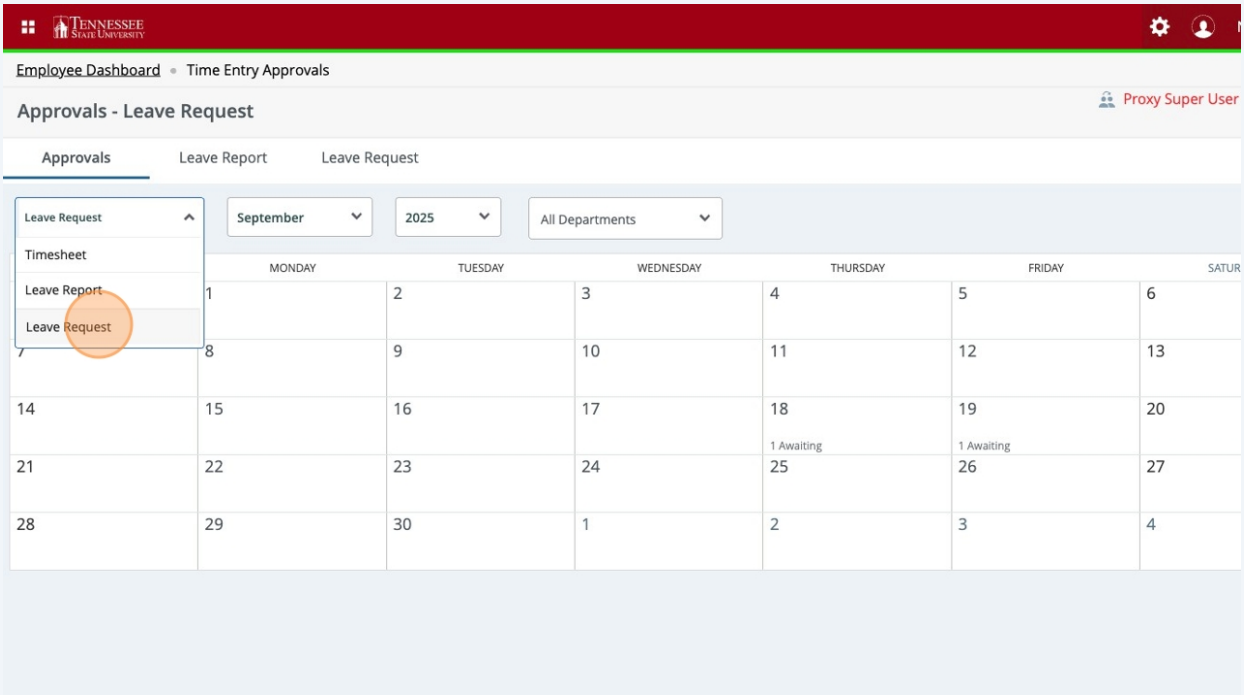
2 Click "Approve Leave Request"



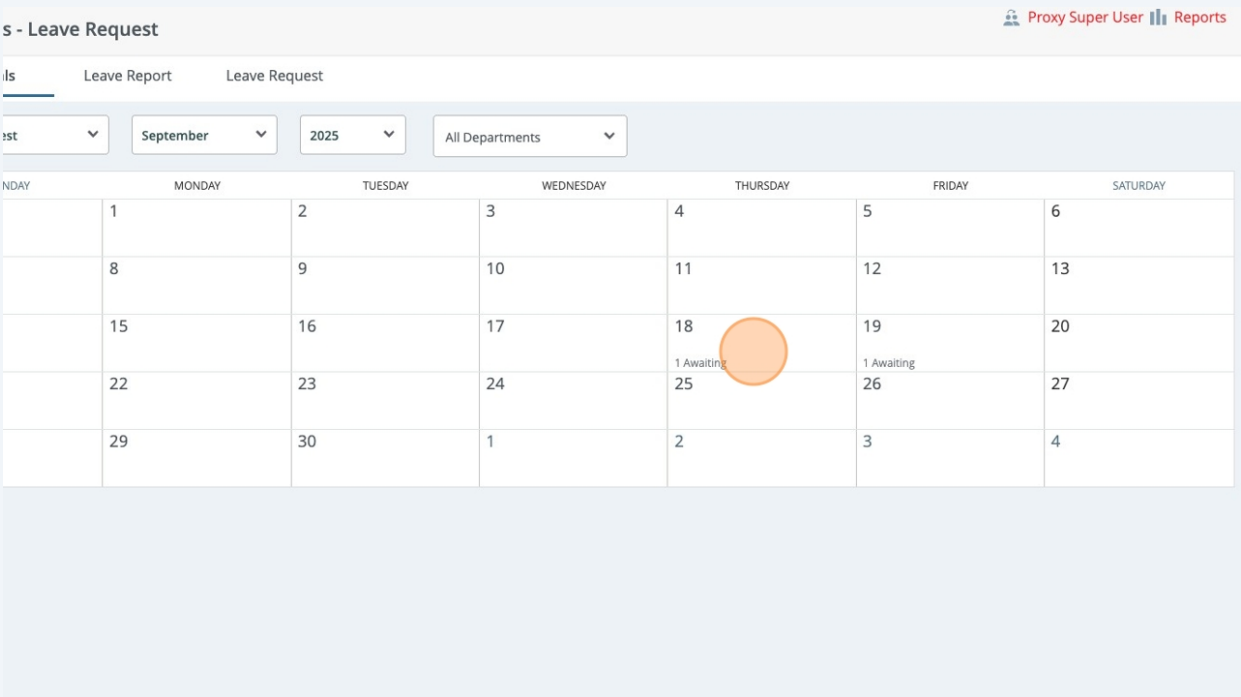
3 Naviagte to Approvals



