Q. Why does it allow me to approve a leave request even though it will make the balance go into the negative?
A. The leave balance is checked when a timesheet is submitted, rather than when the leave is requested. If the employee doesn’t have a sufficient balance at that time, an error message will alert the employee to resubmit the leave request. Since employees can submit leave requests in the future, the leave balance isn’t checked when requesting leave because the leave can be accrued by the time it’s taken.

Q. Does the leave request show multiple appointments?
A. If the multiple appointments are in departments who participate in Time and Leave, they will show. If one department participates in Time and Leave, and the other(s), then only the one appointment will show.

Q. What will happen if an employee starts employment mid-week?
A. The employee will be able to enter leave starting on the hire date.

Q. When a supervisor approves and records comments, how does the employee know?
A. A Comments icon displays to the right of the timesheet or leave request on the employee’s home page.

Q. Who should we designate as back up approvers?
A. The designation of approvers and back-up approvers should match your delegation of signature authority document.

Q. When an employee submits a leave request in advance and changes his or her mind, who deletes the request, the employee or the supervisor?
A: The employee controls the leave request; if he or she changes his mind, the employee deletes the leave request. Supervisors can't delete a leave request. The supervisor is notified of the deletion (it appears in the worklist like any other leave request), and approves it. Once the supervisor approves the deletion of the leave request, the associated time disappears from the timesheet.