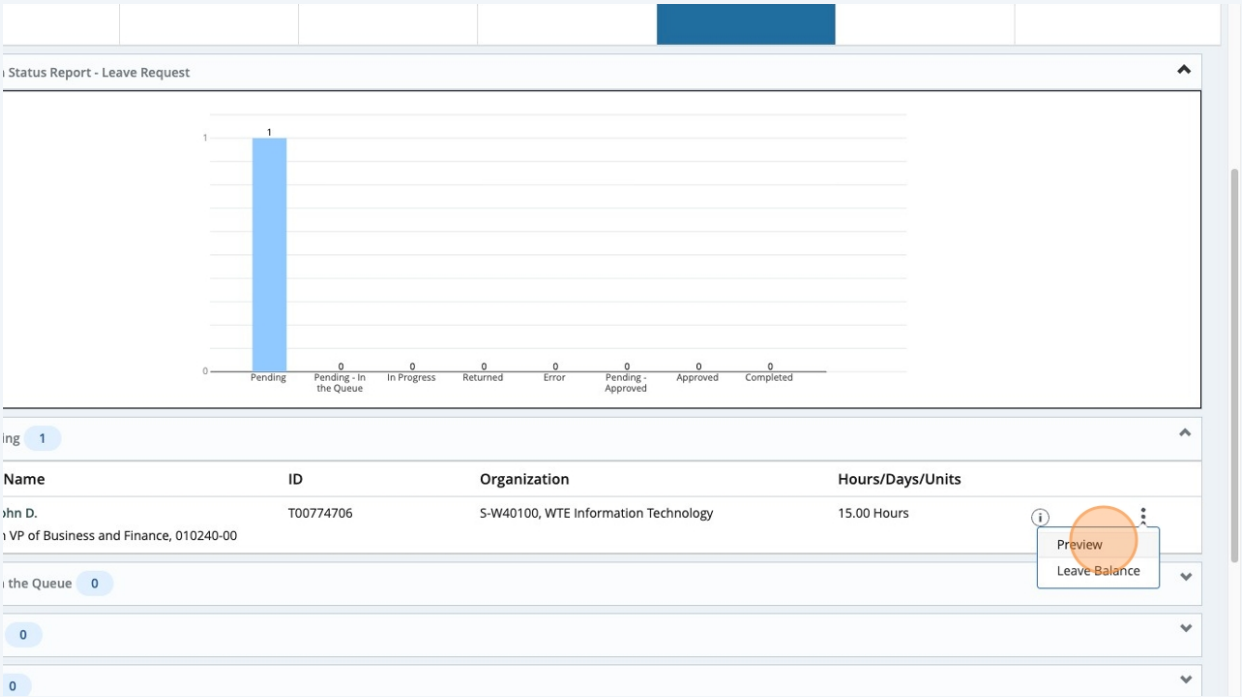
4 Click "Leave Request" on the dropdown



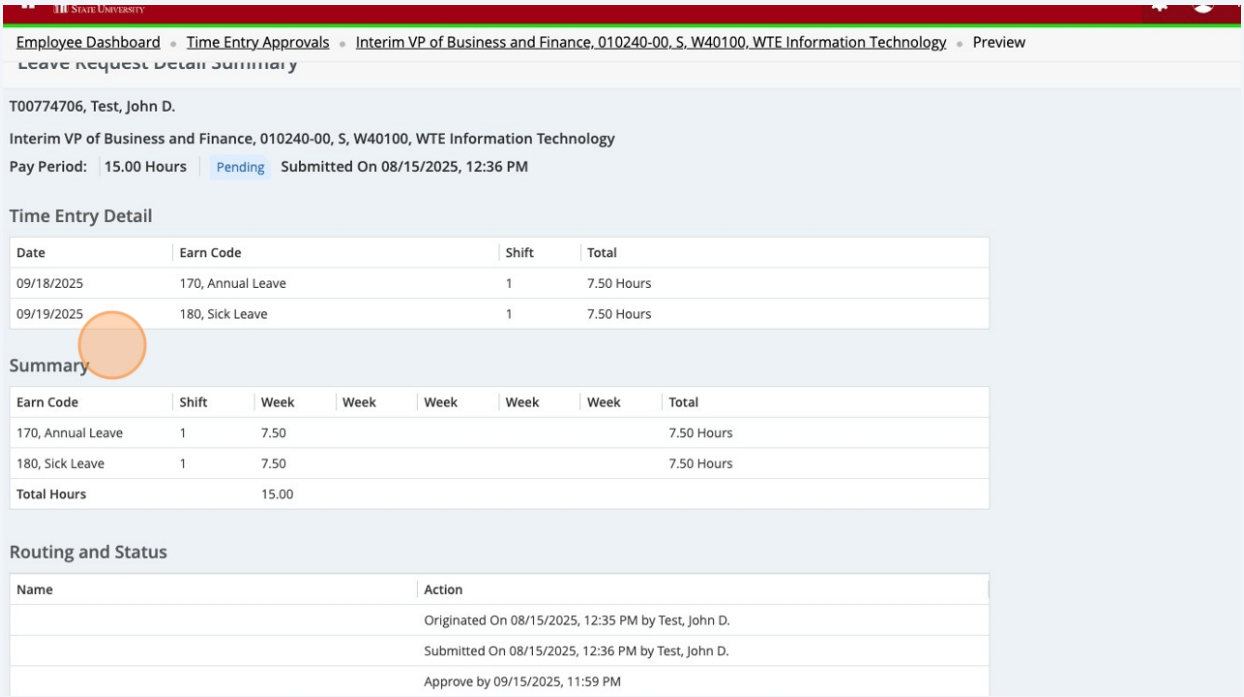
5 Click "x Awaiting"



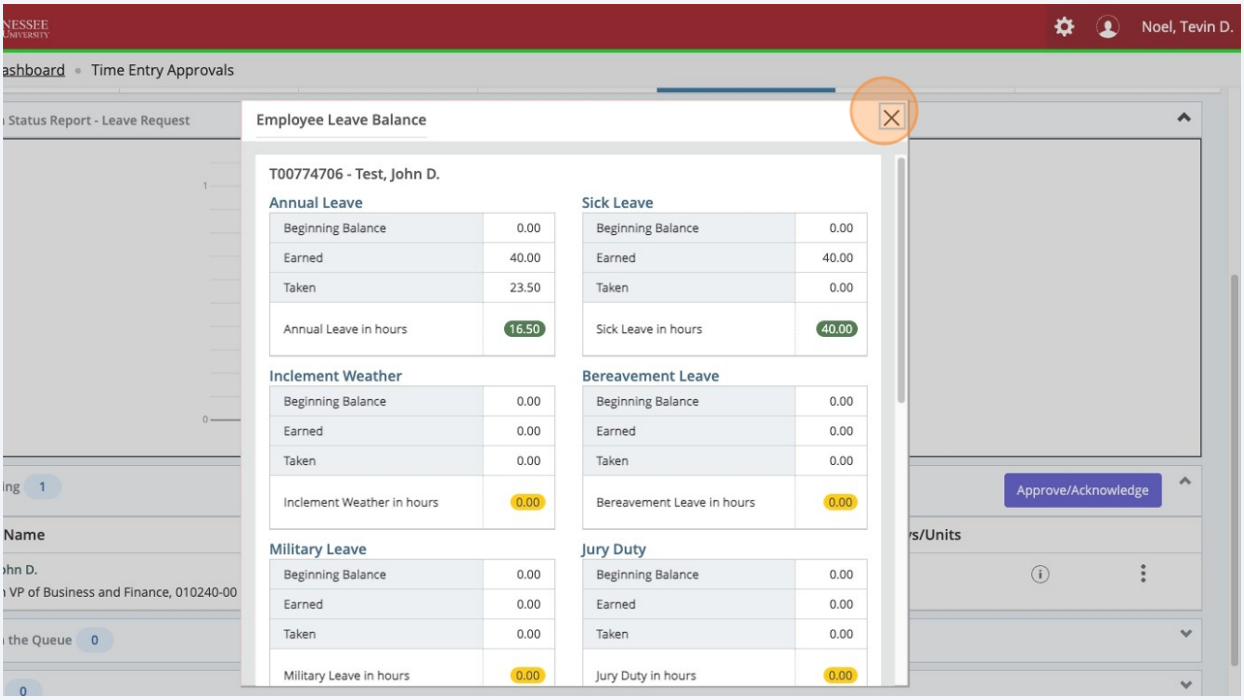
6 Click "Action Menu" to preview the request or Check Leave Balance



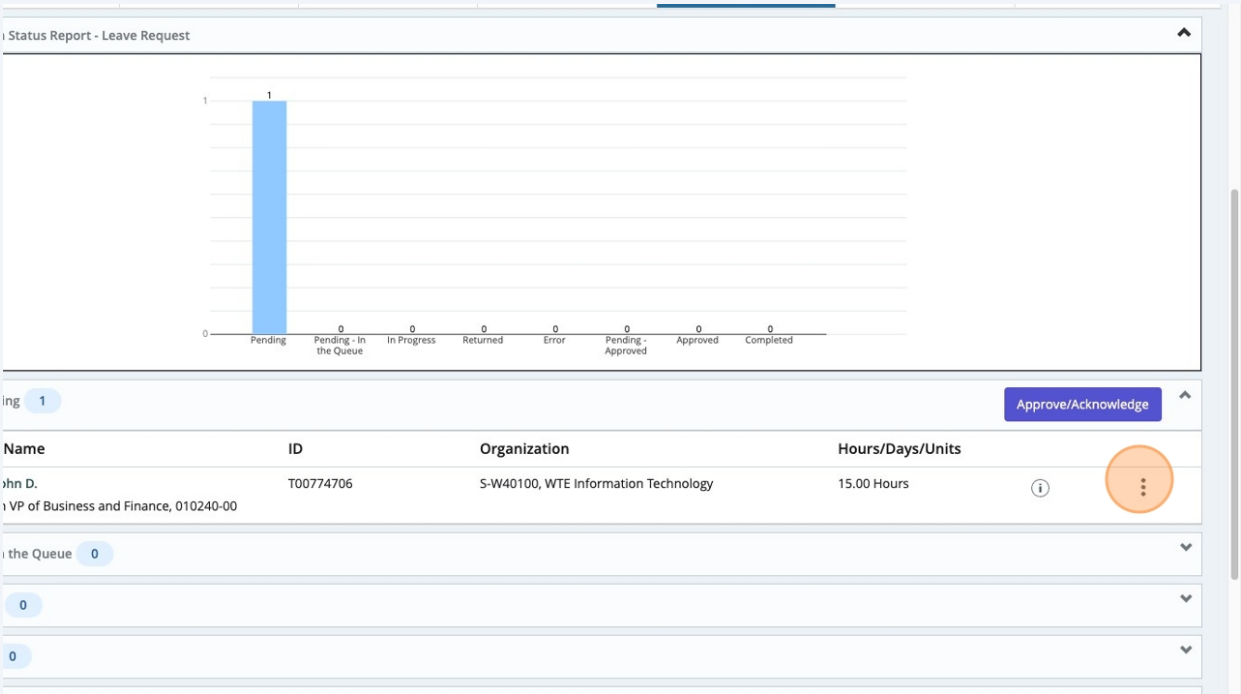
7 Review: Preview



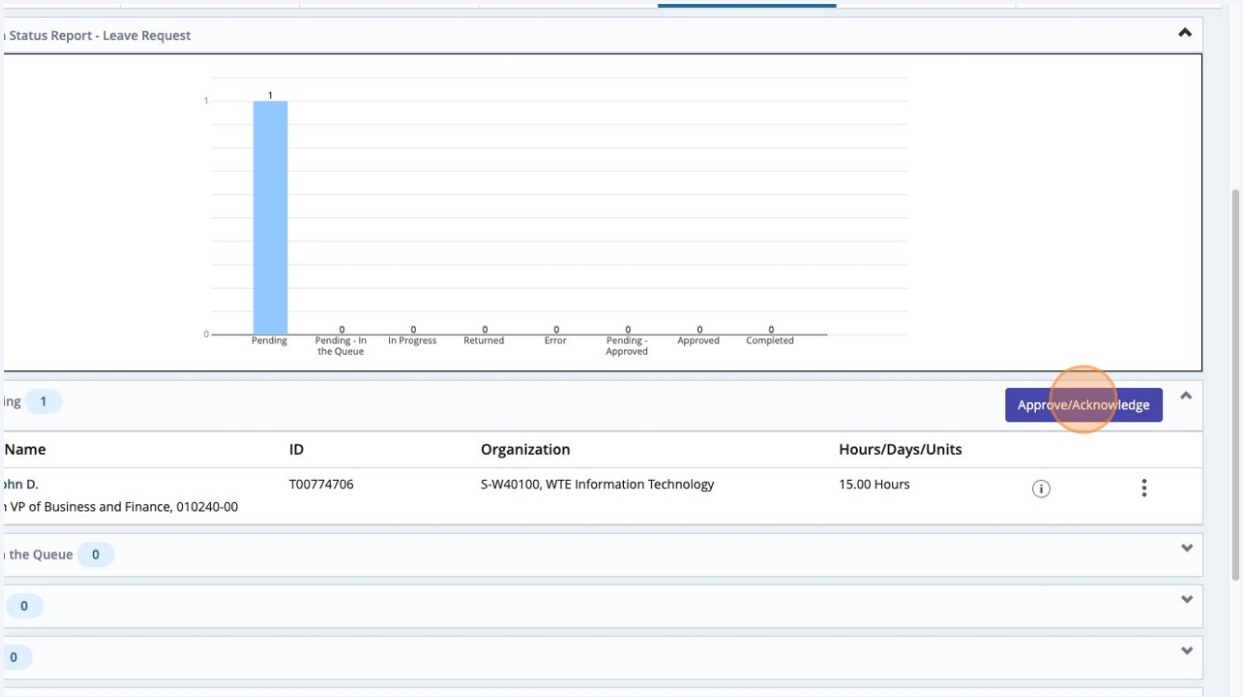
8 Review: Employee Leave Balance(s)



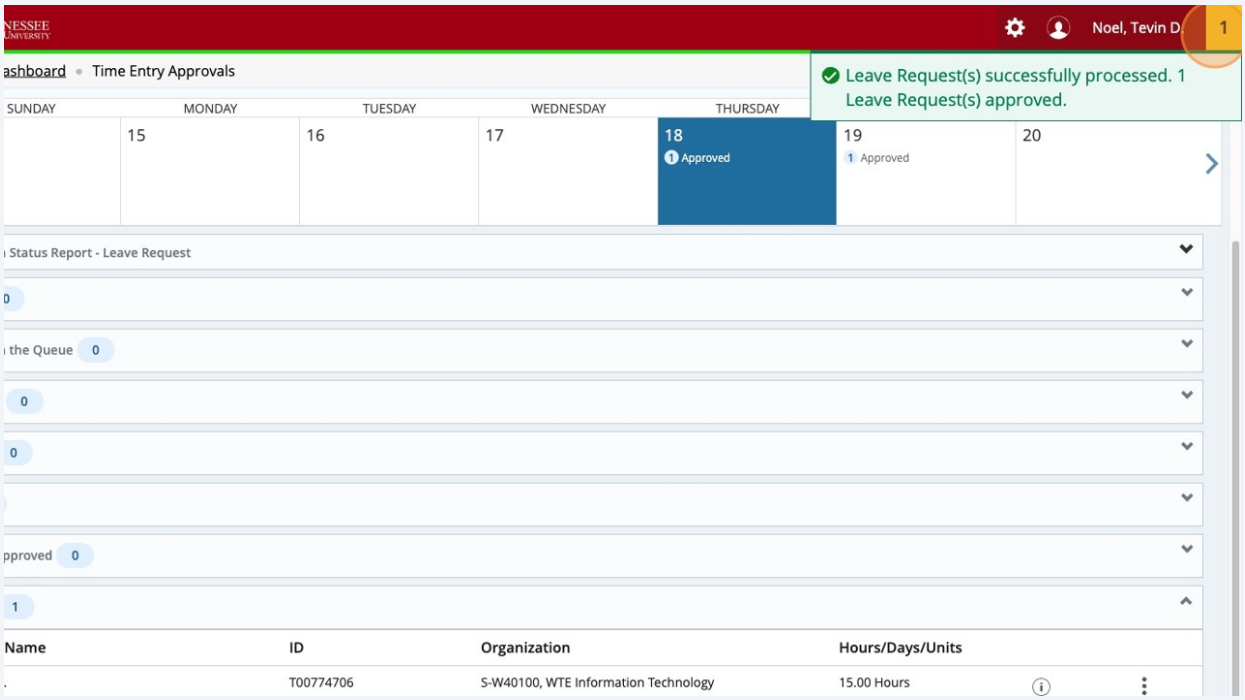
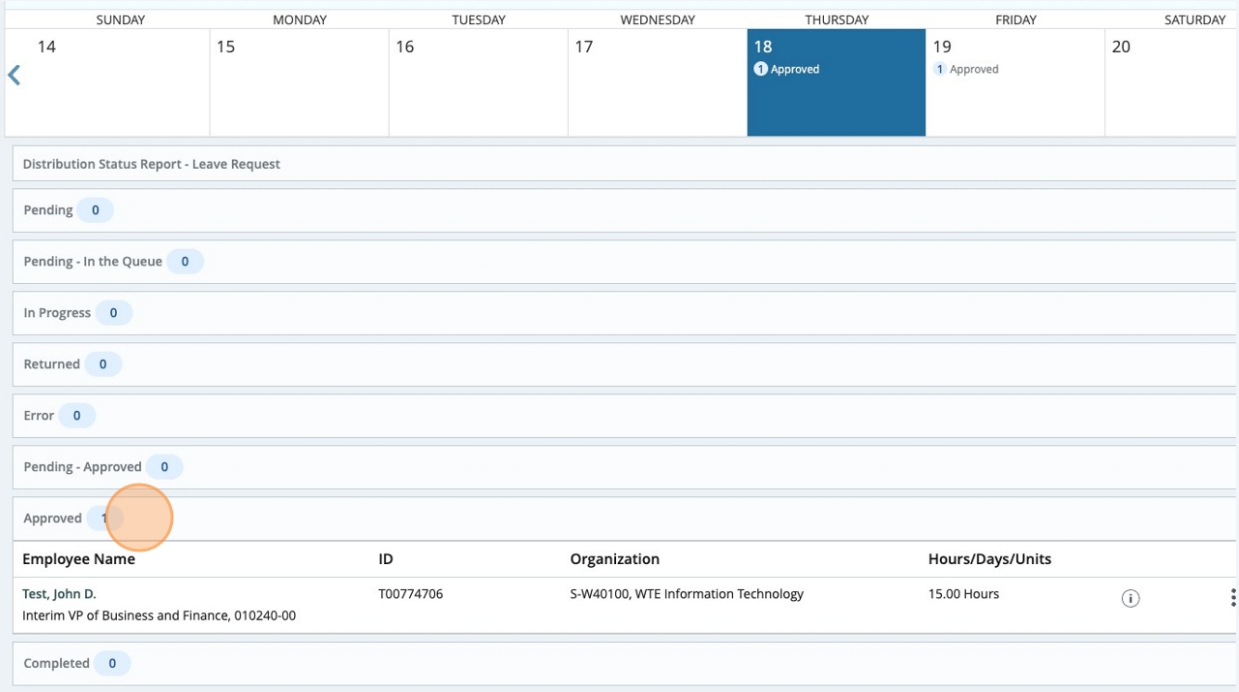
9 Click "Action Menu"



10 Click "Approve/Acknowledge"



11 Notification: "Leave Request(s) successfully processed. Leave Request(s) approved" when Successful



12 Review "Approved" Time-Off Request